



Town of Blackfalds  
**Regular Council Meeting**  
Civic/Cultural Center – 5018 Waghorn Street  
October 13, 2020 at 7:00 pm

**AGENDA**

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1. <b>Call to Order</b>	
2. <b>Adoption of Agenda</b>	
2.1 Agenda for October 13, 2020	
3. <b>Delegation</b>	
None	
4. <b>Public Hearing</b>	
None	
5. <b>Business Arising from Minutes</b>	
5.1 <a href="#">Request for Decision, Utility Bylaw No. 1250.20</a> – Director Weran	2
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9. <b>Round Table Discussion</b>	
None	
10. <b>Adoption of Minutes</b>	
10.1 <a href="#">Minutes from Regular Council Meeting</a> on September 21, 2020	237
11. <b>Notices of Motion</b>	
None	
12. <b>Business for the Good of Council</b>	
None	
13. <b>Confidential</b>	
13.1 FOIP, Section 24	
14. <b>Adjournment</b>	

*Future Meetings/Events:*

• Council Standing Committee Meeting – October 20, 2020

• Organizational Meeting/Regular Council Meeting – October 27, 2020 \*\*

*\*\* Please note the Regular Council Meeting will follow the Annual Organizational Meeting*



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

5.1

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**MEETING DATE:** October 13, 2020

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

**SUBJECT:** **Bylaw No. 1250.20 - Proposed Utility Bylaw Update Third and Final Reading**

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**BACKGROUND:**

In 2017, Administration commenced work on updating of the bylaw which was assigned Bylaw No. 1212/17. The revisions, at the time, included updating to the new Bylaw format, stronger language to minimize infiltration and inflow into our wastewater system, added restricted materials section and general improvements to the verbiage. This draft bylaw was vetted through the Standing Committee of Council on August 20, 2018 and was recommended to be brought before Council for first reading which it received on August 28<sup>th</sup>, 2018.

Following first reading it was determined that additional formatting and reorganization of the part and sections was required which was determined to be significant changes. For this reason, the bylaw was once again brought forward to the June 15, 2020 Standing Committee of Council for review prior to the document coming forward to Council for further readings. The Standing Committee of Council again recommended that the bylaw with the most recent amendments be brought back to Council for second reading.

This Utility Bylaw did receive second reading at the June 23<sup>rd</sup>, 2020 Council meeting, with the additional legal and serval section revisions. The following motion was passed:

**RES. 178.20**

Councillor Hoover moved that Council give Second Reading to Bylaw 1212/17, being the Utility Bylaw for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

Administration reviewed the extended time period for which activity on the bylaw was underway and determined that the Utility Bylaw referred to as Bylaw 1212.17 be given an updated bylaw number and go through the formal reading process to remove any confusion due to the length of time in developing the bylaw and the numbering assigned to the bylaw. The new Bylaw 1250.20 was brought before Council at the September 8, 2020 council meeting at which time the following motion was made:

**RES. 247/20**

Councillor Olfert moved that Council give first Reading to Bylaw 1250.20, being the Utility Bylaw for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**RES. 247/20**

Councillor Taylor moved that Council give second Reading to Bylaw 1250.20, being the Utility Bylaw for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**



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

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**RES. 249/20**

Deputy Mayor Stendie moved that Council consent to give all three reading to Bylaw 1250.20, being the Utility Bylaw for the Town of Blackfalds.

**CARRIED**

**Opposed:** Councillor Hoover

**DISCUSSION:**

Administration had been reviewing this Bylaw internally and has worked with the North Red Deer Regional Wastewater Services Commission to finalize the details related to over-strength and toxic material limits and responsibilities for testing and controlling our wastewater under this agreement. With the regional agreements now in place and the legal review completed, Administration is now able to have Bylaw 1250.20 come before Council for consideration of third and final reading.

Utility Bylaw 1250.20 will require private landowners, that were previously on private services, to connect to our utility infrastructure within the roadway within a year's time of the roadway services being made available. Previously, the Town was only able to require the private landowners to connect once a major redevelopment occurred. This bylaw also assists in protecting the environment as it relates to our water and sewer systems and also limits our liability to the commission regarding the City of Red Deer's Bylaws on restricted materials into the wastewater system.

The bylaw is before Council for third and final reading tonight and does include some final legal edits and minor revisions that have been made since second reading of the bylaw on September 8<sup>th</sup>. These edits and revisions are shown with the attachments as markups for Council's reference. It is of note that the timeframe for connecting to services is now stipulated. Upon final reading the Utility's Division will move forward with requesting the account agreements for all account holders and follow the new bylaw regarding fees and correspondence criteria when dealing with owners and occupants.

**FINANCIAL IMPLICATIONS:**

None, but this Bylaw will further reduce the Town's liability in regard to restricted materials and place a larger onus onto our private landowners to maintain our new bylaw conditions regarding water, sewer, and stormwater entering the Town's Systems and on private lands.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council give Third and Final Reading to Bylaw 1250.20 being the Utility Bylaw.

**ALTERNATIVES:**

- A) That Council does not move forward with the Third and Final reading to Bylaw 1250.20 being the Utility Bylaw.
- B) That Council refer this Bylaw back to Administration for further review.



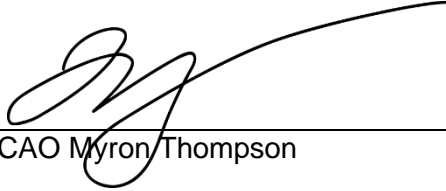
**TOWN OF BLACKFALDS  
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REQUEST FOR DECISION**

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Attachments:

- *Bylaw 1250.20 marked up version with new markups since last reading*
- *Bylaw 1250.20 clean version without markups*

**APPROVALS**



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CAO Myron Thompson



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Department Director



## TOWN OF BLACKFALDS BYLAW 1250.20

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### BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO REGULATE THE SUPPLY AND USE OF WATER, WASTEWATER, AND STORMWATER UTILITIES FOR THE TOWN OF BLACKFALDS

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Being a Bylaw of the Town of Blackfalds to provide for the supply and use of water, wastewater and stormwater utilities in the Town of Blackfalds:

**WHEREAS** Part 1, Section 3 of the Municipal Government Act, RSA 2000, c. M-26, provides that one purpose of a municipality is to provide services, facilities or other things that are necessary or desirable for all or part of the municipality;

**WHEREAS** Part 2, Division 1, Section 7 of the Municipal Government Act, RSA 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting safety, health and welfare of people and protection of people and property, services provided by, or on behalf of, the municipality, public utilities and enforcement of bylaws;

**WHEREAS** Part 2, Division 1, Section 8 of the Municipal Government Act, RSA 2000, c. M-26 provides a Municipal Council with the authority to regulate or prohibit and provide for a system of licenses, permits and approvals;

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

#### **PART 1 – TITLE AND PREAMBLE**

1. This Bylaw may be referred to as the "Utility Bylaw".
2. The preamble and Schedules attached to this Bylaw form part of this Bylaw.
  - a. In this Bylaw, the reference to the singular shall include the plural, and vice versa.
  - b. Where a word or term in this Bylaw is defined by this Bylaw, derivatives of that word or term shall be interpreted to have the same general meaning as the defined word or term, as the context may require.

#### **PART 2 – DEFINITIONS**

3. In this Bylaw:
  - a. "Backflow" means the reversal of flow of any water, wastewater, or any other liquid, chemical, or substance, back into, or towards, the Town Water System, Town Wastewater System or Town Stormwater System.
  - b. "Backflow Valve" means a device to prevent flow reversal into a potable water system, stormwater system, or wastewater system.
  - c. "Chief Administrative Officer" means the Chief Administrative Officer (CAO) as appointed by the Town of Blackfalds Council.
  - d. "Commercial" includes residential buildings consisting of three or more units, as well as all buildings used for the purpose of business.
  - e. "Council" means the Municipal Council of the Town of Blackfalds.
  - f. "Cross Connection" means an existing connection or a potential connection between any part of a potable water system, stormwater system or wastewater system and any other environment containing other substances in a manner, which, under any circumstances, would allow such substance to enter the potable water system.

- g. "Cross Connection Control Device" means a device or method that prevents Backflow.
- h. "Deleterious" means:
- i. Any substance that, if added to any water, would degrade or alter or form part of a process of degradation, or, alteration of the quality of that water so that it is rendered, or is likely to be rendered, deleterious to fish, or fish habitat, or unsuitable for the purposes intended;
  - ii. Any water that contains a substance in such quantity or concentration, or that has been so treated, processed or changed, by heat or other means, from a natural state that it would, if added to any other water, degrade or alter or form part of a process of degradation or alteration of the quality of the water so that it is rendered or is likely to be rendered deleterious to fish or fish habitat or unsuitable for the purposes intended.
- i. "Dental Amalgam" means dental filling materials consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.
- j. "Dental Amalgam Separator" means any technology, or combination of technologies, designed to separate dental amalgam particles from dental operation wastewater.
- j-k. "Design Guidelines Manual" means the manual maintained by the Town to provide information on standards governing subdivision design, servicing, design and construction of developments.
- k-l. "Director" means Director of Infrastructure and Property Services for the Town.
- l-m. "Grab Sample" means a single sample or measurement of potable water, stormwater, wastewater, wastewater, stormwater, potable water or effluent which is collected at a specific time.
- m-n. "Inspector" means a Person authorized by the Town to enforce the provisions of this Bylaw and includes a designated Town employee, Bylaw Officer, Community Peace Officer and Peace Officer.
- n-o. "Low Flow Plumbing Fixtures" means toilets with a usage not exceeding 6.0 litres per flush; single flush urinals with a usage not exceeding 3.8 litres per flush; shower head fixtures with a flow rate not exceeding 9.5 litres per minute; and lavatory basin faucets and kitchen sink faucets with a flow rate not exceeding 8.3 litres per minute.
- o-p. "Minimum Rate" means the rate established in Schedule B of this Bylaw "B" for the supply of water and wastewater services.
- p-q. "Monitoring Access Point" means an access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the potable water, stormwater or wastewater, therein, wastewater, potable water or stormwater therein.
- q-r. "Occupant" means the Person that leases or occupies a property to which a Utility Service is provided.
- r-s. "Owner" means:

- i. any Person who is registered under the Land Titles Act as the Owner of the land to which a Utility Service is provided; ~~Utility Services are provided;~~
  - ii. any Person recorded as the Owner of the Property on the assessment roll of the Town; and
  - iii. any Person who has become the beneficial Owner of the ~~property~~Property, by entering into a purchase and sale agreement, whether they have purchased, or otherwise acquired the ~~property~~Property, directly from the Owner or from another purchaser, and who has not yet become the registered Owner of the ~~property~~Property.
- ~~s.t.~~ s.t. "Person" means any individual, including their heirs, executors, administrators or other legal representative; corporation, partnership, association or other legal entity to whom the context applies according to law.
- ~~t.u.~~ t.u. "Property" means:
- i) In the case of land, means a parcel of land and includes buildings, if any, located upon the land where the context requires; or
  - ii) In other cases, means personal property where the context requires.
- ~~u.v.~~ u.v. "Remote Reading Device" means a device which is connected to a water meter by the Town and provides a duplicate reading of the water consumed, which may be monitored from the exterior of a building.
- ~~v.w.~~ v.w. "Sampling Port" means a valve, tap or similar device on equipment, a drainpipe or at another suitable location, to allow for sampling, consistent with technical guidelines that the Town may establish from time to time.
- ~~w.x.~~ w.x. "Spill" means a direct or indirect discharge into the wastewater sewer, the or stormwater sewer or the natural environment which is abnormal in quantity or quality in light of all circumstances of the discharge.
- ~~x.y.~~ x.y. "Standard Methods" means a procedure or method set out in *Standard Methods for the Examination of Water and Wastewater*, published jointly by the American Public Health Association, American Water Works Association and the Water Environment Federation, recent or latest edition or approved in writing by the Inspector.
- ~~y.z.~~ y.z. "Stormwater" means the water running off the surface of a drainage area during, or immediately after, a period of rain or snow melt.
- ~~z.aa.~~ z.aa. "Stormwater Discharge System" means a sewer for the collection and transmission of uncontaminated water, stormwater, and drainage from land or from a watercourse, or stormwater pond, or any combination thereof, but excluding wastewater. This includes a sump, sump pump and related piping used to convey water collected by drainage in weeping tile, eaves trough, roof spouts, or foundation drain.
- ~~aa.bb.~~ aa.bb. "Sump" means a facility on the connection to the wastewater collection system for trapping large, heavy solids before discharge into these systems.
- ~~bb.cc.~~ bb.cc. "Testable Cross Connection Control Device" means a Cross Connection Control Device which is capable of being inspected and tested in accordance with the National Plumbing Code of Canada, as amended.



~~ee-dd.~~ "Town" depending on its context, means either:

- i. The Municipal Corporation of the Town of Blackfalds, its administration and staff, agents or representative; or
- ii. The territory contained within the corporate boundaries of the Town of Blackfalds.

~~dd-ee.~~ "Town Stormwater System" means a system installed by the Town for the collection, distribution and disposal of stormwater within the Town, or in Town owned infrastructure.

~~ee-ff.~~ "Town Wastewater System" means a system installed by the Town for the collection and transmission, treatment and disposal of domestic or industrial wastewater or any combination thereof within the Town.

~~ff-gg.~~ "Town Water System" means a system installed by the Town for the supply and distribution of water within the Town.

~~gg-hh.~~ "Utility or Utility Service" means, as the context may require, the Town's respective utilities related to the Town Water System, the Town Wastewater System or the Town Stormwater System.~~Town water utility, Town wastewater utility, and Town stormwater utility.~~

### **PART 3 – DELEGATION OF AUTHORITY**

4. Council hereby delegates to the CAO the powers and authority to do all things necessary in order to fulfill the responsibilities and duties of the Town with respect to the delivery of ~~a~~ Utility Services under the Municipal Government Act and this Bylaw, except those powers exclusively reserved for Council under the Municipal Government Act, or other Persons pursuant to this Bylaw.
5. The CAO is responsible for the operation of the Town Water System, Town Wastewater System and Town Stormwater System in accordance with:
  - a. Provincial and Federal Statutes and any regulations thereunder; and
  - b. this Bylaw and related regulations and policies.
6. The CAO is authorized to further delegate the powers, duties or functions granted by Sections 4 and 5.

### **PART 4 – POWER AND AUTHORITY OF INSPECTORS**

7. An Inspector may in accordance with this Bylaw and the Municipal Government Act:
  - a. Enter upon all parcels of land for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Bylaw;
  - b. Take samples of wastewater, stormwater, potable water and subsurface water being released from any buildings, structures and/or ~~utilities-utilities~~ on ~~the-a~~ Property or flowing within a private drainage system;
  - c. Perform on-site testing of the wastewater, stormwater, clear-water waste and subsurface water within, or being released from, private drainage systems, pre-treatment facilities and stormwater management facilities;



- d. Make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or watercourse;
  - e. Require information from any Person, inspect and copy documents or remove documents from the Property to make copies, concerning any potential violation of this Bylaw;
  - f. Inspect chemical storage areas and spill containment facilities and request Material Safety Data Sheets (MSDS) for materials stored or used on a ~~property~~Property; and
  - g. Inspect the buildings, structures and/or utilities– where a release of prohibited or restricted waste, or of water containing prohibited or restricted waste, has been made or is suspected of having been made, and to sample any or all matter that in their opinion could have been part of the release.
8. Where an inspection discloses any failure, omission, or neglect respecting any Utility Service upon the Owner's Property, or discloses any defect in the location, construction, design or maintenance of any facility or any connection therefrom to the Utility Service, the Inspector shall, in writing, notify the Owner, proprietor and Occupant to rectify the cause of the complaint within such time as is determined to be reasonable by the Town. Within the time specified, the Person notified shall rectify the cause of the complaint stated in the notice.
  9. No Person shall hinder or prevent an Inspector from carrying out any of their powers or duties.
  10. The Town may serve any Person who is in violation of any provision of this Bylaw with written notice stating the nature of the violation and requiring the satisfactory correction of the violation within 48 hours, within such additional time as required by this Bylaw, or as determined by the Town. Such Person shall, within the time stated in such notice, permanently cease all violations. Nothing in this provision shall preclude the Town from proceeding directly to any other enforcement remedy available to it under this Bylaw, the Municipal Government Act, or any other provincial legislation or regulation.

#### **PART 5 – WATER, WASTEWATER AND STORMWATER SYSTEMS RESPONSIBILITY**

11. The Town is hereby authorized to operate a Town Water System for the purposes of supplying the Owners within the Town with potable water and fire protection.
12. The Town is hereby authorized to operate a Town Wastewater System for the purposes of collecting, treating and disposing of wastewater produced within the Town.
13. The Town is hereby authorized to operate a Town Stormwater System for the purposes of collecting, treating and disposing of stormwater within the Town.
14. Unless the time period is extended by the CAO, within one year after a Utility Service becomes available as described in Sections 128 and 142, the Owner of the Property, at the Owner's expense, shall connect to the Town Water System, Town Wastewater System and Town Stormwater System, as applicable.
- ~~14. With the exception of the Owners referred to in Sections 125, 127 and 139, herein, all Owners, or other Persons occupying, or having charge or control of Property located within the Town, shall connect to the Town Water System, Town Wastewater System and Town Stormwater System.~~



## TOWN OF BLACKFALDS BYLAW 1250.20

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15. Council may by resolution enter into agreements with other Municipalities, private corporations or ~~citizens~~Persons, for the supply of water, wastewater or stormwater services beyond the corporate limits of the Town, subject to such provisions, regulations or rates as may be deemed appropriate.

## **PART 6 – OPERATIONAL UTILITY WORKS**

16. The installation of all water, wastewater and stormwater mains and related facilities shall be in accordance with the standards and specifications set out in the current Town's Design Guidelines Manual.
17. Where the Town undertakes work pursuant to this Bylaw, the costs to be charged to, and payable by, the Owner of Property, shall be calculated in accordance with costs and charges specified in Schedule "A".
18. Each ~~P~~roperty and each principal building, shall be provided with separate water and wastewater service connections. Separate stormwater service connections will be determined on a case-by-case basis as determined by the CAO or delegate.
19. No Person shall install a Utility Service line and/or connection without making an application to, and obtaining written approval from, the Town, for installation of such service line. A development or servicing agreement signed by the Owner of the Property in a form satisfactory to the CAO may be required.

## **PART 7 – RATES, BILLING AND COLLECTION**

20. Rates for water and wastewater service:
  - a. The various rates to be charged to a Owner for the purchase of potable water and the disposal of wastewater shall be as specified in Schedule "B".
  - b. Each Owner shall pay the rates as specified in Schedule "B".
  - c. The rates in Schedule "B" will be reviewed annually by Council.
21. A Utility bill showing the value of water and wastewater services provided by the Town for a one-month period for non-residential and residential ~~properties~~Properties, shall be calculated in accordance with the prescribed rates as soon as is practical. The Owner of a building, for which ~~the a Utility Services~~service is supplied, is responsible for notifying the Town of the occupancy date and contact information for billing purposes~~information~~.
22. The calculation of the Utility bill is based on the consumption of water, ~~t~~The quantity of water used shall be determined from the present and previous water meter readings as recorded by the Town, or if an actual reading is not available, by an estimated consumption, based on the consumption history of the Utility Service~~service~~ or of Property of similar characteristic.
23. No reduction in rate or charges shall be made for any interruption in water or wastewater services during a billing period.
24. Obtaining water and wastewater services:
  - a. Under the provisions of the Municipal Government Act, the Town is not obligated to provide Utility Services to an Occupant of the parcel who is not the Owner of the parcel, but must provide Utility Services to the Owner of a parcel on request.
  - b. A Property Owner who requests Utility Services shall apply to the Town for a Utility account and upon completing an application form and providing such information as the Town may require, and payment of the application-administration fee set ~~forth-out in~~ Schedule "A", the Town shall open a Utility account in the name of the Owner of the Property.

- c. ~~Written communications~~Correspondence related to Utility Services shall be ~~conducted only~~conducted between the Town and the Owner of the Property, or the property manager or agent identified by the Owner of the Property~~Owner of the Property or property manager or agent and the Town directly~~. All Occupants must direct inquiries or communications to the Town through the Owner of the Property, or the property manager or agent identified by the Owner of the Property~~Owner or property manager or agent~~.

25. The opening of a Utility account constitutes a binding agreement between the Owner of the Property and the Town for the Utility Service applied for, and this Bylaw shall constitute the terms and conditions of such agreement.

26. No Utility account will be opened in the name of the Occupant of the Property and a Utility account is not transferrable. It will remain in effect until terminated by the Owner of the Property or the Town, as provided by this Bylaw.

~~25.~~ No new Utility account will be opened for anyone who is already indebted to the Town unless satisfactory arrangements for payment of the outstanding amounts have been made with the Town.

26.27. The Town shall supply a copy of the Utility bills for an Utility account to:

- a. ~~The~~ The Owner of the Property;
- b. A property manager for, or an agent of the Owner of the Property, when requested in writing by the Owner of the Property ~~At the request of the Owner of the Property, to a property manager, or an agent of the Owner;~~ and
- c. An Occupant of the Property, when requested in writing by the Owner of the Property ~~At the request of the Owner of the Property, to an Occupant of the Property.~~

27.28. Utility bill payments

- a. The Owner of the Property is responsible for all rates and fees listed in Schedules "A" and "B" and liable to the fines set out in Schedule "C" ~~of this Bylaw~~ upon conviction of any breach of this Bylaw.
- b. Payments of Utility bills are to be paid to the Town of Blackfalds using any method of payment approved by the CAO.
- c. Non-receipt of a Utility bill will not exempt an Owner of the Property from payment for the Utility service received. The Owner is deemed to have received the Utility bill seven (7) days after it is sent.

28.29. All Utility bills, including interim billings, shall be due and payable on or before the fifteenth (15<sup>th</sup>) day of each month.

29.30. If payment in full is not received on the fifteenth (15<sup>th</sup>) day of the month, a penalty, in the amount of 5% interest on the current monthly billing balance, shall be added to the Utility account.

30.31. ~~When Any charge on~~ a Utility account~~bill~~ and other charges under this Bylaw, that remains ~~remain~~ unpaid for a period of 90 days, will be in arrears and the outstanding Utility account balance will constitute a debt owing to the Town and recoverable by adding the outstanding Utility account balance will be added to the corresponding tax roll account for the Property.

~~34.32.~~ When a Property has been sold, a final Utility bill will be calculated on a prorated basis from the date of the last billing to the date the title to the Property is transferred to the purchaser of the Property.

~~32.33.~~ The Town may discontinue the supply of any Utility Service and/or terminate a Utility Service account for any of the following reasons, after giving reasonable notice pursuant to section 35.:

- a. Non-payment of any Utility bill;
- b. Inability of the Town to obtain safe access to ~~a:~~
  - i. residential premises to read any meter for a period of six (6) months; or
  - ii. non-residential premises to read any meter for a period of three (3) months;
- c. Failure by, or refusal of, an Owner of Property to comply with any provision of this Bylaw,
- d. Failure by, or refusal of, an Owner of Property to comply with any provisions of a Provincial statute, the Alberta Building Code, or any regulations thereunder;
- e. In any case provided for in this Bylaw; or
- f. Upon request of the Owner of the Property, and if Utility Services are discontinued at the request of the Owner, minimum charges will continue to apply.

34. The Town shall send written notice to the Owner of the Property of any breach of this Bylaw which may result in the Town discontinuing the supply of Utility Services and/or terminating the Utility account. Such notice shall be delivered at least 10 calendar days prior to the discontinuance of Utility Services or termination of the Utility account. Written notice shall be deemed to have been given if done by at least one of the following methods:

- a. electronic delivery (such as email or text);
- b. mail delivery; or
- c. manual posting at the service location of the Utility service.

~~33.35.~~ Where a Utility service to a Property an Owner is discontinued for any reason set out in this Bylaw, the Town, its officers, employees, or agents shall not be liable for any damages of any kind as a result of the discontinuance of any Utility Services. ~~Utility Services.~~

## **PART 8 - EXTENSIONS OF UTILITY CONNECTIONS**

~~34.36.~~ In order to obtain service connections to the Town Water System, Town Wastewater System or the Town Stormwater System:

- a. Owners of Property, or their agents, shall submit water and wastewater system design plans, duly signed by a Professional Engineer, to the Town for review and approval, prior to the start of the service connection construction. Each Property parcel must have an outside curb stop readily available near the front property line and otherwise comply with the Town standards.
- b. When specified by the Town, Owners of Property, or their agents, shall submit stormwater design plans, duly signed by a Professional

Engineer, to the Town for review and approval, prior to the start of the service connection construction.

- c. The Town may require changes to the water, wastewater or stormwater service connection system designs to ensure acceptable standards in design, materials and construction. Costs for design changes are to be borne by the Owner of the Property.
- d. In circumstances where Utilities are constructed within Town owned property, Owners of Property, or their agents, shall furnish two (2) sets of "as built" plans to the Town within thirty (30) days of completion of the water, wastewater or stormwater service connection systems, and accompanying these "as built" plans shall be a letter indicating that the private water, wastewater and stormwater systems are fully operational. Final "as built" deliverables must also be provided in digital format as specified by the Town's current Design Guidelines Manual.

35:37. Developing for multi-lot subdivision:

- a. Where any new lot or group of lots is developed, the developer shall arrange, at the developer's cost, for the installation of approved water, wastewater and stormwater service connection lines.
- b. Each development will be governed by a development permit, development agreement or servicing agreement.

36:38. Service connections on Town Property:

- a. The Owner of a Property is responsible for all costs of constructing and installing Utility Service connections which service the Owner's Property, regardless of whether the Utility Service connections are within the Owner's Property or within the Town owned or controlled Property.
- b. The Town may install the Utility Service connection lines within Town Property to the Owner's property boundary only, and shall charge the Owner of the Property for the costs incurred in accordance with the costs and charges specified in Schedule "A".
- c. The Town may cause the installation of Utility Service connections to be performed by a private contractor at the cost of the Owner of the Property for whom the Utility Service connections are installed.

37:39. ~~The Owner of a Property~~ ~~An Owner~~ shall be responsible to arrange and pay for the laying of Utility Service connections within their own Property.

## **PART 9 - OWNER PROVIDED UTILITY SERVICE CONNECTIONS**

38:40. On private property, the Owner shall be solely responsible for ensuring the water system, wastewater system and stormwater system is properly designed, installed, operated and maintained and shall protect the same.

39:41. Town repair of Utility Service connections:

- a. The Town shall be responsible for the maintenance and repair of the water, wastewater and stormwater Utility Service lines on Town lands, including the thawing of frozen lines from the main, up to, and including, the curb stop valve. Due to the nature of such maintenance and repairs, ~~this exercise~~, access to any building on the Property must be provided by the Owner of the Property, if required by the Town.





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- b. Should damage to the water, wastewater and/or stormwater Utility lines be caused by the negligence or improper action of the Owner, or the Occupant, of the Property, costs for repair and/or thawing of frozen lines, will be charged to the Owner of the Property at the discretion of the CAO.

40.42. Where the Town does not install the Utility Service connection lines, the Town shall have the right to inspect the lines, following this process:

- a. The Owner of the Property shall advise the Town of when the installation of Utility Service connection lines will occur and request an inspection. The Owner shall allow the Town reasonable opportunity to inspect the installation for conformance to Town standards and specifications.

- b. When making a request for an inspection, a minimum of 48-hour notice is required by the Town.- Inspections will only be done ~~only~~ during the Town's regular ~~work-business~~ hours.
- c. Persons excavating for Utility Service lines or connections shall not backfill until a request for inspection has been made to the Town and the Town has completed an inspection and approved the installation.
- d. Persons backfilling, before requesting and receiving an inspection by the Town, may be required by the Town inspector to dig out and expose the Utility Service connection lines, at the Owner of the Property's cost, so that a proper inspection can be done.

~~41-43.~~ For multi-residential and Commercial buildings:

- a. The Town will not supply water or wastewater services to two or more Commercial buildings that front on the same street and which are located on the same parcel of land. Each Commercial building must be serviced individually.
- b. The Town will only supply single Utility Service connections to multi-residential buildings. Each multi-residential building will be responsible for providing water and wastewater Utility Service connections to individual dwellings within the multi-residential building.

#### **PART 10 - TEMPORARY WATER, STORMWATER OR WASTEWATER SERVICES**

~~42-44.~~ A Person who wishes for temporary water service shall make application and enter into an agreement with the Town, and shall pay the Town in advance the whole cost of Utility Service construction, including the cost of removal of temporary systems when they are no longer required.

~~43-45.~~ A Person requiring temporary water services shall safeguard all systems or attachments supplied by the Town and meet any Town requirements specified in the agreement with the Town.-

#### **PART 11 – SAMPLING AND MONITORING**

~~44-46.~~ Where sampling is required for the purposes of determining the concentration of constituents in the wastewater or stormwater, the sample may:

- a. Be collected manually or by using an automatic sampling device;
- b. Contain additives for its preservation;
- c. At the discretion of the Inspector, include taking samples of discrete wastewater or stormwater streams within the premises, for the purpose of determining compliance with this Bylaw.

~~45-47.~~ At the time of development, the Owner of any industrial, Commercial, manufacturing or institutional Property or premises; or any multi-unit residential building, shall install a Monitoring Access Point as required by the Town and ensure that it is accessible to the Inspector for the purposes of observing, sampling and measuring water flow.

~~46-48.~~ Owners of Property with a development that existed prior to the adoption of this Bylaw, which is found to be in contravention of this Bylaw, may be required to install a Monitoring Access Point as specified by the Town.

47-49. Any single Grab Sample may be used to determine compliance with any provision of this Bylaw.

48-50. All tests, measurements, analyses and examinations of wastewater or stormwater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with Standard Methods and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of the Inspector as agreed in writing prior to sample analysis.

49-51. The following businesses require Sampling Ports when it is not possible to install a Monitoring Access Point:

- i. Dental offices;
- ii. Businesses using photographic processing equipment;
- iii. Dry cleaners;
- iv. Vehicle washing; and
- v. Any other business identified by the Town.

## **PART 12 – SPILLS**

50-52. In the event of a Spill on the ground or to a water system, a wastewater system and/or stormwater system, with no immediate danger to human health or safety, the Person responsible for the Spill, or the Person, having charge, management and control of the Spill, shall ***immediately*** notify and provide any requested information with regard to the Spill to:

- a. Alberta Environment and Parks;
- b. The Town of Blackfalds;
- c. The Owner of the Property where the release occurred;
- d. The Owner of any Property impacted; and
- e. Any other Person whom the Person reporting knows, or ought to know, may be directly affected by the Spill.

51-53. In the event of a Spill on the ground or to a water system, a wastewater system and/or stormwater system, with an immediate danger to human health or safety, the Person responsible for the Spill, or, the Person having the charge, management and control of the Spill, shall ***immediately*** notify and provide any requested information with regard to the Spill to 911 Emergency and those listed in Section 50(a) through (e).

52-54. Nothing in this Bylaw relieves any Person from complying with any notification or reporting provisions of:

- a. Other government agencies, including federal and provincial agencies, as required and is appropriate for the material and circumstances of the Spill;
- b. Alberta Environment and Parks; or
- c. Any other Bylaw of the Town.

53-55. The Person responsible for the Spill, and the Person having the charge, management and control of the Spill, shall do everything

reasonably possible to contain the Spill, protect the health and safety of citizens, minimize damage to property, protect the environment and wildlife, clean up the Spill and contaminated residue, dispose of affected materials at an appropriate waste disposal facility and restore the affected area to its condition prior to the Spill to the satisfaction of the Town.

~~54.56.~~ Within five working days after the Spill, the Person responsible for the Spill, and the Person having the charge, management and control of the Spill, shall provide a detailed report on the Spill to the Town, including the following information to the best of their knowledge:

- a. Name, telephone number and other contact information (address, email) of the Person who reported the Spill and how and when they can be contacted;
- b. Location where the Spill occurred; date and time of Spill; material spilled; characteristics and composition of material spilled; volume of material spilled; and duration of Spill event;
- c. Work completed, waste disposal location(s) used, and any work still in progress in the mitigation of the Spill; and
- d. Preventive actions being taken to ensure a similar Spill does not occur again with ~~;~~ ~~and~~ copies of a completed Spill prevention and Spill response plan.

~~55.57.~~ The Town may invoice the Person responsible for the Spill, the Person having the charge, management and control of the Spill, and the Owner of the Property where the Spill occurred, or any one or all of them, to recover all costs arising as a result of the Spill and such Person(s) shall pay the costs invoiced within 30 days of invoice.

~~56.58.~~ The Town may require the Person responsible for the Spill, the Person having the charge, management and control of the Spill, and the Owner of the Property where the Spill occurred, or any one or all of them, to prepare and submit a Spill contingency plan to indicate how risk of future incidents will be reduced and how future incidents will be addressed. All costs related to this will be the responsibility of the Owner of the Property.

### **PART 13 - RESTRICTED MATERIALS IN UTILITY SYSTEMS**

~~57.59.~~ No Person shall throw, deposit or leave in, or upon, the Town Water System, Town Wastewater System or Town Stormwater System, or any trap, grating, or manhole, any material that may cause blockage of the Town Water System, Town Wastewater System, or Town Stormwater System, or their mains or service connections.

~~58.60.~~ No Person shall discharge into the Town Wastewater System, the Town Stormwater System, or any trap, drain or manhole connected therewith, any Deleterious substance or restricted material, that would prejudicially affect the Town Wastewater System or Town Stormwater System, adversely affect the environment, or which would cause pollution or is hazardous to Persons or the environment.

~~59.61.~~ No Person shall connect with the Town Wastewater System or Town Stormwater System, or any drain or pipe connected therewith, by any means, for the purpose of conveying any inflammable, explosive or hazardous material.

~~60.62.~~ No Person shall directly or indirectly connect with the Town Wastewater System or Town Stormwater System for the purpose of



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conveying any surface water collected by drainage in weeping tile, eaves troughs or roof spouts.

~~64-63.~~ No Person shall discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into the Town Water System, Town Wastewater System or Town Stormwater System, or any drain connected therewith.

~~62-64.~~ No Person shall turn, lift, remove, raise, or tamper with the cover of any manhole, or ventilator of the Town Water System, Town Wastewater System or Town Stormwater System, without prior written authorization from the Town.

~~63-65.~~ No Person shall cut, break, pierce or tap into the Town Water System, Town Wastewater System or Town Stormwater System, without prior written authorization from the Town.

~~64-66.~~ The Town may, upon reasonable notice and at reasonable times, enter buildings or other places, which have been connected to the Town Wastewater System or Town Stormwater System, to ascertain whether or not any improper material or liquid is being discharged in wastewater or stormwater, and the Town shall have the right to use any test, or other means necessary, to determine compliance with this Bylaw and to stop or prevent the discharge of any substances that are contrary to this Bylaw.

~~65-67.~~ Discharges from Commercial, trade, industrial or manufacturing process:

- a. ~~No Person shall discharge any~~ No waste or discharge resulting from any Commercial, trade, industrial or manufacturing process, ~~directly shall be directly discharged~~ into the Town Wastewater System or Town Stormwater System without ~~it~~ first being treated to the satisfaction of the Town.
- b. ~~The Owner of Property, used for a Commercial, trade, industrial or manufacturing process, shall install, at their expense, the~~ The necessary pre-treatment works prescribed by the Town, ~~shall be completely installed by the Owner of the Property at their expense,~~ prior to the construction of the wastewater or stormwater connection, and shall ~~be~~ continuously maintained and operated ~~by the Owners~~ such pre-treatment works.

~~66-68.~~ No Person shall discharge, or allow to be discharged, into the Town Wastewater System any materials ~~found~~ listed in Schedule "D" at a level which exceed the levels ~~listed~~ set out in Schedule "D".

~~67-69.~~ No Person shall discharge, or allow to be discharged, into the Town Stormwater System, any Deleterious substance.

~~68-70.~~ Any Person who breaches any Section of Part 13 of this Bylaw shall, in addition to any fines ~~the fine~~ prescribed in Schedule "C", be liable for all costs incurred by the Town in remediating the situation caused by the breach, including all clean-up and inspection costs.

### **PART 14 – GOVERNING THE PROVISION AND USE OF WATER SYSTEM**

~~69-71.~~ The Town shall endeavor to provide notice to ~~the~~ Owners of a ~~Property of~~ an interruption of a Utility Services ~~service~~ described herein and shall seek to minimize the inconvenience to Owners and/or Occupants as may be possible and reasonable.

~~70-72.~~ No ~~Persons~~ Owner or Occupant of any Property or building that is supplied with water by the Town, shall sell or otherwise dispose of from

the Property, give away, or permit water to be taken or carried away from the Property, unless authorized by the Town in writing.

~~74.73.~~ The Town may remove obstructions from the Property or road allowances that are interfering with the performance of providing, maintaining, or terminating the supply of a Utility Service and may charge the Owner of the Property the costs associated with such removal. The Town will use reasonable care to avoid damaging the obstruction during the removal. The Town shall not be responsible for any restoration costs associated with such removals, should they be incurred.

~~72.74.~~ If the Town cannot access the meter, shut off valve, or curb stop for any reason on any Property, the Town ~~may~~ will charge a “No Access Fee” as set out in Schedule “A” to the Owner of the Property. ~~as set forth in Schedule “A”.~~

#### **PART 15 – WATER SYSTEM: INSPECTION OF PREMISES**

~~73.75.~~ The Town may inspect the premises of ~~the~~ an Owner of the Property who applies to the Town for the supply of water in order to determine if it is advisable to supply such Utility ~~Utilities~~ to ~~the Owner of~~ the Property.

~~74.76.~~ The Town may, with the permission of the Owner of the Property, inspect the premises of the Owner in order to do any tests on water piping or fixtures belonging to such Owner so as to determine if this Bylaw is being complied with. If the Owner of the Property fails or refuses to give permission to the Town to inspect, the supply of water services to ~~the~~ at Owner’s Property may be shut off and/or ~~any and fee~~ “No Access Fee” rendered as set out in Schedule “A” to the Owner of the Property ~~as per Schedule “A”.~~

#### **PART 16 – WATER UTILITY RESTRICTIONS**

~~75.77.~~ In the event of construction, maintenance, repairs, emergency, shortage of water, water bans, or in connecting or repairing of service connections, or the maintenance or repair of the Town Water System, or any part thereof, the Town shall have the right to shut off the water ~~from to~~ any ~~Customer Property~~ without notice to any Person and keep it off as long as may be necessary.

~~76.78.~~ The Town does not guarantee the pressure nor the continuous supply of water, and the Town reserves the right at any, and all, times, without notice, to change operating water pressures and to shut off water. The Town, its officers, employees or agents shall not be liable for any damages of any kind due to changes in water pressure, the shutting off of water, or by reason of the water containing sediments, deposits or other foreign matter.

~~77.79.~~ The Town may have the water shut off to the Property of any Owner or Occupant who is breaching any of the provision of this Bylaw, and in cases where the water has been shut off for allowing waste due to leaks or defects in pipes or connections, the Town may refuse to restore water services until the defects have been repaired to the satisfaction of the Town.

~~78.80.~~ When an emergency in water supply occurs, the CAO may restrict the use of water from the Town Water System as per policy.

#### **PART 17 – WATER UTILITY WASTAGE**

~~79.81.~~ No Person shall cause, permit or allow the discharge of water so that it runs to waste, whether by reason of leakage from a private water service connection, a faulty plumbing system, or otherwise.



~~80-82.~~ Notwithstanding the foregoing, the Town may, under such conditions as the Town may consider reasonable, allow water discharge for the purposes of:

- a. The installation and maintenance of infrastructure, including flushing of water mains, hydrant leads and Town service connections to prevent stagnation and/or to remove Deleterious materials;
- b. Preventing the freezing of water mains, hydrants leads, and services connections;
- c. Conducting water flow tests;
- d. Firefighting and associated training programs; or
- e. Other purposes as deemed necessary by the Town.

#### **PART 18 – REQUIREMENT TO USE LOW-FLOW PLUMBING FIXTURES**

~~84-83.~~ Any Person installing plumbing fixtures for any new construction or renovation project that requires a plumbing permit shall only install Low-Flow Plumbing Fixtures ~~low-flow plumbing fixtures~~.

~~82-84.~~ The requirements of this Bylaw shall not apply to plumbing facilities installed for safety or emergency purposes including emergency safety showers and face/eye wash stations.

#### **PART 19 – REPAIR AND MAINTENANCE OF EXISTING WATER SERVICES**

~~83-85.~~ The Owner of the Property shall be responsible for the repair and maintenance of the water service line and connections within their own Property.

~~84-86.~~ Repair of water service connections and lines on the Owner's Property:

- a. Where the exact location of a water service problem cannot be determined to be either, clearly within the Town lands, or on the Owner's Property, the Town may undertake additional survey and/or inspection measures to determine the location of the problem. Costs of this service will be borne by the Owner of the Property.
- b. If it is determined that a water service problem exists on private property, the Owner of the Property shall be responsible for the costs incurred by the Town to that point and for the costs to complete repairs. All costs incurred by the Town will be the responsibility of the Owner of the Property.

~~85-87.~~ Where the Owner of the Property undertakes the repair of a water service line or connection on their own Property and finds that the problem exists on the portion of line for which the Town is responsible, the Town may complete the repairs.

~~86-88.~~ Replacement of water service lines:

- a. If the Owner of a Property wishes to replace a water service line, it shall be at the Owner's expense.
- b. Where a water service line needs replacement because it can no longer be economically repaired, the replacement must be undertaken by the Owner of the Property at the Owner's expense.
- c. Installation or replacement of water service lines shall be governed by the process set out in Parts 8 and 9 of this Bylaw.

## **PART 20 – WATER SYSTEM: TREES AND ROOTS**

**87:89.** No Person shall plant deep rooting trees such as willow, poplar or elm within a minimum of 6 metres of a water main or lateral services; all other species of trees shall be planted at a minimum of 4 metres from water mains or lateral services.

**88:90.** If it is determined that a blockage or leak in a private water service is caused by a tree located ~~on private property, either~~ adjacent to, or directly on, private property, the Town shall have no obligation to clear the blockage, ~~unless the tree is on Town property.~~

**89:91.** If it is determined that a blockage or leak in a private water service is caused by a tree located on Town property, the Town will repair the water line and remove the tree at the Town's expense.

**90:92.** If it is determined that a blockage or leak in the Town's water main or any other part of the Town Water System is caused by tree roots extending from trees located ~~on private property, either~~ adjacent to, or directly on, private property, the Town will, at the private property Owner's expense, repair the water line and remove the trees.

## **PART 21 – OPERATION & TESTING OF WATER SERVICE VALVES**

**91:93.** During operation and testing of water service valves, water will be shut off at the curb stop valve and no Person shall turn on, or attempt to turn on, the water, except where authorized by the Town in writing.

**92:94.** The Owner or Occupant of a Property shall ensure that the water service curb stop valve remains accessible and exposed. Where the Owner or Occupant damages the curb stop valve, causes it to become inoperative, or prevents access to it, they shall be responsible for costs incurred by the Town to repair or expose the curb stop valve.

**93:95.** The Town is authorized to arrange for the removal of any obstructions, restricting access to the curb stop valve or water meter or radio, at the cost of the Owner of the Property.

**94:96.** Application for the testing of a water line:

- a. A plumber may, after obtaining permission from the Director or the Director's designate, operate a curb shut off valve up to 1" (25 mm) in diameter for the purpose of:
  - i. testing their own piping in the case of a new installation;  
~~and~~
  - ii. replacing, repairing or renewing of a service line.
- b. If water is required to test plumbing before a meter is installed, a plumber may temporarily install a meter spacer pipe.
- c. After completion of work pursuant to this section, the authorized plumber shall immediately close the valve and remove the temporary meter spacer pipe.
- d. A plumber shall not operate any of the curb stop valves of 25 mm (1"), or larger in size, for any purpose.
- e. All Owners of Property having a meter shall, at the Owner's sole cost and expense, supply and maintain valves on both sides of, and within 300 mm (12") of, the meter.

## **PART 22 – PROVISION OF FIRE PROTECTION WORKS**

~~95-97.~~ When an Owner of Property wishes to provide fire protection by means of sprinkler heads, fire hydrants, or outlets for hose lines, or some other manner, the Owner must apply for a ~~special service pipe~~service connection in accordance with the extension of utility connection process set out in Part ~~89~~ of this Bylaw.

~~96-98.~~ When an application is approved by the Town for a separate ~~special~~ service pipe to be utilized for fire protection, all costs are at the Property Owner's expense, including the costs of the service connections between the Owner's Property and the Town Water System as well as any possible upsizing costs.

~~97-99.~~ The Town shall maintain, at its expense, that portion of the ~~special~~ service pipe between the main and the Owner's property line where a tapping valve and sleeve from the connection of the main, or between the main and control valve, when the control valve is located within 1.2 meters (4 feet) of the property line.

~~98-100.~~ Fire protection service connections constructed on lands under the control or ownership of the Town shall become the property of the Town upon acceptance by the Town.

## **PART 23 – PUBLIC OR PRIVATE FIRE HYDRANTS:**

~~99-101.~~ Unless authorized by the Town, no Person shall:

- a. open or close any fire hydrant cap or valve;
- b. connect any device of any kind to a fire hydrant, including a pipe, hose, fixture, or appliance; or
- c. use water from a fire hydrant, regardless of whether that hydrant is located on private or public property, for any purpose other than fire protection.

~~100-102.~~ No Owner or Occupant of a Property shall allow the access to a fire hydrant located on, or adjacent to, that parcel or premises to be obstructed in any manner, whether by the building or erection of any structure or the accumulation of any building material, rubbish, snow or other obstruction including, but not limited to, trees and or shrubs.

~~101-103.~~ No Owner or Occupant of a Property, shall allow anything on the parcel or premises to interfere with the operation and maintenance of a fire hydrant located on, or adjacent to, that ~~parcel or premises~~parcel or premises.

~~102-104.~~ All Owners of Property on which a fire hydrant is located or Owners of Property which is adjacent to Town owned property on which a fire hydrant is located shall:

- a. maintain a clearance area consisting of a minimum of four (4) metre clearance all around a fire hydrant and a minimum of four (4) metre clearance above the hydrant;
- b. not permit anything to be constructed, erected, or placed within the clearance area;
- c. not permit anything except grass to be planted within the clearance area;
- d. maintain visibility of hydrants from the nearest access road; and



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- e. maintain all private fire hydrants and ~~will~~ provide records of maintenance on a yearly basis to the Town if requested by the Town.

### **PART 24 – WATER METERS**

~~403.~~105. All water supplied by the Town to a Property shall be measured by a meter unless otherwise provided for in this Bylaw.

~~404.~~106. Where, at the time of passage of this Bylaw, a water service is not metered, the Town shall install a meter at a cost to the Owner of the Property as specified in Schedule "A".

~~405.~~107. All water meters shall be supplied and installed by the Town with all costs specified in Schedule "A" being charged to the Owner of the Property, or the general contractor in charge of the property, to which the meter has been installed.

~~406-108.~~ Placement of water meters:

- a. The Town will supply water meters as specified in Schedule "A" and maintain all water meters as required and may install Remote Readout Devices where necessary or desirable to the Town.
- b. The Owner of the Property will be responsible for managing coordinating the installation of the meter with the Town for any building on the Property.
- c. The Town may undertake any necessary repairs to the meter and Remote Readout Devices to ensure proper operation.

~~407-109.~~ The Owner of the Property shall ensure access to the Property, and buildings, if any, is available to the Town for the purposes of installing, maintaining or reading a water meter.

~~408-110.~~ Installation of water meters:

- a. All Property Owners shall allow installation of water meters in accordance with the Town's specifications.
- b. All Property Owners shall allow installation of a Remote Reading Device in an easily accessible location inside any building, or on the outside at the front of the building, in accordance with the Town's specifications.

~~409-111.~~ Protection of water meters:

- a. The Owner of the Property shall provide adequate protection for the water meter and any associated valves or pipes against freezing, heat or any other internal or external damage of any kind which may affect the operation of any water meter, failing which the Owner of the Property shall pay all costs associated with the repair.
- b. No Person other than an authorized Town employee shall install, test, repair, remove, disconnect, and/or reconnect a water meter unless specifically authorized to do so in writing by the Town.
- c. No Person shall break, tamper, or interfere with, any water meter, appurtenances or facility.
- d. The Owner of the Property shall notify the Town immediately whenever a water meter is not operating or if any part of a meter becomes damaged or broken.
- e. The Owner of the Property is responsible for the safe operation and use of any water meter and any Remote Reading Device that is installed on the Owner's Property.
- f. The Owner of the Property shall pay the cost of repairing or replacing any water meter or metering accessories supplied and installed that may be are damaged from any causes within the control of the Owner.

~~440-112.~~ The Town may seal installed water meters and no Person, except as authorized by the Town, shall break or tamper with any such seal.

~~444-113.~~ Reading of water meters:

- a. The Town may read the actual consumption from the meter rather than from the Remote Reading Device, in which case, the next Utility billing will be calculated using the actual consumption.

- b. When an Owner of a Property requests a meter reading at a time other than the regular scheduled time for meter reading, the Owner may be assessed a fee as set forth in Schedule "A".

442-114. Testing of water meters:

- a. If a water meter reading is disputed by either the Town or the Owner of the Property, the party disputing the reading shall give a written notice to the other party.
- b. Prior to the Town conducting water meter testing, the Owner of the Property will be required to pay the fee as specified in Schedule "A".
- c. Once a written notice has been given under Section 11523.a., the Town shall arrange for the meter to be tested or calibrated by a qualified official delegated by the Town.
- d. If upon testing or calibrating, the meter is found to be recording accurately, which, for this purpose, is defined as recording between 98.5% and 101.5% of the water passing through the meter, the expense of such test or calibration shall be borne by the party who gave notice under Section 11353.a), in the amount specified in Schedule "A".
- e. If a meter is found not to be accurate within the limits set out in Section 11353.d), the meter shall forthwith be repaired, or replaced by another meter, and the expenses of such repair or replacement shall be borne by the Town. Where the Owner of the Property paid a fee for testing, the Town will reimburse the fee paid by the Owner.
- f. If a meter is found not to be accurate, the accounts, based upon the readings of that meter for the consumption portion of the monthly bill, for a maximum of 12 (twelve) monthly bills ~~(consumption portion of the monthly bill)~~ immediately preceding the date of such test, shall be corrected to reflect the error of the meter, and the Owner shall pay, or shall be refunded, as the case may be, the amount so determined, which payment or refund shall be accepted by both the Town and the Owner of the Property as full settlement to the date of the test of any claim that may arise out of a meter error.

**PART 25 – WATER METER CHAMBER**

- 443-115. When in the opinion of the Town, the building to be supplied with water is too far from the Town service connection to conveniently install a meter in the building, or if a number of buildings are to be supplied, or for any other reason in the opinion of the Town, then the Owner of the Property shall, at the Owner's expense, construct and maintain an approved container for a water meter and such container shall in all respects, including location, construction size, access and otherwise, be satisfactory to the Town.

**PART 26 – CROSS CONNECTIONS AND BACKFLOW PREVENTION**

- 444-116. No Person shall connect, cause to be connected, or allow to remain connected, to the Town Water System, any piping, fixture, fitting, container or appliance, in a manner which, under any circumstances, may allow water, wastewater or any other liquid, chemical or substance to enter the Town Water System.

- 445-117. Owners of Property must allow an Inspector full access to their residences, buildings or facilities in order to evaluate and/or inspect possible cross connections and existing or newly installed Backflow Valves~~backflow preventers~~.



~~446.118.~~ For the purposes of preventing a ~~cross-Cross connection-Connection~~ prohibited in Part 26, the Director may require any Owner of a Property to install a testable cross connection control device at the expense of the Owner.

~~447.119.~~ Any Owner of Property who is required by the Director or by any Act, regulation or code, to install a ~~testable-Testable cross-Cross connection Connection control-Control device-Device~~ shall:

- a. Ensure that the ~~Testable Cross Connection Control Device testable-cross connection-control device~~ installed is inspected and tested on a yearly basis; and
- b. Report the results of the inspection and testing to the Director, on the form prescribed by the Director, within the time frame specified by the Director.

~~448.120.~~ Any Owner of Property who is required by the Director to install a ~~Testable Cross Connection Control Device testable-cross connection control device~~, shall only install such devices as approved by the Director.

~~449.121.~~ Every Owner of Property required by Part 26 to install a ~~Testable Cross Connection Control Device testable-cross connection-control device~~, shall ensure that it is only inspected and tested by Persons approved by the Director. – In approving Persons to inspect and test ~~cross-Cross connection-Connection control-Control devicesDevices~~, the Director may take into consideration the following qualifications:

- a. A certificate for a Certified Backflow Prevention Device Tester from an accredited organization;
- b. A calibration certificate for test equipment;
- c. History of non-compliance with occupational health and safety acts and regulations;
- d. Another trade or professional qualification (e.g. Plumbing Certificate, Sprinkler Fitter Certificate, etc.); and
- e. Liability insurance coverage.

~~420.122.~~ If an Owner of a Property fails to have a ~~Testable Cross Connection Control Device testable-cross connection-control device~~ inspected or tested, or fails to report the results of the inspection or testing to the Director, the Director may:

- a. Require the Owner to have the ~~Testable Cross Connection Control Device testable-cross connection-control device~~ inspected and tested, and a test report submitted to the Director, within the time frame specified by the Director; and
- b. Discontinue providing water service to the Property until the Owner has the ~~Testable Cross Connection Control Device testable-cross connection control device~~ inspected and tested, and has submitted a report with satisfactory results, to the Director.

~~424.123.~~ Any Owner of a Property with a ~~Testable Cross Connection Control Device testable-cross connection-device~~ shall display an up-to-date information record card issued by the Town on, or immediately adjacent to, each ~~Testable Cross Connection Control Device testable-cross connection-control device~~.

## **PART 27 – PRIVATE WATER SERVICES & GROUND WATER SYSTEM**

~~422.~~124. No Owner or Occupant of Property in the Town, shall use a well or other source of water, except the Town Water System, without written permission from the CAO.

~~423.~~125. No Person, except the Town, may drill a water well, on private or public land, within the boundaries of the Town, unless authorized in writing by the CAO.

~~424.~~126. No permits to drill a new well within the Town will be issued by the Town after the date this Bylaw becomes effective.

~~425.~~127. The Owner of a Property, which contained a water well or a water system or supply prior to the Property's annexation by the Town, may continue to operate such well or water system until the Town has installed a water system within a road, easement, public utility lot or other property controlled by the Town, at which time the CAO may require the Owner of a property adjacent to such road, easement, public utility lot or other property controlled by the Town, to provide, or pay for, a service connection to the Town Water System and, if connected to any other water system, or supply (including a well) to disconnect from that water system and connect to the Town Water System within one year from the time the Town Water System is available, or such further time allowed by the CAO.

~~426.~~128. All Persons having charge of, or being Owners or Occupants of Property containing a well or other source of supply of water, other than Town Water System, may apply to the CAO for permission to use the water in such well or other source of supply of water. The CAO, at their discretion, may deny the application, or grant the application subject to such conditions as the CAO may deem appropriate, including conditions on the use of the water from such well or other source or supply of water, together with conditions allowing the Town access to the Property for inspection to determine compliance with this Bylaw and any conditions stipulated by the Town at the time the application was granted.

~~427.~~129. Upon complying with and abiding by, the conditions prescribed in Section 1296, the applicant may be granted a permit to use the water in the well or other source of supply of water. Any such permit may be withdrawn by the CAO at any time without notice, and no Person shall use a well or other source of supply of water after a permit from the Town for use of same has been withdrawn.

~~428.~~130. If the use of any well or other source of water supply is continued contrary to the provisions of this Bylaw or the directions of the CAO, the CAO may issue an order that use of the well or other source of water cease immediately and that the well or other source of water supply be disconnected, removed, plugged, filled up or otherwise abated.

## **PART 28 – GOVERNING THE PROVISION AND USE OF WASTEWATER SYSTEM**

~~429.~~131. The Town shall endeavor to provide notice to the Owners of a Property of an interruption of a Utility Service ~~service~~ described herein and shall seek to minimize the inconvenience to Owners and/or Occupants as may be possible and reasonable.

~~430.~~132. No Owner or Occupant of any Property or building, that is supplied with a wastewater system ~~water~~ by the Town, shall sell or otherwise dispose of, give away, or permit wastewater to be taken or carried away from the Property, unless authorized by the Town in writing.

~~434.~~133. The Town may remove obstructions from the ~~on~~ Property or road allowances that are interfering with the performance of providing, maintaining, or terminating the supply of a Utility Service and may charge

the Owner of the Property the costs associated with such removal. The Town will use reasonable care to avoid damaging the obstruction during the removal. The Town shall not be responsible for any restoration costs associated with such removals, should they be incurred.

~~432.134.~~ If the Town cannot access the Property or the building on the Property, for the purposes of installing, maintaining or terminating supply of a Utility Service for any reason, the Town may charge a “No Access Fee” as set ~~forth-out~~ in Schedule “A” to the Owner of the Property.

#### **PART 29 – WASTEWATER SYSTEM: INSPECTION OF PREMISES**

~~433.135.~~ The Town may inspect the premises of ~~an-the~~ Owner of the Property who applies to the Town for the connection of wastewater in order to determine if it is advisable to supply such Utility to the ~~Owner~~Property.

~~434.136.~~ The Town may, with the permission of the Owner of the Property, inspect the premises of the Owner in order to do any tests on wastewater piping or fixtures belonging to such Owner so as to determine if this Bylaw is being complied with. If the Owner fails or refuses to give such permission, the supply of water services to that Owner’s property may be shut off and/or the Town may charge a “No Access Fee” as set out in Schedule “A” to the Owner of the Property, a fee “No Access Fee” rendered as per set out in Schedule “A”.

#### **PART 30 – REPAIR AND MAINTENANCE OF EXISTING WASTEWATER SYSTEM**

~~435.137.~~ The Owner of the Property shall be responsible for the repair and maintenance of the wastewater service line and connections within their own Property.

~~436.138.~~ Repair of existing wastewater service lines:

- a. If an Owner of Property believes that the wastewater service is performing poorly or that it repeatedly causes problems, the Owner may request the Town in writing to repair or replace the wastewater service line within the Town’s property. Before action is taken by the Town, the Owner may be requested to camera the wastewater service line, at the Owner’s expense, to determine the nature of the problem.
- b. If a problem is, or problems are, found to be on both the Owner’s private Property and the Town property, it will be the responsibility of the Owner of the Property to repair the portion of the wastewater service line on the Owner’s Property before the Town will undertake repairs to the wastewater service line on the Town’s property. The Town will reimburse the Owner of the Property 50% of the expenses incurred by the Owner under Section 139.a. to camera the service line.
- c. If the problem is, or problems are, found to be located entirely on the Town’s property, the Town will reimburse the Owner of the Property for camera costs incurred and will repair the wastewater service line at the Town’s expense.

~~437.139.~~ Replacement of wastewater service lines:

- a. If the Owner of a Property wishes to replace a wastewater service line on private property, it shall be at the Owner’s expense.
- b. Where a wastewater service line on private property needs replacement because it can no longer be economically repaired, the replacement must be undertaken by the Owner of the Property at the Owner’s expense.
- c. Installation ~~or~~ replacement of wastewater service lines shall be governed by the process set out in Parts 8 and 9 of this Bylaw.



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~~138.~~140. The Owner of the Property shall be responsible for clearing any blockages in the wastewater service line from the building on the Property to the main, Town owned, wastewater service line to which it connects to.

### **PART 31 – PRIVATE WASTEWATER SYSTEM**

~~139.~~141. The Owner of a Property, who operated a wastewater collection and disposal system prior to the Property's annexation by the Town, may continue to operate a wastewater collection and disposal system until the Town has installed a wastewater collection and disposal system within a road, easement, public utility lot or other property controlled by the Town, at which time the CAO may require the Owner of a Property adjacent to such road, easement, public utility lot or other property controlled by the Town, to provide, or pay for, a service connection to the Town Wastewater System within one year from the time the Town Wastewater System is available, or such further time as allowed by the CAO.

## **PART 32 – PROHIBITED SUBSTANCES IN WASTEWATER**

~~140.~~142. No Person shall discharge, or allow to be discharged, into the Town Wastewater System any materials ~~found~~-listed in Schedule "D" at a level which exceed the levels ~~listed-prescribed~~ in Schedule "D".

~~141.~~143. No Person shall allow the discharge from a stormwater system to enter into the Town Wastewater System.

## **PART 33 – DENTAL WASTE AMALGAM SEPARATOR**

144. Every Owner or operator of premises, from which Dental Amalgam may be discharged, which waste may directly or indirectly enter wastewater shall:

- a. Install in any piping system at its premises that connects directly or indirectly to the wastewater system, Dental Amalgam Separators with at least 95% removal efficiency in amalgam weight and which are certified as compliant with ISO 11143 – “Dental Equipment: Amalgam Separators”, as amended;
- b. Operate and maintain all Dental Amalgam Separators in good working condition and according to the manufacturer’s recommendations;
- c. Provide an approved Monitoring Access Point which is readily and easily accessible at all times for inspection; and
- d. Provide to the Inspector on request a maintenance schedule and record of maintenance for each installed Dental Amalgam Separator.

## **PART 34 – GREASE, OIL & SOLIDS INTERCEPTION IN WASTEWATER**

~~142.~~145. Grease traps of sufficient size and approved design shall be placed by the Owner of the Property on the waste pipes from all hotels, restaurants, laundries, and such other places as the Town may direct. The Owner of the Property ~~and Occupant of and~~ the building will be responsible for the maintenance of the grease traps.

~~143.~~146. Residential, Industrial and Commercial building sumps:

- a. Interceptors of sufficient size and approved design shall be placed by the Owner of the Property on the waste pipes from all car washes and any other buildings that may cause excess dirt and debris to pass into the Town Wastewater System. The Owner of the Property and the Occupant of the building will be responsible for maintenance of the sumps and interceptors. ~~The Owner of the Property and the building will be responsible for the maintenance of the sumps.~~



## **PART 35 – WASTEWATER SYSTEM: TREES AND ROOTS**

~~144.~~147. No Person shall plant deep rooting trees such as willow, poplar or elm within a minimum of 6 metres of a wastewater main or lateral services; all other species of trees shall be planted at a minimum of 4 metres from wastewater mains or lateral services.

~~145.~~148. If it is determined that a blockage in a private wastewater service is caused by a tree located ~~on~~, adjacent to, or directly on, private property, ~~either adjacent or direct~~, the Town shall have no obligation to clear the blockage.

~~146.~~149. If it is determined that a blockage in a private wastewater service is caused by a tree located on Town property, the Town will clear the blockage and either place the service line on a root-cutting maintenance program, re-line or repair the wastewater pipe and remove the tree(s) at the Town's expense.

~~147.~~150. If it is determined that a blockage in the Town's wastewater main or any other part of the Town Wastewater System is caused by tree roots extending from trees located adjacent to, or directly on, private property, ~~either adjacent or direct~~, the Town will, at the private ~~p~~Property Owner's expense, clear the blockage and either place the sewer on a root-cutting maintenance program, re-line or repair the sewer pipe and remove the tree(s).

## **PART 36 – GOVERNING THE PROVISION AND USE OF STORMWATER SYSTEM**

~~148.~~151. The Town shall endeavor to provide notice to Owners of Property of an interruption of Utility Services~~service~~ described herein and shall seek to minimize the inconvenience to Owners and Occupants as may be possible and reasonable.

~~149.~~152. No Owner or Occupant of any ~~building or~~Property or building supplied with stormwater ~~system services~~ by the Town, shall sell or otherwise dispose of from the Property, give away, or permit stormwater to be taken or carried away from the Property, unless authorized by the Town in writing.

~~150.~~153. The Town may remove obstructions ~~on from~~ the Property~~premises~~ or road allowances that are interfering with the performance of providing, maintaining, or terminating the supply of a Utility Service and may charge the Owner of the Property the costs associated with such removal. The Town will use reasonable care to avoid damaging the obstruction during the removal. The Town shall not be responsible for any restoration costs associated with such removals, should they be incurred.

~~151.~~154. If the Town, after giving reasonable notice to the Property Owner or Occupant, cannot access the Property or the building on the Property for the purpose of providing, maintaining or terminating the supply of a Utility Service to that Property~~any reason~~, the Town may charge a "No Access Fee" ~~to the Owner as set forth~~set out in Schedule "A" to the Owner of the Property.

## **PART 37 – STORMWATER SYSTEM: INSPECTION OF PREMISES**

~~152.~~155. The Town may inspect the premises of an Owner of Property who applies to the Town for the connection of stormwater services in order to determine if it is advisable to supply such Utility to the ~~Owner~~Property.

~~153.~~156. The Town may, with the permission of the Owner of the Property, inspect the premises of the Owner in order to do any tests on stormwater piping or fixtures belonging to the Owner so as to determine if this Bylaw



is being complied with. If the Owner of the Property fails or refuses to give such permission, the supply of stormwater services to that Property may be shut off and/or a ~~fee~~–“No Access Fee” rendered as set out in~~per~~ Schedule “A”.

## **PART 38 – REPAIR AND MAINTENANCE OF EXISTING STORMWATER SYSTEM**

~~154.~~157. The Owner of the Property shall be responsible for the repair and maintenance of the stormwater service line within their own Property.

~~155.~~158. Repair of stormwater service connections and lines on the Owner’s Property:

- a. Where the exact location of a stormwater service problem cannot be determined to be either, clearly within the Town lands, or on the Owner’s Property, the Town may undertake to determine the location of the problem.
- b. If a stormwater service problem exists within the Town lands, the Town will complete repairs.
- c. If it is determined that a stormwater service problem exists on private property, the Owner of the Property shall be responsible for the costs incurred by the Town to that point and for the costs to complete repairs.

~~156.~~159. Where the Owner of a Property undertakes the repair of a stormwater service line or connection on their own Property and finds that the problem exists on the portion of line for which the Town is responsible, the Town will complete the repairs.

~~157.~~160. Replacement of stormwater service lines:

- a. If the Owner of a Property wishes to replace a stormwater service line, it shall be at the Owner’s expense.
- b. Where a stormwater service line needs replacement because it can no longer be economically repaired, the replacement must be undertaken by the Owner of the Property at the Owner’s expense.
- c. Installation ~~of~~or replacement stormwater service lines shall be governed by the process set out in Parts 8 and 9 of this Bylaw.

~~158.~~161. The Owner or Occupant of a Property shall ensure that stormwater infrastructure remains accessible and exposed. The Town is authorized to arrange for the removal of any obstructions restricting access to the stormwater infrastructure, at the cost of the Owner of the Property.

~~159.~~162. Where the Owner or Occupant of the Property, damages, or causes, stormwater infrastructure to become inoperative, they shall be responsible for costs incurred by the Town to conduct repairs.

~~160.~~163. The Owner of any Property on which there is a dwelling shall design and connect a stormwater system to allow discharge to the Town Stormwater System with relief discharge to the surface. The stormwater system shall be installed by the Owner of the Property in such a manner as to comply with all Town Bylaws, standards and policies and other applicable regulatory authorities and without causing excessive pooling or icing on public or private property.

## **PART 39 – DISCHARGE OF PROHIBITED SUBSTANCES IN STORMWATER SYSTEM**

~~161.~~164. Only stormwater is permitted to be disposed of into the Town Stormwater System. No Person shall discharge or allow to be discharged into the Town Stormwater System, any substance including, but not limited

to, any Deleterious substances, and/or restricted substances identified in Schedule D.

#### **PART 40 – GREASE, OIL & SOLIDS INTERCEPTION IN STORMWATER**

~~462.~~165. Grease, oil and sediment separators of sufficient size and approved design shall be placed in manholes and/or catch basins into the Town Stormwater System as determined by the Town. The Owner of the Property will be responsible for the maintenance of the separators.

#### **PART 41 – STORMWATER SYSTEM: TREES AND ROOTS**

~~463.~~166. No Person shall plant deep rooting trees such as willow, poplar or elm within a minimum of 6 metres of a stormwater main or lateral services; all other species of trees shall be planted at a minimum of 4 metres from stormwater mains or lateral services.

~~464.~~167. If it is determined that a blockage in a private stormwater service is caused by a tree located ~~on private property, either~~ adjacent ~~to,~~ or directly on, private property, the Town shall have no obligation to clear the blockage.

~~465.~~168. If it is determined that a blockage in a private stormwater service is caused by a tree located on Town property, the Town will clear the blockage and either place the sewer on a root-cutting maintenance program, re-line or repair the service line and remove the tree(s) at the Town's expense.

~~466.~~169. If it is determined that a blockage in the Town Stormwater Service main, or any other part of the Town Stormwater System, is caused by tree roots extending from trees located ~~on private property, either,~~ adjacent ~~to,~~ or directly on, private property, the Town will, at the private property Owner's expense, clear the blockage and either place the sewer on a root-cutting maintenance program, re-line or repair the service line and remove the tree(s).

#### **PART 42 – CHARGES AND FINES**

~~467.~~170. Charges as prescribed in Schedule "A" will be imposed on the Owner of the Property for issuing a payment to the Town which is dishonoured or returned with a notification of non-sufficient funds (N.S.F.) and those charges shall be added to the Utility account for the Property.

~~468.~~171. Any Person who breaches or contravenes any provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to pay a fine as specified in Schedule "C" of this Bylaw, in addition to any further or other sanction a Court may impose.

~~469.~~172. Where a Person has been convicted of a contravention of the same provision of this Bylaw twice within a twelve month period, the specified fine payable in respect of the second conviction is double the amount ~~of the fine~~ specified in Schedule "C" in respect of that provision, in addition to any further or other sanction a Court may impose.

~~470.~~173. Any Person who breaches or contravenes any provision of this Bylaw for which there is no fine specified in Schedule "C" of this Bylaw, is liable, upon summary conviction, to pay a fine of \$250.00 for a first offence, \$500.00 for a second offence, and \$1,000.00 for a third or subsequent offence, within a twelve month period, in addition to any further or other sanction a Court may impose.

~~474.~~174. A Peace Officer who has reasonable and probable grounds to believe that a Person has contravened any provision of this Bylaw is hereby



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authorized to issue a violation ticket to that Person pursuant to the Provincial Offences Procedure Act, RSA 2000, c. P-34.

~~472.175.~~ Any fine or penalty imposed pursuant to this Bylaw is to the benefit of the Town.

### **PART 43 – SEVERABILITY**

~~473.176.~~ Should any clause or part of this Bylaw be found to have been improperly enacted, for any reason, then such clause or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the clause or part found to be improperly enacted had not been enacted as part of this Bylaw.

### **PART 44 – REPEAL**

~~474.177.~~ Bylaw 1150.13 is hereby repealed upon this Bylaw coming into effect.



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**PART 45 – DATE OF FORCE**

~~175.~~178. 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. 202\_\_\_\_\_.

(RES. \_\_\_\_\_ )

\_\_\_\_\_  
MAYOR RICHARD POOLE

\_\_\_\_\_  
CAO MYRON THOMPSON

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_\_\_\_.

(RES. \_\_\_\_\_ )

\_\_\_\_\_  
MAYOR RICHARD POOLE

\_\_\_\_\_  
\_\_\_\_\_  
CAO MYRON THOMPSON

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_\_\_\_.

(RES. \_\_\_\_\_ )

\_\_\_\_\_  
\_\_\_\_\_  
MAYOR RICHARD POOLE

\_\_\_\_\_  
\_\_\_\_\_  
CAO MYRON THOMPSON



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SCHEDULE "A"

Meter installation cost	
5/8" Meter	At Cost + 25%
3/4" Meter	At Cost + 25%
1" Meter	At Cost + 25%
1 1/2" Meter	At Cost + 25%
2" Meter	At Cost + 25%
3" Meter	At Cost + 25%
4" Meter	At Cost + 25%
6" Meter	At Cost + 25%
Water line connection rates	
1" from main to property	At Cost + 25%
1 1/2" from main to property	At Cost + 25%
2" from main to property	At Cost + 25%
Wastewater line connection rates	
4" from main to property	At Cost+ 25%
6" from main to property	At Cost+ 25%
Stormwater line connection rates	
4" from main to property	At Cost+ 25%
6" from main to property	At Cost+ 25%
Construction restoration	At Cost+ 25%
Miscellaneous rates	
"No Access Fee" <del>request service call and Town employee</del> <del>unable to enter building or property or make connection with</del> <del>Owner of Occupant</del>	\$ 50.00 (per
<del>call</del> visit)	
Turn water off and/or on during regular hours	\$ 50.00 (per
<del>call</del> visit)	
during after hours	At Cost (per
visit)	
Water service removal (including construction restoration)	At Cost+ 25%
Repairs to water meters (damaged by homeowner or tenant)	At Cost+ 25%
Thawing water or wastewater service	At Cost+ 25%
Repair to damaged stand pipe	At Cost+ 25%
Cleaning plugged wastewater service lines after hours	At Cost+ 25%
Administration fee: (initiating account)	\$ 25.00
Researching and reporting on utility accounts	\$ 25.00
NSF payments	\$ 25.00
Water meter installation	\$ 50.00 (current rate)
Owner requested meter reading	
Meter testing – in house	\$ 50.00
Meter testing – out-sourced	At Cost + 25%



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Miscellaneous items at cost plus 25% as determined by Administration.





SCHEDULE "B"

COMMERCIAL AND RESIDENTIAL WATER AND WASTEWATER RATES  
(Rates Effective January 1, 2020)

WATER RATES

Each Owner shall pay for water services supplied to the Property owned by them, the aggregate of amounts determined as per below:

A. Minimum Rate: Fixed base rate as below:

The fixed base rate monthly charge shall be determined by the size of the meter supplied to each Owner as follows:

5/8"(16mm) and 3/4"(19 mm)	\$17.06 fixed rate
1" (25 mm)	Cost of 3/4" meter multiplied by 2.5
1 1/2" (38 mm)	Cost of 1' meter multiplied by 2.5
2" (50 mm)	Cost of 1 1/2' meter multiplied by 2.5
3" (75 mm)	Cost of 2' meter multiplied by 2.0
4" (100 mm)	Cost of 3' meter multiplied by 2.0

\*\* For larger size service, multiplier to be determined by Administration.

- B. Plus an Infrastructure rate: \$10.61
- C. Plus a Consumption rate: \$2.72 per cubic meter of water measured

WASTEWATER RATES

Each Owner shall pay for wastewater services supplied to them, the aggregate of amounts determined as per below:

- A. Minimum Rate: \$14.59
- B. Plus an Infrastructure rate: \$0.00
- C. Plus a Consumption rate: \$3.00 per cubic meter at 80% of water measured.

The above monthly minimum rates will apply to all properties in Town that have water and/or wastewater services available in the land abutting the property.

GENERAL PROVISIONS

A deposit of no greater than three months estimated billing may be required at the discretion of the CAO.

The decision to sell bulk water to contractors, developers and private companies shall be at the discretion of the CAO and/or their delegate. If the Town of decides to sell bulk water, it will be at the rate established by the North Red Deer River Water Services Commission, plus an additional \$0.75 for every cubic meter. A minimum charge of \$110.00 per sale will apply to all bulk sales.



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**SCHEDULE "C"**

**VIOLATION FINES**

Fines for first offences are set out below.

Section	Description of Offence	Fine
9	Hinder/prevent Inspector from carrying out their duties	\$500
19	Install Utility service line or connection without Town approval	\$500
<del>535</del> 52	Failure to notify required parties of Spill (no immediate danger)	\$250
<del>545</del> 53	Failure to notify 911 and other required parties of Spill (with immediate danger)	\$1500
<del>575</del> 456	Failure to provide Spill report to Town within 5 days	\$250
<del>576. a.54</del>	Failure to provide name/address/contact information in Spill report to Town	\$250
<del>576. b.54</del>	Failure to provide required details of Spill in Spill report to Town	\$250
<del>576. c.54</del>	Failure to provide work status in Spill report to Town	\$250
<del>576. d.54</del>	Failure to provide preventative action information in Spill report to Town	\$250
<del>605</del> 957	Deposit material in Town Water System/Wastewater System/Stormwater System that may cause blockage	\$3000
<del>640</del> 58	Discharge Deleterious substance/restricted material in Town Wastewater System or Town Stormwater System that may adversely affect or pollute the environment or cause hazard to a person	\$3000
<del>621</del> 59	Connect to Town Wastewater/Stormwater System to convey inflammable/explosive/hazardous material	\$3000
<del>632</del> 60	Connect to Town Wastewater/Stormwater System to convey water collected by weeping tile/eaves troughs/roof spouts	\$3000
<del>643</del> 64	Discharge contents of privy vault/manure pit/cesspool to Town Water System/Wastewater System/Stormwater System	\$3000
<del>654</del> 62	Tamper with manhole cover/ventilator of Town Water System/Wastewater System/Stormwater System	\$3000
<del>656</del> 63	Cut/break/pierce into Town Water System/Wastewater System/Stormwater System without Town authorization	\$3000
<del>678. a.65</del>	Discharge/waste without treating into Town Wastewater System/Stormwater System from Commercial/trade/industrial/manufacturing Process	\$3000
<del>687. b.65</del>	Failure to <u>install</u> /maintain/operate pre-treatment works	\$3000
<del>689</del> 66	Discharge a Schedule D material exceeding acceptable level into Town Wastewater System	\$3000
<del>6970</del> 67	Discharge Deleterious substance into Town Stormwater System	\$3000
<del>723</del> 70	Sell/dispose/gift water from Town Water System without Town authorization	\$1000
<del>754</del>	<u>Fail/refuse to provide access/permission to the Town for testing regarding water piping/fixtures</u>	<u>\$500</u>
<del>812</del> 79	Cause/permit/allow waste of water	\$250
<del>834</del> 81	Failure to install low-flow plumbing fixtures on new construction <u>and/or</u> renovation <del>projects</del>	\$250
<del>863</del>	<u>Failure to maintain/repair water service line/connection</u>	<u>\$3000</u>
<del>9089</del> 87	Plant trees too close to water main/lateral service	\$500
<del>943</del> 94	Turn on water from curb stop valve without Town authorization	\$500



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<del>954</del> 92	Failure to keep water service curb stop valve accessible	\$500
<del>976. d.94</del>	Operate curb stop valve larger than 25 mm (1 inch)	\$500
<del>1021. a.9</del>	Open/close fire hydrant <u>cap</u> /valve	\$3000
<del>1021. b.9</del>	Connect device to fire hydrant	\$3000
<del>1021. c.9</del>	Use water from fire hydrant for purpose other than fire protection	\$3000
<del>1032400</del>	Allow access to fire hydrant to be obstructed	\$3000
<del>1043404</del>	Allow interference with operation/maintenance of fire hydrant	\$3000
<del>1045. a.4</del>	Failure to maintain required clearance area around fire hydrant	\$3000
<del>1045. b.4</del>	Construct/erect/place obstruction in clearance area of fire hydrant	\$3000
<del>1054. c.4</del>	Plant something other than grass in clearance area of fire hydrant	\$3000
<del>1054. d.4</del>	Failure to maintain visibility to fire hydrant from access road	\$3000
<del>1054. e.4</del>	Failure to provide maintenance records for private fire hydrant to Town	\$3000
<del>1400940</del>	Failure to ensure access to Property/building for Town to install/maintain/read water meter	\$1000
<del>1104. a.4</del>	Failure to allow Town installation of water meter	\$1000
<del>1104. b.4</del>	Failure to allow Town installation of remote reading device	\$1000
<del>1112. b.4</del>	Install/test/repair/remove/disconnect/reconnect water meter without Town authorization	\$1000
<del>1121. c.4</del>	Break/tamper/interfere with water meter	\$1000
<del>1121. d.4</del>	Failure to notify Town of inoperative/damaged water meter	\$1000
<del>1121. e.4</del>	Failure to keep water meter/remote reading device safe	\$1000
<del>1132440</del>	Break/tamper with water meter seal	\$1000
<del>1167444</del>	Allow water/wastewater/liquid/chemical/substance to enter Town Water System	\$3000
<del>1178445</del>	Failure to allow Inspector to inspect cross connections/backflow preventers	\$1000
<del>11920. a</del>	Failure to annually inspect/test testable cross connection	\$1000
<del>11920. b</del>	Failure to report cross connection testing to Director	\$1000
<del>1204448</del>	Failure to install Director approved testable cross connection	\$1000
<del>1212449</del>	Failure to have inspection/test conducted on cross connection by person approved by the Director	\$1000
<del>1234424</del>	Failure to display up-to-date card on testable cross connection	\$1000
<del>1245422</del>	Use well/source of water other than Town Water System without Town authorization	\$1500
<del>1256423</del>	Drill well without CAO authorization	\$1500
<del>1323430</del>	Sell/dispose/gift wastewater without Town authorization	\$1000
<del>1374</del>	<u>Fail/refuse to provide access/permission to the Town for testing related to wastewater piping/fixtures</u>	<u>\$500</u>
<del>1385</del>	<u>Failure to maintain/repair wastewater service line/connection</u>	<u>\$3000</u>
<del>14230</del>	Discharge Deleterious substance into Town Wastewater System	\$3000
<del>14344</del>	Allow discharge from stormwater system to enter Town Wastewater	\$3000



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	System	
14 <del>45</del> <sup>52</sup> . a.	Failure to install required dental amalgam separators	\$3000
14 <del>45</del> <sup>52</sup> . b.	Failure to operate/maintain dental amalgam separators	\$3000
14 <del>45</del> <sup>52</sup> . c.	Failure to provide approved monitoring access point	\$1000
14 <del>45</del> <sup>52</sup> . d.	Failure to provide maintenance records requested by Inspector	\$1000
14 <del>56</del> <sup>63</sup>	Failure to install/maintain appropriate grease traps	\$3000
14 <del>67</del> <sup>74</sup>	Failure to install/maintain appropriate sump interceptors	\$3000
14 <del>78</del> <sup>85</sup>	Plant trees too close to wastewater main/lateral service	\$500
15 <del>23</del> <sup>30</sup>	Sell/dispose/gift stormwater without Town authorization	\$1000
<del>15</del> <sup>74</sup>	<del>Fail/refuse to provide access/permission to the Town for testing regarding stormwater piping/fixtures</del>	<del>\$500</del>
<del>15</del> <sup>85</sup>	<del>Failure to maintain/repair stormwater service line/connection</del>	<del>\$3000</del>
16 <del>12</del> <sup>59</sup>	Fail/refuse to ensure stormwater infrastructure is accessible	\$3000
16 <del>45</del> <sup>52</sup>	Discharge Deleterious/restricted substance into Town Stormwater System	\$3000
16 <del>67</del> <sup>74</sup>	Plant trees too close to stormwater main/lateral service	\$500



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**SCHEDULE "D"**

**Restricted Materials**

As per the North Red Deer River Wastewater Services Commission (the "Commission") of Supply Service, as amended from time to time.

No Person shall discharge wastewater into any part of the Town Wastewater System;

- a. In excess of an amount of cubic meters per day of wastewater that the Commission stipulates from time to time based on capacity of the system and the Commission's ability to process the wastewater, as communicated by the Commission by written notice to the Town of Blackfalds;
- b. Waters or wastes having pH lower than 6.0 or higher than 10.5, or having any corrosive property capable of causing damage or hazard to structures, equipment, biological wastewater treatment processes, and Personnel of, wastewater works;
- c. Containing substances in concentrations exceeding the following parameters:

CONTAMINANTS	LIMITS
Total Suspended Solids	4,800 mg/L
Biochemical Oxygen Demand (B.O.D.)	4,800 mg/L
Chemical Oxygen Demand (C.O.D.)	9,600 mg/L
Total Phosphorus	150 mg/L
Total Kjeldahl Nitrogen (T.K.N.)	400 mg/L
Oil & Grease – Animal and Vegetable	500 mg/L
Oil & Grease – Synthetic Hydrocarbon	50 mg/L
Phosphates	100 mg/L
<b>INORGANIC CONSTITUENTS</b>	
Antimony	1.00 mg/L
Arsenic	1.00 mg/L
Barium	3.00 mg/L
B.E.T.X. (Benzene, Ethyl Benzene, Toluene, Xylene)	1.00 mg/L
Boron	1.50 mg/L
Cadmium	0.05 mg/L
Chromium	1.00 mg/L
Chlorinated Hydrocarbons	0.02 mg/L
Copper	0.50 mg/L
Cyanide	1.00 mg/L
Hydrocarbons	50 mg/L
Lead	1.00 mg/L
Manganese	1.00 mg/L
Mercury	0.10 mg/L
Nickel	0.50 mg/L
Phenolic Compounds	0.10 mg/L
Selenium	1.00 mg/L
Silver	1.00 mg/L
Sulphide	1.00 mg/L
Zinc	1.0 g/L

- d. containing lime slurry and residues;

e. containing any substance which, in the opinion of the Commission or AEP:

- i. is or may become harmful to any recipient water course or wastewater system or part thereof;



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- ~~ii. Failure to maintain/repair water service line/connection may interfere with the proper operation of the wastewater system;~~
- ~~iii. may impair or interfere with any wastewater treatment process; or~~
- ~~iv. may become a hazard to Persons, property, or animals.~~

~~Where any Person has discharged, caused or permitted to be discharged into the Town Wastewater System any wastewater which does not comply with the foregoing limits and the Commission's Service Standards & Requirements including, without restriction, in excess of the following limitations:~~

- a. Suspended solids which exceed 300 mg/L; or
- b. B.O.D. which exceed 300 mg/L; or
- c. Oil and grease which exceeds 100 mg/L;

that Person shall be responsible for the additional rates or fees for treatment arising from such transgression or non-compliance, as well as any additional fines or costs incurred by the Town of Blackfalds imposed by the Commission.





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**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA  
TO REGULATE THE SUPPLY AND USE OF WATER, WASTEWATER, AND  
STORMWATER UTILITIES FOR THE TOWN OF BLACKFALDS**

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Being a Bylaw of the Town of Blackfalds to provide for the supply and use of water, wastewater and stormwater utilities in the Town of Blackfalds:

**WHEREAS** Part 1, Section 3 of the Municipal Government Act, RSA 2000, c. M-26, provides that one purpose of a municipality is to provide services, facilities or other things that are necessary or desirable for all or part of the municipality;

**WHEREAS** Part 2, Division 1, Section 7 of the Municipal Government Act, RSA 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting safety, health and welfare of people and protection of people and property, services provided by, or on behalf of, the municipality, public utilities and enforcement of bylaws;

**WHEREAS** Part 2, Division 1, Section 8 of the Municipal Government Act, RSA 2000, c. M-26 provides a Municipal Council with the authority to regulate or prohibit and provide for a system of licenses, permits and approvals;

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

**PART 1 – TITLE AND PREAMBLE**

1. This Bylaw may be referred to as the "Utility Bylaw".
2. The preamble and Schedules attached to this Bylaw form part of this Bylaw.
  - a. In this Bylaw, the reference to the singular shall include the plural, and vice versa.
  - b. Where a word or term in this Bylaw is defined by this Bylaw, derivatives of that word or term shall be interpreted to have the same general meaning as the defined word or term, as the context may require.

**PART 2 – DEFINITIONS**

3. In this Bylaw:
  - a. "Backflow" means the reversal of flow of any water, wastewater, or any other liquid, chemical, or substance, back into, or towards, the Town Water System, Town Wastewater System or Town Stormwater System.
  - b. "Backflow Valve" means a device to prevent flow reversal into a potable water system, stormwater system, or wastewater system.
  - c. "Chief Administrative Officer" means the Chief Administrative Officer (CAO) as appointed by the Town of Blackfalds Council.
  - d. "Commercial" includes residential buildings consisting of three or more units, as well as all buildings used for the purpose of business.
  - e. "Council" means the Municipal Council of the Town of Blackfalds.
  - f. "Cross Connection" means an existing connection or a potential connection between any part of a potable water system, stormwater system or wastewater system and any other environment containing other substances in a manner, which, under any circumstances, would allow such substance to enter the potable water system.

- g. "Cross Connection Control Device" means a device or method that prevents Backflow.
- h. "Deleterious" means:
  - i. Any substance that, if added to any water, would degrade or alter or form part of a process of degradation, or, alteration of the quality of that water so that it is rendered, or is likely to be rendered, deleterious to fish, or fish habitat, or unsuitable for the purposes intended;
  - ii. Any water that contains a substance in such quantity or concentration, or that has been so treated, processed or changed, by heat or other means, from a natural state that it would, if added to any other water, degrade or alter or form part of a process of degradation or alteration of the quality of the water so that it is rendered or is likely to be rendered deleterious to fish or fish habitat or unsuitable for the purposes intended.
- i. "Dental Amalgam" means dental filling materials consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.
- j. "Dental Amalgam Separator" means any technology, or combination of technologies, designed to separate dental amalgam particles from dental operation wastewater.
- k. "Design Guidelines Manual" means the manual maintained by the Town to provide information on standards governing subdivision design, servicing, design and construction of developments.
- l. "Director" means Director of Infrastructure and Property Services for the Town.
- m. "Grab Sample" means a single sample or measurement of potable water, stormwater, wastewater, or effluent which is collected at a specific time.
- n. "Inspector" means a Person authorized by the Town to enforce the provisions of this Bylaw and includes a designated Town employee, Bylaw Officer, Community Peace Officer and Peace Officer.
- o. "Low Flow Plumbing Fixtures" means toilets with a usage not exceeding 6.0 litres per flush; single flush urinals with a usage not exceeding 3.8 litres per flush; shower head fixtures with a flow rate not exceeding 9.5 litres per minute; and lavatory basin faucets and kitchen sink faucets with a flow rate not exceeding 8.3 litres per minute.
- p. "Minimum Rate" means the rate established in Schedule "B" for the supply of water and wastewater services.
- q. "Monitoring Access Point" means an access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the potable water, stormwater or wastewater, therein.
- r. "Occupant" means the Person that leases or occupies a property to which a Utility Service is provided.
- s. "Owner" means:
  - i. any Person who is registered under the Land Titles Act as the Owner of the land to which a Utility Service is provided;

- ii. any Person recorded as the Owner of the Property on the assessment roll of the Town; and
- iii. any Person who has become the beneficial Owner of the Property, by entering into a purchase and sale agreement, whether they have purchased, or otherwise acquired the Property, directly from the Owner or from another purchaser, and who has not yet become the registered Owner of the Property.
- t. "Person" means any individual, including their heirs, executors, administrators or other legal representative; corporation, partnership, association or other legal entity to whom the context applies according to law.
- u. "Property" means:
  - i) In the case of land, means a parcel of land and includes buildings, if any, located upon the land where the context requires; or
  - ii) In other cases, means personal property where the context requires.
- v. "Remote Reading Device" means a device which is connected to a water meter by the Town and provides a duplicate reading of the water consumed, which may be monitored from the exterior of a building.
- w. "Sampling Port" means a valve, tap or similar device on equipment, a drainpipe or at another suitable location, to allow for sampling, consistent with technical guidelines that the Town may establish from time to time.
- x. "Spill" means a direct or indirect discharge into the wastewater sewer, the stormwater sewer or the natural environment which is abnormal in quantity or quality in light of all circumstances of the discharge.
- y. "Standard Methods" means a procedure or method set out in *Standard Methods for the Examination of Water and Wastewater*, published jointly by the American Public Health Association, American Water Works Association and the Water Environment Federation, recent or latest edition or approved in writing by the Inspector.
- z. "Stormwater" means the water running off the surface of a drainage area during, or immediately after, a period of rain or snow melt.
- aa. "Stormwater Discharge System" means a sewer for the collection and transmission of uncontaminated water, stormwater, and drainage from land or from a watercourse, or stormwater pond, or any combination thereof, but excluding wastewater. This includes a sump, sump pump and related piping used to convey water collected by drainage in weeping tile, eaves trough, roof spouts, or foundation drain.
- bb. "Sump" means a facility on the connection to the wastewater collection system for trapping large, heavy solids before discharge into these systems.
- cc. "Testable Cross Connection Control Device" means a Cross Connection Control Device which is capable of being inspected and tested in accordance with the National Plumbing Code of Canada, as amended.
- dd. "Town" depending on its context, means either:
  - i. The Municipal Corporation of the Town of Blackfalds, its administration and staff, agents or representative; or

- ii. The territory contained within the corporate boundaries of the Town of Blackfalds.
- ee. “Town Stormwater System” means a system installed by the Town for the collection, distribution and disposal of stormwater within the Town, or in Town owned infrastructure.
- ff. “Town Wastewater System” means a system installed by the Town for the collection and transmission, treatment and disposal of domestic or industrial wastewater or any combination thereof within the Town.
- gg. “Town Water System” means a system installed by the Town for the supply and distribution of water within the Town.
- hh. “Utility or Utility Service” means, as the context may require, the Town’s respective utilities related to the Town Water System, the Town Wastewater System or the Town Stormwater System.

### **PART 3 – DELEGATION OF AUTHORITY**

- 4. Council hereby delegates to the CAO the powers and authority to do all things necessary in order to fulfill the responsibilities and duties of the Town with respect to the delivery of a Utility Service under the Municipal Government Act and this Bylaw, except those powers exclusively reserved for Council under the Municipal Government Act, or other Persons pursuant to this Bylaw.
- 5. The CAO is responsible for the operation of the Town Water System, Town Wastewater System and Town Stormwater System in accordance with:
  - a. Provincial and Federal Statutes and any regulations thereunder; and
  - b. this Bylaw and related regulations and policies.
- 6. The CAO is authorized to further delegate the powers, duties or functions granted by Sections 4 and 5.

### **PART 4 – POWER AND AUTHORITY OF INSPECTORS**

- 7. An Inspector may in accordance with this Bylaw and the Municipal Government Act:
  - a. Enter upon all parcels of land for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Bylaw;
  - b. Take samples of wastewater, stormwater, potable water and subsurface water being released from any buildings, structures and/or utilities on a Property or flowing within a private drainage system;
  - c. Perform on-site testing of the wastewater, stormwater, clear-water waste and subsurface water within, or being released from, private drainage systems, pre-treatment facilities and stormwater management facilities;
  - d. Make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or watercourse;
  - e. Require information from any Person, inspect and copy documents or remove documents from the Property to make copies, concerning any potential violation of this Bylaw;

- f. Inspect chemical storage areas and spill containment facilities and request Material Safety Data Sheets (MSDS) for materials stored or used on a Property; and
- g. Inspect the buildings, structures and/or utilities where a release of prohibited or restricted waste, or of water containing prohibited or restricted waste, has been made or is suspected of having been made, and to sample any or all matter that in their opinion could have been part of the release.
- 8. Where an inspection discloses any failure, omission, or neglect respecting any Utility Service upon the Owner's Property, or discloses any defect in the location, construction, design or maintenance of any facility or any connection therefrom to the Utility Service, the Inspector shall, in writing, notify the Owner, proprietor and Occupant to rectify the cause of the complaint within such time as is determined to be reasonable by the Town. Within the time specified, the Person notified shall rectify the cause of the complaint stated in the notice.
- 9. No Person shall hinder or prevent an Inspector from carrying out any of their powers or duties.
- 10. The Town may serve any Person who is in violation of any provision of this Bylaw with written notice stating the nature of the violation and requiring the satisfactory correction of the violation within 48 hours, within such additional time as required by this Bylaw, or as determined by the Town. Such Person shall, within the time stated in such notice, permanently cease all violations. Nothing in this provision shall preclude the Town from proceeding directly to any other enforcement remedy available to it under this Bylaw, the Municipal Government Act, or any other provincial legislation or regulation.

#### **PART 5 – WATER, WASTEWATER AND STORMWATER SYSTEMS RESPONSIBILITY**

- 11. The Town is hereby authorized to operate a Town Water System for the purposes of supplying the Owners within the Town with potable water and fire protection.
- 12. The Town is hereby authorized to operate a Town Wastewater System for the purposes of collecting, treating and disposing of wastewater produced within the Town.
- 13. The Town is hereby authorized to operate a Town Stormwater System for the purposes of collecting, treating and disposing of stormwater within the Town.
- 14. Unless the time period is extended by the CAO, within one year after a Utility Service becomes available as described in Sections 128 and 142, the Owner of the Property, at the Owner's expense, shall connect to the Town Water System, Town Wastewater System and Town Stormwater System, as applicable.
- 15. Council may by resolution enter into agreements with other Municipalities, private corporations or Persons, for the supply of water, wastewater or stormwater services beyond the corporate limits of the Town, subject to such provisions, regulations or rates as may be deemed appropriate.



**PART 6 – OPERATIONAL UTILITY WORKS**

16. The installation of all water, wastewater and stormwater mains and related facilities shall be in accordance with the standards and specifications set out in the current Town's Design Guidelines Manual.
17. Where the Town undertakes work pursuant to this Bylaw, the costs to be charged to, and payable by, the Owner of Property, shall be calculated in accordance with costs and charges specified in Schedule "A".
18. Each Property and each principal building, shall be provided with separate water and wastewater service connections. Separate stormwater service connections will be determined on a case-by-case basis as determined by the CAO or delegate.
19. No Person shall install a Utility Service line and/or connection without making an application to, and obtaining written approval from, the Town, for installation of such service line. A development or servicing agreement signed by the Owner of the Property in a form satisfactory to the CAO may be required.

**PART 7 – RATES, BILLING AND COLLECTION**

20. Rates for water and wastewater service:
  - a. The various rates to be charged to a Owner for the purchase of potable water and the disposal of wastewater shall be as specified in Schedule "B".
  - b. Each Owner shall pay the rates as specified in Schedule "B".
  - c. The rates in Schedule "B" will be reviewed annually by Council.
21. A Utility bill showing the value of water and wastewater services provided by the Town for a one-month period for non-residential and residential Properties, shall be calculated in accordance with the prescribed rates as soon as is practical. The Owner of a building, for which a Utility Service is supplied, is responsible for notifying the Town of the occupancy date and contact information for billing purposes.
22. The calculation of the Utility bill is based on the consumption of water. The quantity of water used shall be determined from the present and previous water meter readings as recorded by the Town, or if an actual reading is not available, by an estimated consumption, based on the consumption history of the Utility Service, or of Property of similar characteristic.
23. No reduction in rate or charges shall be made for any interruption in water or wastewater services during a billing period.
24. Obtaining water and wastewater services:
  - a. Under the provisions of the Municipal Government Act, the Town is not obligated to provide Utility Services to an Occupant of the parcel who is not the Owner of the parcel, but must provide Utility Services to the Owner of a parcel on request.
  - b. A Property Owner who requests Utility Services shall apply to the Town for a Utility account and upon completing an application form and providing such information as the Town may require, and payment of the administration fee set out in Schedule "A", the Town shall open a Utility account in the name of the Owner of the Property.
  - c. Written communications related to Utility Services shall be conducted only between the Town and the Owner of the Property, or the property



manager or agent identified by the Owner of the Property. All Occupants must direct inquiries or communications to the Town through the Owner of the Property, or the property manager or agent identified by the Owner of the Property.

25. The opening of a Utility account constitutes a binding agreement between the Owner of the Property and the Town for the Utility Service applied for, and this Bylaw shall constitute the terms and conditions of such agreement.

26. No Utility account will be opened in the name of the Occupant of the Property and a Utility account is not transferrable. It will remain in effect until terminated by the Owner of the Property or the Town, as provided by this Bylaw.

No new Utility account will be opened for anyone who is already indebted to the Town unless satisfactory arrangements for payment of the outstanding amounts have been made with the Town.

27. The Town shall supply a copy of the Utility bills for an Utility account to:
- a. The Owner of the Property;
  - b. A property manager for, or an agent of the Owner of the Property, when requested in writing by the Owner of the Property ; and
  - c. An Occupant of the Property, when requested in writing by the Owner of the Property .

28. Utility bill payments

- a. The Owner of the Property is responsible for all rates and fees listed in Schedules "A" and "B" and liable to the fines set out in Schedule "C" upon conviction of any breach of this Bylaw.
- b. Payments of Utility bills are to be paid to the Town of Blackfalds using any method of payment approved by the CAO.
- c. Non-receipt of a Utility bill will not exempt an Owner of the Property from payment for the Utility service received. The Owner is deemed to have received the Utility bill seven (7) days after it is sent.

29. All Utility bills, including interim billings, shall be due and payable on or before the fifteenth (15<sup>th</sup>) day of each month.

30. If payment in full is not received on the fifteenth (15<sup>th</sup>) day of the month, a penalty, in the amount of 5% interest on the current monthly billing balance, shall be added to the Utility account.

31. Any charge on a Utility account and other charges under this Bylaw, that remains unpaid for a period of 90 days, will be in arrears and constitute a debt owing to the Town and recoverable by adding the outstanding Utility account balance to the corresponding tax roll account for the Property.

32. When a Property has been sold, a final Utility bill will be calculated on a prorated basis from the date of the last billing to the date the title to the Property is transferred to the purchaser of the Property.

33. The Town may discontinue the supply of any Utility Service and/or terminate a Utility account for any of the following reasons, after giving reasonable notice pursuant to section 35:

- a. Non-payment of any Utility bill;

- b. Inability of the Town to obtain safe access to:
    - i. residential premises to read any meter for a period of six (6) months; or
    - ii. non-residential premises to read any meter for a period of three (3) months;
  - c. Failure by, or refusal of, an Owner of Property to comply with any provision of this Bylaw,
  - d. Failure by, or refusal of, an Owner of Property to comply with any provisions of a Provincial statute, the Alberta Building Code, or any regulations thereunder;
  - e. In any case provided for in this Bylaw; or
  - f. Upon request of the Owner of the Property, and if Utility Services are discontinued at the request of the Owner, minimum charges will continue to apply.
34. The Town shall send written notice to the Owner of the Property of any breach of this Bylaw which may result in the Town discontinuing the supply of Utility Services and/or terminating the Utility account. Such notice shall be delivered at least 10 calendar days prior to the discontinuance of Utility Services or termination of the Utility account. Written notice shall be deemed to have been given if done by at least one of the following methods:
- a. electronic delivery (such as email or text);
  - b. mail delivery; or
  - c. manual posting at the service location of the Utility service.
35. Where a Utility service to a Property is discontinued for any reason set out in this Bylaw, the Town, its officers, employees, or agents shall not be liable for any damages of any kind as a result of the discontinuance of any Utility Services.

#### **PART 8 - EXTENSIONS OF UTILITY CONNECTIONS**

36. In order to obtain service connections to the Town Water System, Town Wastewater System or the Town Stormwater System:
- a. Owners of Property, or their agents, shall submit water and wastewater system design plans, duly signed by a Professional Engineer, to the Town for review and approval, prior to the start of the service connection construction. Each parcel must have an outside curb stop readily available near the front property line and otherwise comply with the Town standards.
  - b. When specified by the Town, Owners of Property, or their agents, shall submit stormwater design plans, duly signed by a Professional Engineer, to the Town for review and approval, prior to the start of the service connection construction.
  - c. The Town may require changes to the water, wastewater or stormwater service connection system designs to ensure acceptable standards in design, materials and construction. Costs for design changes are to be borne by the Owner of the Property.
  - d. In circumstances where Utilities are constructed within Town owned property, Owners of Property, or their agents, shall furnish two (2) sets of "as built" plans to the Town within thirty (30) days of completion of the water, wastewater or stormwater service connection systems, and

accompanying these "as built" plans shall be a letter indicating that the private water, wastewater and stormwater systems are fully operational. Final "as built" deliverables must also be provided in digital format as specified by the Town's current Design Guidelines Manual.

37. Developing for multi-lot subdivision:

- a. Where any new lot or group of lots is developed, the developer shall arrange, at the developer's cost, for the installation of approved water, wastewater and stormwater service connection lines.
- b. Each development will be governed by a development permit, development agreement or servicing agreement.

38. Service connections on Town Property:

- a. The Owner of a Property is responsible for all costs of constructing and installing Utility Service connections which service the Owner's Property, regardless of whether the Utility Service connections are within the Owner's Property or within the Town owned or controlled Property.
- b. The Town may install the Utility Service connection lines within Town Property to the Owner's property boundary only, and shall charge the Owner of the Property for the costs incurred in accordance with the costs and charges specified in Schedule "A".
- c. The Town may cause the installation of Utility Service connections to be performed by a private contractor at the cost of the Owner of the Property for whom the Utility Service connections are installed.

39. The Owner of a Property shall be responsible to arrange and pay for the laying of Utility Service connections within their own Property.

**PART 9 - OWNER PROVIDED UTILITY SERVICE CONNECTIONS**

40. On private property, the Owner shall be solely responsible for ensuring the water system, wastewater system and stormwater system is properly designed, installed, operated and maintained and shall protect the same.

41. Town repair of Utility Service connections:

- a. The Town shall be responsible for the maintenance and repair of the water, wastewater and stormwater Utility Service lines on Town lands, including the thawing of frozen lines from the main, up to, and including, the curb stop valve. Due to the nature of such maintenance and repairs, access to any building on the Property must be provided by the Owner of the Property, if required by the Town.
- b. Should damage to the water, wastewater and/or stormwater Utility lines be caused by the negligence or improper action of the Owner, or the Occupant, of the Property, costs for repair and/or thawing of frozen lines, will be charged to the Owner of the Property at the discretion of the CAO.

42. Where the Town does not install the Utility Service connection lines, the Town shall have the right to inspect the lines, following this process:

- a. The Owner of the Property shall advise the Town of when the installation of Utility Service connection lines will occur and request an inspection. The Owner shall allow the Town reasonable opportunity to inspect the installation for conformance to Town standards and specifications.



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- b. When making a request for an inspection, a minimum of 48-hour notice is required by the Town. Inspections will only be done during the Town's regular business hours.
  - c. Persons excavating for Utility Service lines or connections shall not backfill until a request for inspection has been made to the Town and the Town has completed an inspection and approved the installation.
  - d. Persons backfilling, before requesting and receiving an inspection by the Town, may be required by the Town inspector to dig out and expose the Utility Service connection lines, at the Owner of the Property's cost, so that a proper inspection can be done.
43. For multi-residential and Commercial buildings:
- a. The Town will not supply water or wastewater services to two or more Commercial buildings that front on the same street and which are located on the same parcel of land. Each Commercial building must be serviced individually.
  - b. The Town will only supply single Utility Service connections to multi-residential buildings. Each multi-residential building will be responsible for providing water and wastewater Utility Service connections to individual dwellings within the multi-residential building.

#### **PART 10 - TEMPORARY WATER, STORMWATER OR WASTEWATER SERVICES**

- 44. A Person who wishes for temporary water service shall make application and enter into an agreement with the Town, and shall pay the Town in advance the whole cost of Utility Service construction, including the cost of removal of temporary systems when they are no longer required.
- 45. A Person requiring temporary water services shall safeguard all systems or attachments supplied by the Town and meet any Town requirements specified in the agreement with the Town.

#### **PART 11 – SAMPLING AND MONITORING**

- 46. Where sampling is required for the purposes of determining the concentration of constituents in the wastewater or stormwater, the sample may:
  - a. Be collected manually or by using an automatic sampling device;
  - b. Contain additives for its preservation;
  - c. At the discretion of the Inspector, include taking samples of discrete wastewater or stormwater streams within the premises, for the purpose of determining compliance with this Bylaw.
- 47. At the time of development, the Owner of any industrial, Commercial, manufacturing or institutional Property or premises; or any multi-unit residential building, shall install a Monitoring Access Point as required by the Town and ensure that it is accessible to the Inspector for the purposes of observing, sampling and measuring water flow.
- 48. Owners of Property with a development that existed prior to the adoption of this Bylaw, which is found to be in contravention of this Bylaw, may be required to install a Monitoring Access Point as specified by the Town.
- 49. Any single Grab Sample may be used to determine compliance with any provision of this Bylaw.

50. All tests, measurements, analyses and examinations of wastewater or stormwater, its characteristics or contents pursuant to this Bylaw shall be carried out in accordance with Standard Methods and be performed by a laboratory accredited for analysis of the particular substance(s) using a method which is within the laboratory's scope of accreditation or to the satisfaction of the Inspector as agreed in writing prior to sample analysis.
51. The following businesses require Sampling Ports when it is not possible to install a Monitoring Access Point:
  - i. Dental offices;
  - ii. Businesses using photographic processing equipment;
  - iii. Dry cleaners;
  - iv. Vehicle washing; and
  - v. Any other business identified by the Town.

## **PART 12 – SPILLS**

52. In the event of a Spill on the ground or to a water system, a wastewater system and/or stormwater system, with no immediate danger to human health or safety, the Person responsible for the Spill, or the Person, having charge, management and control of the Spill, shall ***immediately*** notify and provide any requested information with regard to the Spill to:
  - a. Alberta Environment and Parks;
  - b. The Town of Blackfalds;
  - c. The Owner of the Property where the release occurred;
  - d. The Owner of any Property impacted; and
  - e. Any other Person whom the Person reporting knows, or ought to know, may be directly affected by the Spill.
53. In the event of a Spill on the ground or to a water system, a wastewater system and/or stormwater system, with an immediate danger to human health or safety, the Person responsible for the Spill, or, the Person having the charge, management and control of the Spill, shall ***immediately*** notify and provide any requested information with regard to the Spill to 911 Emergency and those listed in Section 50(a) through (e).
54. Nothing in this Bylaw relieves any Person from complying with any notification or reporting provisions of:
  - a. Other government agencies, including federal and provincial agencies, as required and is appropriate for the material and circumstances of the Spill;
  - b. Alberta Environment and Parks; or
  - c. Any other Bylaw of the Town.
55. The Person responsible for the Spill, and the Person having the charge, management and control of the Spill, shall do everything reasonably possible to contain the Spill, protect the health and safety of citizens, minimize damage to property, protect the environment and wildlife, clean up the Spill and contaminated residue, dispose of affected materials at an appropriate waste disposal facility and restore the affected area to its condition prior to the Spill to the satisfaction of the Town.



56. Within five working days after the Spill, the Person responsible for the Spill, and the Person having the charge, management and control of the Spill, shall provide a detailed report on the Spill to the Town, including the following information to the best of their knowledge:
- a. Name, telephone number and other contact information (address, email) of the Person who reported the Spill and how and when they can be contacted;
  - b. Location where the Spill occurred; date and time of Spill; material spilled; characteristics and composition of material spilled; volume of material spilled; and duration of Spill event;
  - c. Work completed, waste disposal location(s) used, and any work still in progress in the mitigation of the Spill; and
  - d. Preventive actions being taken to ensure a similar Spill does not occur again with copies of a completed Spill prevention and Spill response plan.
57. The Town may invoice the Person responsible for the Spill, the Person having the charge, management and control of the Spill, and the Owner of the Property where the Spill occurred, or any one or all of them, to recover all costs arising as a result of the Spill and such Person(s) shall pay the costs invoiced within 30 days of invoice.
58. The Town may require the Person responsible for the Spill, the Person having the charge, management and control of the Spill, and the Owner of the Property where the Spill occurred, or any one or all of them, to prepare and submit a Spill contingency plan to indicate how risk of future incidents will be reduced and how future incidents will be addressed. All costs related to this will be the responsibility of the Owner of the Property.

### **PART 13 - RESTRICTED MATERIALS IN UTILITY SYSTEMS**

59. No Person shall throw, deposit or leave in, or upon, the Town Water System, Town Wastewater System or Town Stormwater System, or any trap, grating, or manhole, any material that may cause blockage of the Town Water System, Town Wastewater System, or Town Stormwater System, or their mains or service connections.
60. No Person shall discharge into the Town Wastewater System, the Town Stormwater System, or any trap, drain or manhole connected therewith, any Deleterious substance or restricted material, that would prejudicially affect the Town Wastewater System or Town Stormwater System, adversely affect the environment, or which would cause pollution or is hazardous to Persons or the environment.
61. No Person shall connect with the Town Wastewater System or Town Stormwater System, or any drain or pipe connected therewith, by any means, for the purpose of conveying any inflammable, explosive or hazardous material.
62. No Person shall directly or indirectly connect with the Town Wastewater System or Town Stormwater System for the purpose of conveying any surface water collected by drainage in weeping tile, eaves troughs or roof spouts.
63. No Person shall discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into the Town Water System, Town Wastewater System or Town Stormwater System, or any drain connected therewith.

64. No Person shall turn, lift, remove, raise, or tamper with the cover of any manhole, or ventilator of the Town Water System, Town Wastewater System or Town Stormwater System, without prior written authorization from the Town.
65. No Person shall cut, break, pierce or tap into the Town Water System, Town Wastewater System or Town Stormwater System, without prior written authorization from the Town.
66. The Town may, upon reasonable notice and at reasonable times, enter buildings or other places, which have been connected to the Town Wastewater System or Town Stormwater System, to ascertain whether or not any improper material or liquid is being discharged in wastewater or stormwater, and the Town shall have the right to use any test, or other means necessary, to determine compliance with this Bylaw and to stop or prevent the discharge of any substances that are contrary to this Bylaw.
67. Discharges from Commercial, trade, industrial or manufacturing process:
  - a. No Person shall discharge any waste or discharge resulting from any Commercial, trade, industrial or manufacturing process, directly into the Town Wastewater System or Town Stormwater System without it first being treated to the satisfaction of the Town.
  - b. The Owner of Property, used for a Commercial, trade, industrial or manufacturing process, shall install, at their expense, the necessary pre-treatment works prescribed by the Town, prior to the construction of the wastewater or stormwater connection, and shall continuously maintain and operate such pre-treatment works.
68. No Person shall discharge, or allow to be discharged, into the Town Wastewater System any materials listed in Schedule "D" at a level which exceed the levels set out in Schedule "D".
69. No Person shall discharge, or allow to be discharged, into the Town Stormwater System, any Deleterious substance.
70. Any Person who breaches any Section of Part 13 of this Bylaw shall, in addition to any fines prescribed in Schedule "C", be liable for all costs incurred by the Town in remediating the situation caused by the breach, including all clean-up and inspection costs.

#### **PART 14 – GOVERNING THE PROVISION AND USE OF WATER SYSTEM**

71. The Town shall endeavor to provide notice to the Owners of a Property of an interruption of a Utility Service described herein and shall seek to minimize the inconvenience to Owners and/or Occupants as may be possible and reasonable.
72. No Owner or Occupant of any Property or building that is supplied with water by the Town, shall sell or otherwise dispose of from the Property, give away, or permit water to be taken or carried away from the Property, unless authorized by the Town in writing.
73. The Town may remove obstructions from the Property or road allowances that are interfering with the performance of providing, maintaining, or terminating the supply of a Utility Service and may charge the Owner of the Property the costs associated with such removal. The Town will use reasonable care to avoid damaging the obstruction during the removal. The Town shall not be responsible for any restoration costs associated with such removals, should they be incurred.

74. If the Town cannot access the meter, shut off valve, or curb stop for any reason on any Property, the Town will charge a "No Access Fee" as set out in Schedule "A" to the Owner of the Property.

#### **PART 15 – WATER SYSTEM: INSPECTION OF PREMISES**

75. The Town may inspect the premises of the Owner of the Property who applies to the Town for the supply of water in order to determine if it is advisable to supply such Utility to the Property.
76. The Town may, with the permission of the Owner of the Property, inspect the premises of the Owner in order to do any tests on water piping or fixtures belonging to such Owner so as to determine if this Bylaw is being complied with. If the Owner of the Property fails or refuses to give permission to the Town to inspect, the supply of water services to the Owner's Property may be shut off and/or a "No Access Fee" rendered as set out in Schedule "A" to the Owner of the Property.

#### **PART 16 – WATER UTILITY RESTRICTIONS**

77. In the event of construction, maintenance, repairs, emergency, shortage of water, water bans, or in connecting or repairing of service connections, or the maintenance or repair of the Town Water System, or any part thereof, the Town shall have the right to shut off the water to any Property without notice to any Person and keep it off as long as may be necessary.
78. The Town does not guarantee the pressure nor the continuous supply of water, and the Town reserves the right at any, and all, times, without notice, to change operating water pressures and to shut off water. The Town, its officers, employees or agents shall not be liable for any damages of any kind due to changes in water pressure, the shutting off of water, or by reason of the water containing sediments, deposits or other foreign matter.
79. The Town may have the water shut off to the Property of any Owner or Occupant who is breaching any of the provision of this Bylaw, and in cases where the water has been shut off for allowing waste due to leaks or defects in pipes or connections, the Town may refuse to restore water services until the defects have been repaired to the satisfaction of the Town..
80. When an emergency in water supply occurs, the CAO may restrict the use of water from the Town Water System as per policy.

#### **PART 17 – WATER UTILITY WASTAGE**

81. No Person shall cause, permit or allow the discharge of water so that it runs to waste, whether by reason of leakage from a private water service connection, a faulty plumbing system, or otherwise.
82. Notwithstanding the foregoing, the Town may, under such conditions as the Town may consider reasonable, allow water discharge for the purposes of:
- a. The installation and maintenance of infrastructure, including flushing of water mains, hydrant leads and Town service connections to prevent stagnation and/or to remove Deleterious materials;
  - b. Preventing the freezing of water mains, hydrants leads, and services connections;
  - c. Conducting water flow tests;
  - d. Firefighting and associated training programs; or

- e. Other purposes as deemed necessary by the Town.

#### **PART 18 – REQUIREMENT TO USE LOW-FLOW PLUMBING FIXTURES**

83. Any Person installing plumbing fixtures for any new construction or renovation project that requires a plumbing permit shall only install Low-Flow Plumbing Fixtures .
84. The requirements of this Bylaw shall not apply to plumbing facilities installed for safety or emergency purposes including emergency safety showers and face/eye wash stations.

#### **PART 19 – REPAIR AND MAINTENANCE OF EXISTING WATER SERVICES**

85. The Owner of the Property shall be responsible for the repair and maintenance of the water service line and connections within their own Property.
86. Repair of water service connections and lines on the Owner's Property:
- a. Where the exact location of a water service problem cannot be determined to be either, clearly within the Town lands, or on the Owner's Property, the Town may undertake additional survey and/or inspection measures to determine the location of the problem. Costs of this service will be borne by the Owner of the Property.
  - b. If it is determined that a water service problem exists on private property, the Owner of the Property shall be responsible for the costs incurred by the Town to that point and for the costs to complete repairs. All costs incurred by the Town will be the responsibility of the Owner of the Property.
87. Where the Owner of the Property undertakes the repair of a water service line or connection on their own Property and finds that the problem exists on the portion of line for which the Town is responsible, the Town may complete the repairs.
88. Replacement of water service lines:
- a. If the Owner of a Property wishes to replace a water service line, it shall be at the Owner's expense.
  - b. Where a water service line needs replacement because it can no longer be economically repaired, the replacement must be undertaken by the Owner of the Property at the Owner's expense.
  - c. Installation or replacement of water service lines shall be governed by the process set out in Parts 8 and 9 of this Bylaw.

#### **PART 20 – WATER SYSTEM: TREES AND ROOTS**

89. No Person shall plant deep rooting trees such as willow, poplar or elm within a minimum of 6 metres of a water main or lateral services; all other species of trees shall be planted at a minimum of 4 metres from water mains or lateral services.
90. If it is determined that a blockage or leak in a private water service is caused by a tree located adjacent to, or directly on, private property, the Town shall have no obligation to clear the blockage, unless the tree is on Town property.

91. If it is determined that a blockage or leak in a private water service is caused by a tree located on Town property, the Town will repair the water line and remove the tree at the Town's expense.
92. If it is determined that a blockage or leak in the Town's water main or any other part of the Town Water System is caused by tree roots extending from trees located adjacent to, or directly on, private property, the Town will, at the private property Owner's expense, repair the water line and remove the trees.

#### **PART 21 – OPERATION & TESTING OF WATER SERVICE VALVES**

93. During operation and testing of water service valves, water will be shut off at the curb stop valve and no Person shall turn on, or attempt to turn on, the water, except where authorized by the Town in writing.
94. The Owner or Occupant of a Property shall ensure that the water service curb stop valve remains accessible and exposed. Where the Owner or Occupant damages the curb stop valve, causes it to become inoperative, or prevents access to it, they shall be responsible for costs incurred by the Town to repair or expose the curb stop valve.
95. The Town is authorized to arrange for the removal of any obstructions, restricting access to the curb stop valve or water meter or radio, at the cost of the Owner of the Property.
96. Application for the testing of a water line:
  - a. A plumber may, after obtaining permission from the Director or the Director's designate, operate a curb shut off valve up to 1" (25 mm) in diameter for the purpose of:
    - i. testing their own piping in the case of a new installation; and
    - ii. replacing, repairing or renewing of a service line.
  - b. If water is required to test plumbing before a meter is installed, a plumber may temporarily install a meter spacer pipe.
  - c. After completion of work pursuant to this section, the authorized plumber shall immediately close the valve and remove the temporary meter spacer pipe.
  - d. A plumber shall not operate any of the curb stop valves of 25 mm (1"), or larger in size, for any purpose.
  - e. All Owners of Property having a meter shall, at the Owner's sole cost and expense, supply and maintain valves on both sides of, and within 300 mm (12") of, the meter.

#### **PART 22 – PROVISION OF FIRE PROTECTION WORKS**

97. When an Owner of Property wishes to provide fire protection by means of sprinkler heads, fire hydrants, or outlets for hose lines, or some other manner, the Owner must apply for a service connection in accordance with the extension of utility connection process set out in Part 8 of this Bylaw.
98. When an application is approved by the Town for a separate service pipe to be utilized for fire protection, all costs are at the Property Owner's expense, including the costs of the service connections between the Owner's Property and the Town Water System as well as any possible upsizing costs.



99. The Town shall maintain, at its expense, that portion of the service pipe between the main and the Owner's property line where a tapping valve and sleeve from the connection of the main, or between the main and control valve, when the control valve is located within 1.2 meters (4 feet) of the property line.
100. Fire protection service connections constructed on lands under the control or ownership of the Town shall become the property of the Town upon acceptance by the Town.

**PART 23 – PUBLIC OR PRIVATE FIRE HYDRANTS:**

101. Unless authorized by the Town, no Person shall:
  - a. open or close any fire hydrant cap or valve;
  - b. connect any device of any kind to a fire hydrant, including a pipe, hose, fixture, or appliance; or
  - c. use water from a fire hydrant, regardless of whether that hydrant is located on private or public property, for any purpose other than fire protection.
102. No Owner or Occupant of a Property shall allow the access to a fire hydrant located on, or adjacent to, that parcel or premises to be obstructed in any manner, whether by the building or erection of any structure or the accumulation of any building material, rubbish, snow or other obstruction including, but not limited to, trees and or shrubs.
103. No Owner or Occupant of a Property, shall allow anything on the parcel or premises to interfere with the operation and maintenance of a fire hydrant located on, or adjacent to, that parcel or premises.
104. All Owners of Property on which a fire hydrant is located or Owners of Property which is adjacent to Town owned property on which a fire hydrant is located shall:
  - a. maintain a clearance area consisting of a minimum of four (4) metre clearance all around a fire hydrant and a minimum of four (4) metre clearance above the hydrant;
  - b. not permit anything to be constructed, erected, or placed within the clearance area;
  - c. not permit anything except grass to be planted within the clearance area;
  - d. maintain visibility of hydrants from the nearest access road; and
  - e. maintain all private fire hydrants and provide records of maintenance on a yearly basis to the Town if requested by the Town.

**PART 24 – WATER METERS**

105. All water supplied by the Town to a Property shall be measured by a meter unless otherwise provided for in this Bylaw.
106. Where, at the time of passage of this Bylaw, a water service is not metered, the Town shall install a meter at a cost to the Owner of the Property as specified in Schedule "A".
107. All water meters shall be supplied and installed by the Town with all costs specified in Schedule "A" being charged to the Owner of the Property, or the general contractor in charge of the property, to which the meter has been installed.





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108. Placement of water meters:

- a. The Town will supply water meters as specified in Schedule "A" and maintain all water meters as required and may install Remote Readout Devices where necessary or desirable to the Town.
- b. The Owner of the Property will be responsible for coordinating the installation of the meter with the Town for any building on the Property.
- c. The Town may undertake any necessary repairs to the meter and Remote Readout Devices to ensure proper operation.

109. The Owner of the Property shall ensure access to the Property, and buildings, if any, is available to the Town for the purposes of installing, maintaining or reading a water meter.

110. Installation of water meters:

- a. All Property Owners shall allow installation of water meters in accordance with the Town's specifications.
- b. All Property Owners shall allow installation of a Remote Reading Device in an easily accessible location inside any building, or on the outside at the front of the building, in accordance with the Town's specifications.

111. Protection of water meters:

- a. The Owner of the Property shall provide adequate protection for the water meter and any associated valves or pipes against freezing, heat or any other internal or external damage of any kind which may affect the operation of any water meter, failing which the Owner of the Property shall pay all costs associated with the repair.
- b. No Person other than an authorized Town employee shall install, test, repair, remove, disconnect, and/or reconnect a water meter unless specifically authorized to do so in writing by the Town.
- c. No Person shall break, tamper, or interfere with, any water meter, appurtenances or facility.
- d. The Owner of the Property shall notify the Town immediately whenever a water meter is not operating or if any part of a meter becomes damaged or broken.
- e. The Owner of the Property is responsible for the safe operation and use of any water meter and any Remote Reading Device that is installed on the Owner's Property.
- f. The Owner of the Property shall pay the cost of repairing or replacing any water meter or metering accessories supplied and installed that are damaged from any causes within the control of the Owner.

112. The Town may seal installed water meters and no Person, except as authorized by the Town, shall break or tamper with any such seal.

113. Reading of water meters:

- a. The Town may read the actual consumption from the meter rather than from the Remote Reading Device, in which case, the next Utility billing will be calculated using the actual consumption.
- b. When an Owner of a Property requests a meter reading at a time other than the regular scheduled time for meter reading, the Owner may be assessed a fee as set forth in Schedule "A".

114. Testing of water meters:

- a. If a water meter reading is disputed by either the Town or the Owner of the Property, the party disputing the reading shall give a written notice to the other party.
- b. Prior to the Town conducting water meter testing, the Owner of the Property will be required to pay the fee as specified in Schedule "A".
- c. Once a written notice has been given under Section 1153.a., the Town shall arrange for the meter to be tested or calibrated by a qualified official delegated by the Town.
- d. If upon testing or calibrating, the meter is found to be recording accurately, which, for this purpose, is defined as recording between 98.5% and 101.5% of the water passing through the meter, the expense of such test or calibration shall be borne by the party who gave notice under Section 1135.a), in the amount specified in Schedule "A".
- e. If a meter is found not to be accurate within the limits set out in Section 1135.d), the meter shall forthwith be repaired, or replaced by another meter, and the expenses of such repair or replacement shall be borne by the Town. Where the Owner of the Property paid a fee for testing, the Town will reimburse the fee paid by the Owner.
- f. If a meter is found not to be accurate, the accounts, based upon the readings of that meter for the consumption portion of the monthly bill, for a maximum of 12 (twelve) monthly bills immediately preceding the date of such test, shall be corrected to reflect the error of the meter, and the Owner shall pay, or shall be refunded, as the case may be, the amount so determined, which payment or refund shall be accepted by both the Town and the Owner of the Property as full settlement to the date of the test of any claim that may arise out of a meter error.

**PART 25 – WATER METER CHAMBER**

115. When in the opinion of the Town, the building to be supplied with water is too far from the Town service connection to conveniently install a meter in the building, or if a number of buildings are to be supplied, or for any other reason in the opinion of the Town, then the Owner of the Property shall, at the Owner's expense, construct and maintain an approved container for a water meter and such container shall in all respects, including location, construction size, access and otherwise, be satisfactory to the Town.

**PART 26 – CROSS CONNECTIONS AND BACKFLOW PREVENTION**

116. No Person shall connect, cause to be connected, or allow to remain connected, to the Town Water System, any piping, fixture, fitting, container or appliance, in a manner which, under any circumstances, may allow water, wastewater or any other liquid, chemical or substance to enter the Town Water System.
117. Owners of Property must allow an Inspector full access to their residences, buildings or facilities in order to evaluate and/or inspect possible cross connections and existing or newly installed Backflow Valves.
118. For the purposes of preventing a Cross Connection prohibited in Part 26, the Director may require any Owner of a Property to install a testable cross connection control device at the expense of the Owner.
119. Any Owner of Property who is required by the Director or by any Act, regulation or code, to install a Testable Cross Connection Control Device shall:

- a. Ensure that the Testable Cross Connection Control Device installed is inspected and tested on a yearly basis; and
  - b. Report the results of the inspection and testing to the Director, on the form prescribed by the Director, within the time frame specified by the Director.
120. Any Owner of Property who is required by the Director to install a Testable Cross Connection Control Device, shall only install such devices as approved by the Director.
121. Every Owner of Property required by Part 26 to install a Testable Cross Connection Control Device, shall ensure that it is only inspected and tested by Persons approved by the Director. In approving Persons to inspect and test Cross Connection Control Devices, the Director may take into consideration the following qualifications:
- a. A certificate for a Certified Backflow Prevention Device Tester from an accredited organization;
  - b. A calibration certificate for test equipment;
  - c. History of non-compliance with occupational health and safety acts and regulations;
  - d. Another trade or professional qualification (e.g. Plumbing Certificate, Sprinkler Fitter Certificate, etc.); and
  - e. Liability insurance coverage.
122. If an Owner of a Property fails to have a Testable Cross Connection Control Device inspected or tested, or fails to report the results of the inspection or testing to the Director, the Director may:
- a. Require the Owner to have the Testable Cross Connection Control Device inspected and tested, and a test report submitted to the Director, within the time frame specified by the Director; and
  - b. Discontinue providing water service to the Property until the Owner has the Testable Cross Connection Control Device inspected and tested, and has submitted a report with satisfactory results, to the Director.
123. Any Owner of a Property with a Testable Cross Connection Control Device shall display an up-to-date information record card issued by the Town on, or immediately adjacent to, each Testable Cross Connection Control Device.

#### **PART 27 – PRIVATE WATER SERVICES & GROUND WATER SYSTEM**

124. No Owner or Occupant of Property in the Town, shall use a well or other source of water, except the Town Water System, without written permission from the CAO.
125. No Person, except the Town, may drill a water well, on private or public land, within the boundaries of the Town, unless authorized in writing by the CAO.
126. No permits to drill a new well within the Town will be issued by the Town after the date this Bylaw becomes effective.
127. The Owner of a Property, which contained a water well or a water system or supply prior to the Property's annexation by the Town, may continue to

operate such well or water system until the Town has installed a water system within a road, easement, public utility lot or other property controlled by the Town, at which time the CAO may require the Owner of a property adjacent to such road, easement, public utility lot or other property controlled by the Town, to provide, or pay for, a service connection to the Town Water System and, if connected to any other water system, or supply (including a well) to disconnect from that water system and connect to the Town Water System within one year from the time the Town Water System is available, or such further time allowed by the CAO.

128. All Persons having charge of, or being Owners or Occupants of Property containing a well or other source of supply of water, other than Town Water System, may apply to the CAO for permission to use the water in such well or other source of supply of water. The CAO, at their discretion, may deny the application, or grant the application subject to such conditions as the CAO may deem appropriate, including conditions on the use of the water from such well or other source or supply of water, together with conditions allowing the Town access to the Property for inspection to determine compliance with this Bylaw and any conditions stipulated by the Town at the time the application was granted.
129. Upon complying with, and abiding by, the conditions prescribed in Section 129, the applicant may be granted a permit to use the water in the well or other source of supply of water. Any such permit may be withdrawn by the CAO at any time without notice, and no Person shall use a well or other source of supply of water after a permit from the Town for use of same has been withdrawn.
130. If the use of any well or other source of water supply is continued contrary to the provisions of this Bylaw or the directions of the CAO, the CAO may issue an order that use of the well or other source of water cease immediately and that the well or other source of water supply be disconnected, removed, plugged, filled up or otherwise abated.

#### **PART 28 – GOVERNING THE PROVISION AND USE OF WASTEWATER SYSTEM**

131. The Town shall endeavor to provide notice to the Owners of a Property of an interruption of a Utility Service described herein and shall seek to minimize the inconvenience to Owners and/or Occupants as may be possible and reasonable.
132. No Owner or Occupant of any Property or building, that is supplied with a wastewater system by the Town, shall sell or otherwise dispose of, give away, or permit wastewater to be taken or carried away from the Property, unless authorized by the Town in writing.
133. The Town may remove obstructions from the Property or road allowances that are interfering with the performance of providing, maintaining, or terminating the supply of a Utility Service and may charge the Owner of the Property the costs associated with such removal. The Town will use reasonable care to avoid damaging the obstruction during the removal. The Town shall not be responsible for any restoration costs associated with such removals, should they be incurred.
134. If the Town cannot access the Property or the building on the Property for the purposes of installing, maintaining or terminating supply of a Utility Service, the Town may charge a “No Access Fee” as set out in Schedule “A” to the Owner of the Property.

#### **PART 29 – WASTEWATER SYSTEM: INSPECTION OF PREMISES**

135. The Town may inspect the premises of the Owner of the Property who applies to the Town for the connection of wastewater in order to determine if it is advisable to supply such Utility to the Property.
136. The Town may, with the permission of the Owner of the Property, inspect the premises of the Owner in order to do any tests on wastewater piping or fixtures belonging to such Owner so as to determine if this Bylaw is being complied with. If the Owner fails or refuses to give such permission, the supply of water services to that Owner's property may be shut off and/or the Town may charge a "No Access Fee" as set out in Schedule "A" to the Owner of the Property.

### **PART 30 – REPAIR AND MAINTENANCE OF EXISTING WASTEWATER SYSTEM**

137. The Owner of the Property shall be responsible for the repair and maintenance of the wastewater service line and connections within their own Property.
138. Repair of existing wastewater service lines:
- a. If an Owner of Property believes that the wastewater service is performing poorly or that it repeatedly causes problems, the Owner may request the Town in writing to repair or replace the wastewater service line within the Town's property. Before action is taken by the Town, the Owner may be requested to camera the wastewater service line, at the Owner's expense, to determine the nature of the problem.
  - b. If a problem is, or problems are, found to be on both the Owner's private Property and the Town property, it will be the responsibility of the Owner of the Property to repair the portion of the wastewater service line on the Owner's Property before the Town will undertake repairs to the wastewater service line on the Town's property. The Town will reimburse the Owner of the Property 50% of the expenses incurred by the Owner under Section 139.a. to camera the service line.
  - c. If the problem is, or problems are, found to be located entirely on the Town's property, the Town will reimburse the Owner of the Property for camera costs incurred and will repair the wastewater service line at the Town's expense.
139. Replacement of wastewater service lines:
- a. If the Owner of a Property wishes to replace a wastewater service line on private property, it shall be at the Owner's expense.
  - b. Where a wastewater service line on private property needs replacement because it can no longer be economically repaired, the replacement must be undertaken by the Owner of the Property at the Owner's expense.
  - c. Installation or replacement of wastewater service lines shall be governed by the process set out in Parts 8 and 9 of this Bylaw.
140. The Owner of the Property shall be responsible for clearing any blockages in the wastewater service line from the building on the Property to the main, Town owned, wastewater service line to which it connects to.

### **PART 31 – PRIVATE WASTEWATER SYSTEM**

141. The Owner of a Property, who operated a wastewater collection and disposal system prior to the Property's annexation by the Town, may continue to operate a wastewater collection and disposal system until the Town has installed a wastewater collection and disposal system within a road, easement, public utility lot or other property controlled by the Town, at which time the CAO may require the Owner of a Property adjacent to



such road, easement, public utility lot or other property controlled by the Town, to provide, or pay for, a service connection to the Town Wastewater System within one year from the time the Town Wastewater System is available, or such further time as allowed by the CAO.

#### **PART 32 – PROHIBITED SUBSTANCES IN WASTEWATER**

142. No Person shall discharge, or allow to be discharged, into the Town Wastewater System any materials listed in Schedule "D" at a level which exceed the levels prescribed in Schedule "D".
143. No Person shall allow the discharge from a stormwater system to enter into the Town Wastewater System.

#### **PART 33 – DENTAL WASTE AMALGAM SEPARATOR**

144. Every Owner or operator of premises, from which Dental Amalgam may be discharged, which waste may directly or indirectly enter wastewater shall:
- a. Install in any piping system at its premises that connects directly or indirectly to the wastewater system, Dental Amalgam Separators with at least 95% removal efficiency in amalgam weight and which are certified as compliant with ISO 11143 – "Dental Equipment: Amalgam Separators", as amended;
  - b. Operate and maintain all Dental Amalgam Separators in good working condition and according to the manufacturer's recommendations;
  - c. Provide an approved Monitoring Access Point which is readily and easily accessible at all times for inspection; and
  - d. Provide to the Inspector on request a maintenance schedule and record of maintenance for each installed Dental Amalgam Separator.

#### **PART 34 – GREASE, OIL & SOLIDS INTERCEPTION IN WASTEWATER**

145. Grease traps of sufficient size and approved design shall be placed by the Owner of the Property on the waste pipes from all hotels, restaurants, laundries, and such other places as the Town may direct. The Owner of the Property and Occupant of the building will be responsible for the maintenance of the grease traps.
146. Residential, Industrial and Commercial building sumps:
- a. Interceptors of sufficient size and approved design shall be placed by the Owner of the Property on the waste pipes from all car washes and any other buildings that may cause excess dirt and debris to pass into the Town Wastewater System. The Owner of the Property and the Occupant of the building will be responsible for maintenance of the sumps and interceptors.

#### **PART 35 – WASTEWATER SYSTEM: TREES AND ROOTS**

147. No Person shall plant deep rooting trees such as willow, poplar or elm within a minimum of 6 metres of a wastewater main or lateral services; all other species of trees shall be planted at a minimum of 4 metres from wastewater mains or lateral services.
148. If it is determined that a blockage in a private wastewater service is caused by a tree located, adjacent to, or directly on, private property, the Town shall have no obligation to clear the blockage.
149. If it is determined that a blockage in a private wastewater service is caused by a tree located on Town property, the Town will clear the blockage and

either place the service line on a root-cutting maintenance program, re-line or repair the wastewater pipe and remove the tree(s) at the Town's expense.

150. If it is determined that a blockage in the Town's wastewater main or any other part of the Town Wastewater System is caused by tree roots extending from trees located, adjacent to, or directly on, private property, the Town will, at the private property Owner's expense, clear the blockage and either place the sewer on a root-cutting maintenance program, re-line or repair the sewer pipe and remove the tree(s).

#### **PART 36 – GOVERNING THE PROVISION AND USE OF STORMWATER SYSTEM**

151. The Town shall endeavor to provide notice to Owners of Property of an interruption of Utility Service described herein and shall seek to minimize the inconvenience to Owners and Occupants as may be possible and reasonable.
152. No Owner or Occupant of any Property or building supplied with stormwater services by the Town, shall sell or otherwise dispose of from the Property, give away, or permit stormwater to be taken or carried away from the Property, unless authorized by the Town in writing.
153. The Town may remove obstructions from the Property or road allowances that are interfering with the performance of providing, maintaining, or terminating the supply of a Utility Service and may charge the Owner of the Property the costs associated with such removal. The Town will use reasonable care to avoid damaging the obstruction during the removal. The Town shall not be responsible for any restoration costs associated with such removals, should they be incurred.
154. If the Town, after giving reasonable notice to the Property Owner or Occupant, cannot access the Property or the building on the Property for the purpose of providing, maintaining or terminating the supply of a Utility Service to that Property, the Town may charge a "No Access Fee" set out in Schedule "A" to the Owner of the Property.

#### **PART 37 – STORMWATER SYSTEM: INSPECTION OF PREMISES**

155. The Town may inspect the premises of an Owner of Property who applies to the Town for the connection of stormwater services in order to determine if it is advisable to supply such Utility to the Property.
156. The Town may, with the permission of the Owner of the Property, inspect the premises of the Owner in order to do any tests on stormwater piping or fixtures belonging to the Owner so as to determine if this Bylaw is being complied with. If the Owner of the Property fails or refuses to give such permission, the supply of water services to that Property may be shut off and/or a "No Access Fee" rendered as set out in Schedule "A".

#### **PART 38 – REPAIR AND MAINTENANCE OF EXISTING STORMWATER SYSTEM**

157. The Owner of the Property shall be responsible for the repair and maintenance of the stormwater service line within their own Property.
158. Repair of stormwater service connections and lines on the Owner's Property:
- a. Where the exact location of a stormwater service problem cannot be determined to be either, clearly within the Town lands, or on the Owner's Property, the Town may undertake to determine the location of the problem.

- b. If a stormwater service problem exists within the Town lands, the Town will complete repairs.
  - c. If it is determined that a stormwater service problem exists on private property, the Owner of the Property shall be responsible for the costs incurred by the Town to that point and for the costs to complete repairs.
159. Where the Owner of a Property undertakes the repair of a stormwater service line or connection on their own Property and finds that the problem exists on the portion of line for which the Town is responsible, the Town will complete the repairs.
160. Replacement of stormwater service lines:
- a. If the Owner of a Property wishes to replace a stormwater service line, it shall be at the Owner's expense.
  - b. Where a stormwater service line needs replacement because it can no longer be economically repaired, the replacement must be undertaken by the Owner of the Property at the Owner's expense.
  - c. Installation or replacement stormwater service lines shall be governed by the process set out in Parts 8 and 9 of this Bylaw.
161. The Owner or Occupant of a Property shall ensure that stormwater infrastructure remains accessible and exposed. The Town is authorized to arrange for the removal of any obstructions restricting access to the stormwater infrastructure, at the cost of the Owner of the Property.
162. Where the Owner or Occupant of the Property, damages, or causes, stormwater infrastructure to become inoperative, they shall be responsible for costs incurred by the Town to conduct repairs.
163. The Owner of any Property on which there is a dwelling shall design and connect a stormwater system to allow discharge to the Town Stormwater System with relief discharge to the surface. The stormwater system shall be installed by the Owner of the Property in such a manner as to comply with all Town Bylaws, standards and policies and other applicable regulatory authorities and without causing excessive pooling or icing on public or private property.

#### **PART 39 – DISCHARGE OF PROHIBITED SUBSTANCES IN STORMWATER SYSTEM**

164. Only stormwater is permitted to be disposed of into the Town Stormwater System. No Person shall discharge or allow to be discharged into the Town Stormwater System, any substance including, but not limited to, any Deleterious substances, and/or restricted substances identified in Schedule D.

#### **PART 40 – GREASE, OIL & SOLIDS INTERCEPTION IN STORMWATER**

165. Grease, oil and sediment separators of sufficient size and approved design shall be placed in manholes and/or catch basins into the Town Stormwater System as determined by the Town. The Owner of the Property will be responsible for the maintenance of the separators.

#### **PART 41 – STORMWATER SYSTEM: TREES AND ROOTS**

166. No Person shall plant deep rooting trees such as willow, poplar or elm within a minimum of 6 metres of a stormwater main or lateral services; all other species of trees shall be planted at a minimum of 4 metres from stormwater mains or lateral services.

167. If it is determined that a blockage in a private stormwater service is caused by a tree located adjacent to, or directly on, private property, the Town shall have no obligation to clear the blockage.
168. If it is determined that a blockage in a private stormwater service is caused by a tree located on Town property, the Town will clear the blockage and either place the sewer on a root-cutting maintenance program, re-line or repair the service line and remove the tree(s) at the Town's expense.
169. If it is determined that a blockage in the Town Stormwater Service main, or any other part of the Town Stormwater System, is caused by tree roots extending from trees located, adjacent to, or directly on, private property, the Town will, at the private property Owner's expense, clear the blockage and either place the sewer on a root-cutting maintenance program, re-line or repair the service line and remove the tree(s).

#### **PART 42 – CHARGES AND FINES**

170. Charges as prescribed in Schedule "A" will be imposed on the Owner of the Property for issuing a payment to the Town which is dishonoured or returned with a notification of non-sufficient funds (N.S.F.) and those charges shall be added to the Utility account for the Property.
171. Any Person who breaches or contravenes any provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to pay a fine as specified in Schedule "C" of this Bylaw, in addition to any further or other sanction a Court may impose.
172. Where a Person has been convicted of a contravention of the same provision of this Bylaw twice within a twelve month period, the specified fine payable in respect of the second conviction is double the amount of the fine specified in Schedule "C" in respect of that provision, in addition to any further or other sanction a Court may impose.
173. Any Person who breaches or contravenes any provision of this Bylaw for which there is no fine specified in Schedule "C" of this Bylaw, is liable, upon summary conviction, to pay a fine of \$250.00 for a first offence, \$500.00 for a second offence, and \$1,000.00 for a third or subsequent offence, within a twelve month period, in addition to any further or other sanction a Court may impose.
174. A Peace Officer who has reasonable and probable grounds to believe that a Person has contravened any provision of this Bylaw is hereby authorized to issue a violation ticket to that Person pursuant to the Provincial Offences Procedure Act, RSA 2000, c. P-34.
175. Any fine or penalty imposed pursuant to this Bylaw is to the benefit of the Town.

#### **PART 43 – SEVERABILITY**

176. Should any clause or part of this Bylaw be found to have been improperly enacted, for any reason, then such clause or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the clause or part found to be improperly enacted had not been enacted as part of this Bylaw.

#### **PART 44 – REPEAL**

177. Bylaw 1150.13 is hereby repealed upon this Bylaw coming into effect.



**PART 45 – DATE OF FORCE**

178. 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. 202\_\_\_\_\_.

(RES. \_\_\_\_\_ )

\_\_\_\_\_  
**MAYOR RICHARD POOLE**

\_\_\_\_\_  
**CAO MYRON THOMPSON**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_\_\_\_.

(RES. \_\_\_\_\_ )

\_\_\_\_\_  
**MAYOR RICHARD POOLE**

\_\_\_\_\_  
**CAO MYRON THOMPSON**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_\_\_\_.

(RES. \_\_\_\_\_ )

\_\_\_\_\_  
**MAYOR RICHARD POOLE**

\_\_\_\_\_  
**CAO MYRON THOMPSON**



TOWN OF BLACKFALDS  
BYLAW 1250.20

SCHEDULE "A"

Meter installation cost	
5/8" Meter	At Cost + 25%
3/4" Meter	At Cost + 25%
1" Meter	At Cost + 25%
1 1/2" Meter	At Cost + 25%
2" Meter	At Cost + 25%
3" Meter	At Cost + 25%
4" Meter	At Cost + 25%
6" Meter	At Cost + 25%
Water line connection rates	
1" from main to property	At Cost + 25%
1 1/2" from main to property	At Cost + 25%
2" from main to property	At Cost + 25%
Wastewater line connection rates	
4" from main to property	At Cost+ 25%
6" from main to property	At Cost+ 25%
Stormwater line connection rates	
4" from main to property	At Cost+ 25%
6" from main to property	At Cost+ 25%
Construction restoration	At Cost+ 25%
Miscellaneous rates	
"No Access Fee"	\$50.00(per visit)
Turn water off and/or on	
during regular hours	\$50.00(per visit)
during after hours	At Cost (per visit)
Water service removal (including construction restoration)	At Cost+ 25%
Repairs to water meters (damaged by homeowner or tenant)	At Cost+ 25%
Thawing water or wastewater service	At Cost+ 25%
Repair to damaged stand pipe	At Cost+ 25%
Cleaning plugged wastewater service lines after hours	At Cost+ 25%
Administration fee: (initiating account)	\$ 25.00
Researching and reporting on utility accounts	\$ 25.00
NSF payments	\$ 25.00
Water meter installation	\$ 50.00
Owner requested meter reading	
Meter testing – in house	\$ 50.00
Meter testing – out-sourced	At Cost + 25%
Miscellaneous items at cost plus 25% as determined by Administration.	





SCHEDULE "B"

COMMERCIAL AND RESIDENTIAL WATER AND WASTEWATER RATES  
(Rates Effective January 1, 2020)

WATER RATES

Each Owner shall pay for water services supplied to the Property owned by them, the aggregate of amounts determined as per below:

A. Minimum Rate: Fixed base rate as below:

The fixed base rate monthly charge shall be determined by the size of the meter supplied to each Owner as follows:

5/8" (16mm) and 3/4" (19 mm)	\$17.06 fixed rate
1" (25 mm)	Cost of 3/4" meter multiplied by 2.5
1 1/2" (38 mm)	Cost of 1' meter multiplied by 2.5
2" (50 mm)	Cost of 1 1/2' meter multiplied by 2.5
3" (75 mm)	Cost of 2' meter multiplied by 2.0
4" (100 mm)	Cost of 3' meter multiplied by 2.0

\*\* For larger size service, multiplier to be determined by Administration.

B. Plus an Infrastructure rate: \$10.61

C. Plus a Consumption rate: \$2.72 per cubic meter of water measured

WASTEWATER RATES

Each Owner shall pay for wastewater services supplied to them, the aggregate of amounts determined as per below:

- A. Minimum Rate: \$14.59
- B. Plus an Infrastructure rate: \$0.00
- C. Plus a Consumption rate: \$3.00 per cubic meter at 80% of water measured.

The above monthly minimum rates will apply to all properties in Town that have water and/or wastewater services available in the land abutting the property.

GENERAL PROVISIONS

A deposit of no greater than three months estimated billing may be required at the discretion of the CAO.

The decision to sell bulk water to contractors, developers and private companies shall be at the discretion of the CAO and/or their delegate. If the Town of decides to sell bulk water, it will be at the rate established by the North Red Deer River Water Services Commission, plus an additional \$0.75 for every cubic meter. A minimum charge of \$110.00 per sale will apply to all bulk sales.



**TOWN OF BLACKFALDS  
BYLAW 1250.20**

**SCHEDULE "C"**

**VIOLATION FINES**

Fines for first offences are set out below.

Section	Description of Offence	Fine
9	Hinder/prevent Inspector from carrying out their duties	\$500
19	Install Utility service line or connection without Town approval	\$500
52	Failure to notify required parties of Spill (no immediate danger)	\$250
53	Failure to notify 911 and other required parties of Spill (with immediate danger)	\$1500
56	Failure to provide Spill report to Town within 5 days	\$250
56. a.	Failure to provide name/address/contact information in Spill report to Town	\$250
56. b.	Failure to provide required details of Spill in Spill report to Town	\$250
56. c.	Failure to provide work status in Spill report to Town	\$250
56. d	Failure to provide preventative action information in Spill report to Town	\$250
59	Deposit material in Town Water System/Wastewater System/Stormwater System that may cause blockage	\$3000
60	Discharge Deleterious substance/restricted material in Town Wastewater System or Town Stormwater System that may adversely affect or pollute the environment or cause hazard to a person	\$3000
61	Connect to Town Wastewater/Stormwater System to convey inflammable/explosive/hazardous material	\$3000
62	Connect to Town Wastewater/Stormwater System to convey water collected by weeping tile/eaves troughs/roof spouts	\$3000
63	Discharge contents of privy vault/manure pit/cesspool to Town Water System/Wastewater System/Stormwater System	\$3000
64	Tamper with manhole cover/ventilator of Town Water System/Wastewater System/Stormwater System	\$3000
65	Cut/break/pierce into Town Water System/Wastewater System/Stormwater System without Town authorization	\$3000
67.a.	Discharge/waste without treating into Town Wastewater System/Stormwater System from Commercial/trade/industrial/manufacturing Process	\$3000
67.b.	Failure to install/maintain/operate pre-treatment works	\$3000
68	Discharge a Schedule D material exceeding acceptable level into Town Wastewater System	\$3000
69	Discharge Deleterious substance into Town Stormwater System	\$3000
72	Sell/dispose/gift water from Town Water System without Town authorization	\$1000
81	Cause/permit/allow waste of water	\$250
83	Failure to install low-flow plumbing fixtures on new construction and/or renovations	\$250
89	Plant trees too close to water main/lateral service	\$500
93	Turn on water from curb stop valve without Town authorization	\$500
94	Failure to keep water service curb stop valve accessible	\$500



**TOWN OF BLACKFALDS  
BYLAW 1250.20**

96. d.	Operate curb stop valve larger than 25 mm (1 inch)	\$500
101. a.	Open/close fire hydrant cap/valve	\$3000
101. b.	Connect device to fire hydrant	\$3000
101. c.	Use water from fire hydrant for purpose other than fire protection	\$3000
102	Allow access to fire hydrant to be obstructed	\$3000
103	Allow interference with operation/maintenance of fire hydrant	\$3000
104. a.	Failure to maintain required clearance area around fire hydrant	\$3000
104. b.	Construct/erect/place obstruction in clearance area of fire hydrant	\$3000
104. c.	Plant something other than grass in clearance area of fire hydrant	\$3000
104. d.	Failure to maintain visibility to fire hydrant from access road	\$3000
104. e.	Failure to provide maintenance records for private fire hydrant to Town	\$3000
109	Failure to ensure access to Property/building for Town to install/maintain/read water meter	\$1000
110. a.	Failure to allow Town installation of water meter	\$1000
110. b.	Failure to allow Town installation of remote reading device	\$1000
111. b.	Install/test/repair/remove/disconnect/reconnect water meter without Town authorization	\$1000
111. c.	Break/tamper/interfere with water meter	\$1000
111. d.	Failure to notify Town of inoperative/damaged water meter	\$1000
111. e.	Failure to keep water meter/remote reading device safe	\$1000
112	Break/tamper with water meter seal	\$1000
116	Allow water/wastewater/liquid/chemical/substance to enter Town Water System	\$3000
117	Failure to allow Inspector to inspect cross connections/backflow preventers	\$1000
119. a.	Failure to annually inspect/test testable cross connection	\$1000
119. b.	Failure to report cross connection testing to Director	\$1000
120	Failure to install Director approved testable cross connection	\$1000
121	Failure to have inspection/test conducted on cross connection by person approved by the Director	\$1000
123	Failure to display up-to-date card on testable cross connection	\$1000
124	Use well/source of water other than Town Water System without Town authorization	\$1500
125	Drill well without CAO authorization	\$1500
132	Sell/dispose/gift wastewater without Town authorization	\$1000
142	Discharge Deleterious substance into Town Wastewater System	\$3000
143	Allow discharge from stormwater system to enter Town Wastewater System	\$3000
144. a.	Failure to install required dental amalgam separators	\$3000
144. b.	Failure to operate/maintain dental amalgam separators	\$3000
144. c.	Failure to provide approved monitoring access point	\$1000
144. d.	Failure to provide maintenance records requested by Inspector	\$1000



**TOWN OF BLACKFALDS  
BYLAW 1250.20**

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145	Failure to install/maintain appropriate grease traps	\$3000
146	Failure to install/maintain appropriate sump interceptors	\$3000
147	Plant trees too close to wastewater main/lateral service	\$500
152	Sell/dispose/gift stormwater without Town authorization	\$1000
161	Fail/refuse to ensure stormwater infrastructure is accessible	\$3000
164	Discharge Deleterious/restricted substance into Town Stormwater System	\$3000
166	Plant trees too close to stormwater main/lateral service	\$500

**SCHEDULE "D"**

**Restricted Materials**

As per the North Red Deer River Wastewater Services Commission (the “Commission”) of Supply Service, as amended from time to time.

No Person shall discharge wastewater into any part of the Town Wastewater System;

- a. In excess of an amount of cubic meters per day of wastewater that the Commission stipulates from time to time based on capacity of the system and the Commission’s ability to process the wastewater, as communicated by the Commission by written notice to the Town of Blackfalds;
- b. Waters or wastes having pH lower than 6.0 or higher than 10.5, or having any corrosive property capable of causing damage or hazard to structures, equipment, biological wastewater treatment processes, and Personnel of, wastewater works;
- c. Containing substances in concentrations exceeding the following parameters:

CONTAMINANTS	LIMITS
Total Suspended Solids	4,800 mg/L
Biochemical Oxygen Demand (B.O.D.)	4,800 mg/L
Chemical Oxygen Demand (C.O.D.)	9,600 mg/L
Total Phosphorus	150 mg/L
Total Kjeldalh Nitrogen (T.K.N.)	400 mg/L
Oil & Grease – Animal and Vegetable	500 mg/L
Oil & Grease – Synthetic Hydrocarbon	50 mg/L
Phosphates	100 mg/L
<b>INORGANIC CONSTITUENTS</b>	
Antimony	1.00 mg/L
Arsenic	1.00 mg/L
Barium	3.00 mg/L
B.E.T.X. (Benzene, Ethyl Benzene, Toluene, Xylene)	1.00 mg/L
Boron	1.50 mg/L
Cadmium	0.05 mg/L
Chromium	1.00 mg/L
Chlorinated Hydrocarbons	0.02 mg/L
Copper	0.50 mg/L
Cyanide	1.00 mg/L
Hydrocarbons	50 mg/L
Lead	1.00 mg/L
Manganese	1.00 mg/L
Mercury	0.10 mg/L
Nickel	0.50 mg/L
Phenolic Compounds	0.10 mg/L
Selenium	1.00 mg/L
Silver	1.00 mg/L
Sulphide	1.00 mg/L
Zinc	1.0 g/L

- d. containing lime slurry and residues;
- e. containing any substance which, in the opinion of the Commission or AEP:
  - i. is or may become harmful to any recipient water course or wastewater system or part thereof;



**TOWN OF BLACKFALDS  
BYLAW 1250.20**

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- a. Failure to maintain/repair water service line/connection Suspended solids which exceed 300 mg/L; or
- b. B.O.D. which exceed 300 mg/L; or
- c. Oil and grease which exceeds 100 mg/L;

That Person shall be responsible for the additional rates or fees for treatment arising from such transgression or non-compliance, as well as any additional fines or costs incurred by the Town of Blackfalds imposed by the Commission.





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

6.1

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**MEETING DATE:** October 13, 2020

**PREPARED BY:** Jeff Heindel, Parks and Facilities Manager

**SUBJECT:** Residential Structure Demolition RFP #2020-RSD01

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**BACKGROUND:**

Since approval of the Multi-Plex expansion (Eagle Builders Centre) in March/April 2020, it was apparent that the current parking situation would not be enough to host visitors. Considering this, Administration and Council have been in discussions regarding the east properties adjacent to Broadway Avenue for over a year. Negotiations for the property went relatively well, and we will be demolishing 3 out of 4 properties in that area as part of the work required to prepare that portion of the overall future parking lot.

**DISCUSSION:**

Administration drafted an RFP for the demolition of the structures contained within that area in addition to undertaking the base preparation to a gravel standard so that that the area is asphalt ready. This work will allow for overflow parking for the arena for the interim and will also be used for laydown area for Delnor Construction. Performing this work at this time along with the demolition assists in getting a head start on this parking area instead of waiting until after the spring thaw plus allows time for any settlements that may occur to take place prior to hard surfacing.

This project will also include the removal of the existing RV dump station and the addition of temporary pedestrian crosswalk across Broadway Avenue to ensure the safety of pedestrians crossing that roadway. The proposed completion date for this demolition project was identified to be prior to December 4, 2020 but is expected to be completed in late November.

The RFP was sent out September 9, 2020 with a deadline of October 8, 2020 at 9:30 am for the proposals. The Town received five proposal submissions as follows:

1. DB Bobcat Services Ltd.  
Total: \$373,654.27
2. ALEX Excavating  
Total: \$469,294.18
3. Kowal Construction Alta. Ltd.  
Total: \$1,015,191.39
4. Roadbridge Services Ltd.  
Total: \$445,386.30
5. Consolidated Environmental Services  
Total: \$74,000.00, Not complete bid. for all components

Administration has reviewed all the proposal submissions and have determined that the low bid being DB Bobcat Services Ltd. has fulfilled all the requirements.



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

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**FINANCIAL IMPLICATIONS:**

The estimated value of this work was expected in the range of the low bid received and will come out of the project's capital budget funding.

**RECOMMENDATION:**

1. That Council accepts the proposal from DB Bobcat Services Ltd. to undertake the work as described under RFP #2020-RSD01 in the amount of \$373,654.27.
2. That Council directs Administration to enter into a formal contract with DB Bobcat Services Ltd. to undertake the work as described under RFP #2020-RSD01.


**ALTERNATIVES:**

- A) Council send this item back to Administration for further discussion.

Attachments:

None

**APPROVAL:**

  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director/Author



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

6.2

Page 1 of 2

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**MEETING DATE:** October 13, 2020

**ORIGINATED BY:** Brad McKenzie, Records Management & FOIP Coordinator

**SUBJECT:** **Records and Information Management Bylaw No. 1249.20**

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## **BACKGROUND**

Records Management Bylaw No. 893/01, implemented in 2001, is based on classification and retention concepts that have become outdated.

It is the intent of the Records and Information Management Bylaw No. 1249.20 to not only align the Town's records management program with current best practice and legislative standards, but also to establish the authority for Administration to develop, implement, and revise (as required) a standalone file plan.

This information was brought before Council at the September 14, 2020 Standing Committee meeting. The motion was given to bring this forward for formal approval.

Council gave first reading to Bylaw No. 1249.20 at the September 21, 2020 Regular Council meeting, and Administration is recommending second and third reading of this bylaw.

## **DISCUSSION**

In order to remain proactive, dynamic, and accurately encompass all of the Town's records holdings, the Town must move to functional classification. Basing records classification on the Town's mandate and functions will streamline records retrieval processes and put an end to "folder diving".

As the file plan will be a "living" document which encompasses both physical and electronic records, it is realistic to anticipate numerous revisions as we continue to identify relevant records series, expand the scope of the records management program, and refine the document.

Under present guidance, every file plan revision, as well as requests for approval to transfer, archive, and/or dispose of municipal records will end up on Standing Committee agenda, awaiting approval through Regular Meetings of Council.

Shifting responsibility for approvals to Administration will allow us to remain fluid and react, quickly, to changes as we push toward EDRMS implementation. It will also allow our records management program to operate on a premise similar to those practiced by the Town of Morinville, the City of Lacombe, Lacombe County, Lac La Biche County, the City of Lethbridge, the City of Spruce Grove, and Red Deer County.

## **FINANCIAL IMPLICATIONS**

There are no financial implications anticipated with the approval of this Bylaw.



Town of Blackfalds  
**REGULAR COUNCIL MEETING  
REQUEST FOR DECISION**

Page 2 of 2

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**ADMINISTRATIVE RECOMMENDATION**

1. That Council move to give second reading to Bylaw No. 1249.20, being the Records and Information Management Bylaw for the Town of Blackfalds.
2. That Council move to give third reading to Bylaw No. 1249.20, being the Records and Information Management Bylaw for the Town of Blackfalds.

**ALTERNATIVES** *(other than the recommendation)*

1. That Council does not move to give second reading to Bylaw No. 1249.20 being the Records and Information Management Bylaw for the Town of Blackfalds.
2. That Council refer Bylaw No. 1249.20 back to Administration.

**ATTACHMENTS**

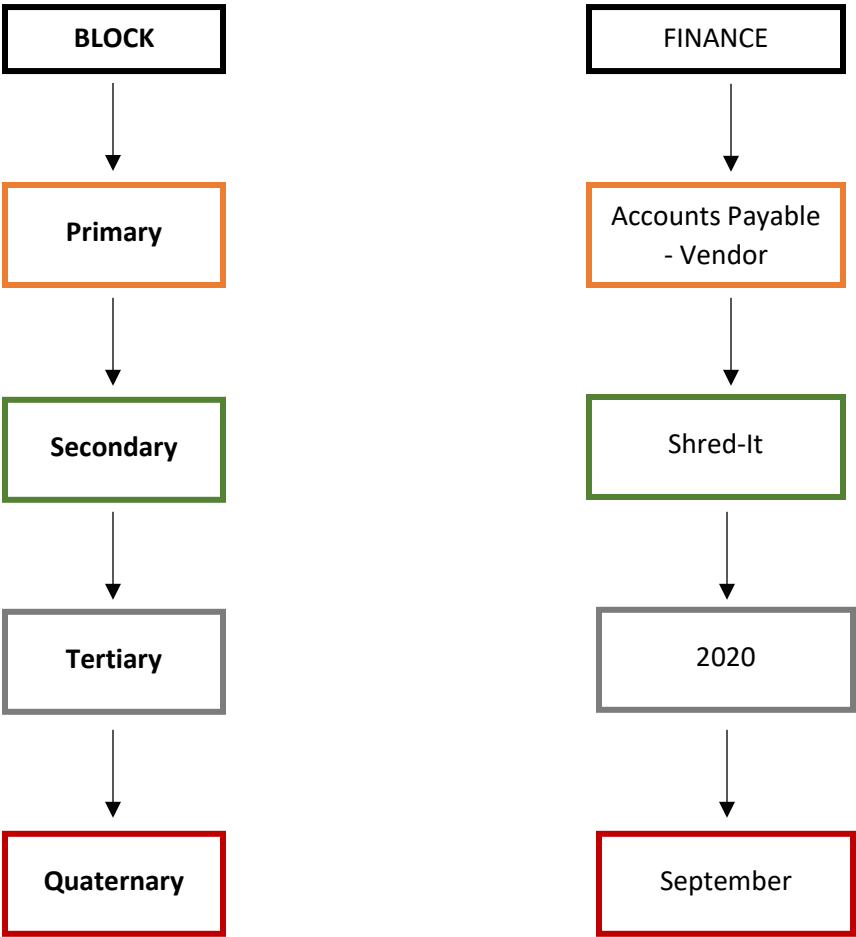
- Appendix A – Classification Comparison
- Bylaw No. 1249.20 - Draft Records and Information Management Bylaw
- Bylaw No. 893/01

**APPROVALS**

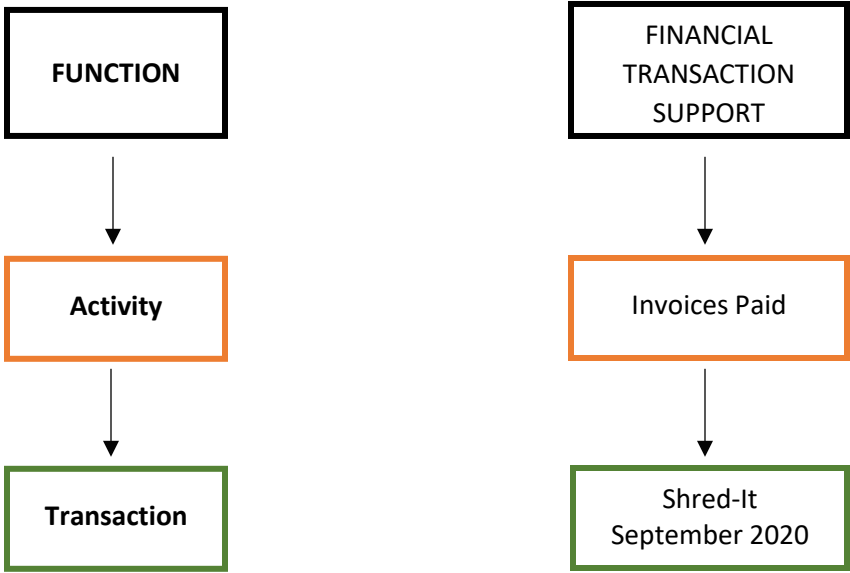
  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director/Author

Appendix A – Classification Comparison

Subject-Based



Functional



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**A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH REGULATIONS FOR THE SYSTEMATIC MANAGEMENT, RETENTION AND DISPOSITION OF TOWN OF BLACKFALDS RECORDS AND INFORMATION.**

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**WHEREAS** the Council of the Town of Blackfalds deems it necessary and appropriate that municipal records and information, consisting of both paper and/or electronic format, be retained, and disposed of in compliance with Federal and Provincial legislation and regulations; and

**WHEREAS** Section 208(1)(b) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, stipulates that all bylaws, minutes of Council meetings and other records and documents of the municipality are kept safe; and

**WHEREAS** the *Municipal Government Act*, Section 214(2), as amended, provides that Council may pass a bylaw respecting the destruction of records and documents of the municipality; and

**WHEREAS** Section 38 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended, mandates that the Head of a public body must protect personal information by making reasonable security arrangements against such risks as unauthorized access, use, disclosure or destruction; and

**WHEREAS** Section 3(e)(ii) of the *Freedom of Information and Protection of Privacy Act*, does not prohibit the transfer, storage, or destruction of any record in accordance with a bylaw, resolution or other legal instrument by which a local public body acts; and

**WHEREAS** the *Electronic Transactions Act*, RSA 2000, Chapter E5.5, Section 20, provides that if a public body (as defined by the *Freedom of Information and Protection of Privacy Act*) has the power to create, collect, receive, use, store, transfer, disclose, distribute, publish or otherwise deal with information and records, it has the power to do so electronically.

**NOW THEREFORE** the Council of the Town of Blackfalds in the Province of Alberta, duly assembled and under the powers conferred upon it by authority of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, enacts as follows:

**PART 1 - TITLE**

1.1 That this Bylaw may be cited as the "Records and Information Management Bylaw" for the Town of Blackfalds.

**PART 2 - DEFINITIONS**

2.1 In this bylaw:

- a) **"CAO"** means the Chief Administrative Officer.
- b) **"Control"** means possessing the authority for management, access, use, disclosure, and protection of a record(s).
- c) **"Council"** means the body of Elected Officials of the Town of Blackfalds.
- d) **"Custody"** means physical possession of a record(s).
- e) **"Disposition"** means the final stage in the records lifecycle which consists of destruction, indefinite retention, or archival preservation.
- f) **"Employee"** means any person hired by the Town of Blackfalds, including those who perform services as appointees, volunteers, students or under contract with the municipality.
- g) **"Electronic Record"** means information that is recorded or stored, on any medium, in or by a computer system or similar device and can be read or perceived by a person on a computer system or similar device.
- h) **"File Plan"** means a timetable that provides for the classification of official records, aids in the identification of vital records and outlines retention periods and disposition details for all Town records.



- i) **“Head”** means the Chief Administrative Officer for the Town of Blackfalds under the *Freedom of Information and Protection of Privacy Act*.
- j) **“Municipality”** means the Town of Blackfalds.
- k) **“Official Record”** means recorded information, in any format, that provides evidence of a business decision, action or transaction.
- l) **“Personal Information”** means recorded information about an identifiable individual.
- m) **“Retention Period”** means the total length of time a record, regardless of format, must be kept before final disposition is implemented.
- n) **“Retention Schedule”** is synonymous with File Plan for the purposes of this bylaw.
- o) **“Transitory Record”** means information of immediate, short-term, or no value to the municipality and will not be required for future reference. Transitory records are required for a limited period for the completion of a routine action.
- p) **“Vital Record”** means recorded information that is required to re-establish the Town's authority as a government and resume normal operation following a disaster or emergency.

### **PART 3 – RECORDS CUSTODY AND CONTROL**

- 3.1 Records in the custody and control of Town departments remain the property of the municipality and must be managed in accordance with the Management of Records and Information Policy.
- 3.2 Records in the custody of an outside agency fall under the Town's control when:
  - a) the record is specified in the contract as being under the control of the municipality;
  - b) the content of the record relates to the Town's mandate and functions;
  - c) the municipality has the authority to regulate use and disposition of the record(s); and
  - d) the outside agency is a contractor and the record(s) were created for the Town.
- 3.3 Once the record(s) are under the control of the municipality, the Town is permitted to inspect, review and/or copy them as required.

### **PART 4 – RECORDS RETENTION AND STORAGE**

- 4.1 The CAO is hereby authorized to:
  - a) establish a records management policy;
  - b) develop, and amend as necessary, a corporate file plan which shall identify retention and disposition requirements for all Town records as driven by legislative and regulatory obligation in addition business need;
  - c) determine whether a record shall be maintained physically or electronically;
  - d) retain any record(s) longer than outlined retention periods when it is deemed appropriate or in response to legal holds;
  - e) provide for the security and storage of all Town records; and
  - f) delegate, and to authorize further delegation of the authorities in this bylaw to any employee of the municipality, in accordance with Section 209 of the *Municipal Government Act*.

### **PART 5 – RECORDS DISPOSITION**

- 5.1 Pursuant to Section 214(1) of the *Municipal Government Act*, Council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will allow copies of the originals to be made.
- 5.2 All official records may be disposed of in accordance with the Management of Records and Information Policy and the file plan established by the CAO.
- 5.3 Any official record(s) which are not referenced in the file plan may only be destroyed under the direction and written approval of the CAO.
- 5.4 Transitory records are exempt from the provisions of this bylaw and may be routinely discarded.

- 5.5 Upon expiration of the retention period(s) outlined in the file plan, official records may be disposed of by way of:
- proper and complete destruction,
  - long-term preservation,
  - transfer to the Blackfalds Historical Society, or
  - transfer to the Provincial Archives of Alberta
- 5.6 Destruction of all official records shall be carried out in the presence of an authorized witness. The vendor assigned to complete the destruction shall provide documented evidence attesting to the date, time, and location of the destruction as well as the volume of materials destroyed. The certificates of destruction shall be retained on an indefinite basis.
- 5.7 The CAO may authorize destruction of physical records prior to their mandated retention period(s) if those originals have been converted to a verified electronic format that will enable reliable copies of the originals to be made.
- 5.8 The CAO may authorize the transfer of original records of historical value to the Blackfalds Historical Society or the Provincial Archives of Alberta.

#### **PART 6 – ELECTION RECORDS**

- 6.1 Disposition of election material shall be completed in accordance with the provisions of the *Local Authorities Election Act*, R.S.A. 2000, Chapter L-21 and amendments thereto.

#### **PART 7 – FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- 7.1 The CAO shall not authorize the destruction of any record which is known to be the subject of an active or pending access request.
- 7.2 In accordance with Section 35(b) of the *Freedom of Information and Protection of Privacy Act* and Section 214(3) of the *Municipal Government Act*, where an individual's personal information is used to make a decision that directly affects the individual, the Town shall retain the record(s) containing the personal information for a minimum of one year following the decision.

#### **PART 8 - PARAMOUNTCY**

- 8.1 Should conflict exist between this bylaw or the Management of Records and Information Policy and Federal or Provincial legislation, the Federal or Provincial legislation shall apply.

#### **PART 9 - REPEAL**

- 9.1 That Bylaw No. 893/01 and amendments thereto are hereby rescinded.

#### **PART 10 - DATE OF FORCE**

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

READ for the first time this 21<sup>st</sup> day of September, 2020 A.D.

(Resolution No. 261/20)

\_\_\_\_\_  
MAYOR RICHARD POOLE

\_\_\_\_\_  
CAO MYRON THOMPSON



**Town of Blackfalds  
BYLAW NO. 1249.20**

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READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020 A.D.

(Resolution No. \_\_\_\_\_ )

\_\_\_\_\_  
**MAYOR RICHARD POOLE**

\_\_\_\_\_  
**CAO MYRON THOMPSON**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2020 A.D.

(Resolution No. \_\_\_\_\_ )

\_\_\_\_\_  
**MAYOR RICHARD POOLE**

\_\_\_\_\_  
**CAO MYRON THOMPSON**

## **TOWN OF BLACKFALDS BYLAW NO. 893/01**

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Being a By-Law of the Town of Blackfalds in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 1994 and the Freedom of Information and Protection of Privacy Act and amendments thereto, to provide a Records Management System to effectively and economically organize and control records created or maintained by the Town of Blackfalds and regulations and procedures for the retention and disposal thereof.

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WHEREAS, pursuant to Section 36 of the Freedom of Information and Protection of Privacy Act, S.A. 1994, c.F-18.5, the Head of the Town of Blackfalds must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction;

AND WHEREAS, the Freedom of Information and Protection of Privacy Act does not prohibit the transfer, storage or destruction of any record in accordance with a bylaw of a local government body;

AND WHEREAS, it is the desire of the council of the Town of Blackfalds to provide for regulations with respect to the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments, electronic files and other papers kept by the Municipality;

AND WHEREAS, it is the desire of the Municipality to establish the necessary authority to release Municipal documents to the Alberta Archives on either a permanent loan or retention basis;

AND WHEREAS, the authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and regulations:

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

### **PART I      TITLES AND DEFINITIONS**

*"Chief Administrative Officer"* shall mean the person appointed by Council pursuant to the Municipal Government Act, or such other person to whom the Chief Administrative Officer may delegate.

*"Municipality"* shall mean the municipal corporation of the Town of Blackfalds.

*"Employee"* shall mean any person hired by the Town of Blackfalds and shall include those who perform a service for the public body as an appointee, volunteer or student or under contract or agency relationship with the Municipality.

*"Outside Agency"* means an organization under a contract with the Municipality.

*"Administrative Records"* means records common to all types of business which show internal "everyday" activities of business. Administrative records are often referred to as "housekeeping" records. Examples would include records regarding buildings and sites, finance, information management, materials and equipment, and personnel.

*"Corporate Records Management Program"* means development and management of policies, procedures, standards and systems for managing and protecting records.



"*Essential Records*" means records that are considered to be vital to the operation of the Town without which the Town could not efficiently operate.

"*Electronic Record*" means information created, communicated, stored, maintained or processed by means of electronic equipment.

"*File Classification System*" means an arrangement of records into logical categories using a numeric, alphabetic or alphanumeric identification scheme.

"*Operational Records*" means records which relate to the services provided by the Town in carrying out the functions that it is responsible for according to statute, mandate, bylaw or policy.

"*Record*" means recorded information, regardless of media or format, which demonstrates or is evidence of a transaction of business. A complete record may consist of a single paper document, or a collection of documents, as long as all of the information is related to the same transaction. Records include, but are not limited to: books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

"*Record Classification*" means the act of analyzing and determining the subject content of a record, matching that content to an appropriate record descriptor and assigning the corresponding file number to the document from the file classification system.

"*Record Disposition*" means the permanent preservation or destruction of a record.

"*Records Inventory*" means a detailed listing of the quantity, type, function and organization of records in a given area to provide information on their character and quantity.

"*Records Retention*" means the period a record will be kept after its active use.

"*Retention/Disposition Schedule*" means a timetable that identifies the criteria for the retention and disposition of a record and acts as the authority document for enacting the disposition.

"*Transitory Records*" means records that are not substantive, do not add value to a business transaction, are a duplicate or copy of a recognized record, are used to create a record and not required to support the record, received for information purposes only, or simply contain no business information. Certain types of recorded information which generally qualify as transitory records:

- a. temporary information of short term value. e.g. notes kept to prepare official minutes of a meeting once minutes are prepared, telephone messages once the message is acted upon, routing slips, etc.
- b. duplicate documents where a master is maintained and there has not been substantive information added
- c. draft documents and working materials used to create a master record which do not document policy changes or changes in decisions
- d. personal messages and announcements
- e. email that does not document a decision or transaction of business
- f. voice mail messages will be considered transitory due to their nature and the absence of available management tools.
- g. computer system back-ups are deemed as transitory records and for the sole purpose of computer system recovery in the event of failure.



## **PART II      RECORDS MANAGEMENT SYSTEM**

### **A.      RESPONSIBILITIES**

#### **1.      Chief Administrative Officer**

Has overall responsibility for the administration of the corporate records and information management program and will oversee the following:

- a.      Development of policies, procedures, practices and standards for the organization, accessing, safeguarding and preservation of Municipality records.
- b.      Development of a standardized Records Classification System utilizing uniform file classification numbers records regardless of media.
- c.      Development of a Records Recovery Plan to prepare for the damage or loss of essential records and map out restoration methods.
- d.      Will work with the Information Technology Services Department regarding requirements for technical solutions to facilitate the implementation of records management.
- e.      Development of courses and seminars to train personnel in records and information management.
- f.      Will evaluate/audit the records and information management program to determine compliance with policy, directives and application of the retention schedules across departments and take appropriate actions to ensure compliance to this policy.

#### **2.      Municipality Employees**

Municipality Employees must ensure that records in their custody and control are not disposed of unless authorized under the approved retention/disposition schedules. Employees shall ensure that records in their custody are not removed from Municipality premises unless such removal is required to conduct Municipality business.

### **B.      RECORDS RETENTION/DISPOSITION**

1.      All records, in all media and formats, will be assigned definite retention and disposition periods. A master retention/disposition schedule will be maintained and duly authorized by each member of Council. Council shall always have the discretion to retain records longer than the period provided for Schedule "A" of By-Law 893/01 and shall do so where Council deems it appropriate and/or has received any indication that there is or may be any civil action involving any of the said records. Such decisions to retain the records longer than the period provided for shall be recorded in the records retention index.
2.      Where, in this Bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, or those held by a local Board or Outside Agency accountable to the Corporation thereof, shall be:
  - a.      Destroyed

Such records shall be destroyed without any copy thereof being retained;



b. Permanent

Such original records shall be preserved and never destroyed;

c. Microfilmed and Destroyed

Such records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy therefore shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed;

d. Microfilmed and Retained

Such records shall be recorded on microfilm in their entirety, the microfilm shall be done in one copy only, and the original documents shall be stored in accordance with the direction Council

e. Permanently held in Archives

Such records shall be released to either the Provincial Archives or other local archives upon decision and direction of the Council (A copy of the records transferred shall be permanently retained on file).

f. Permanently held in Alberta Vital Statistics

Such records shall be released to A.V.S. upon the direction of the Council.

g. When records are to be destroyed under this Bylaw, Council shall approve such. Identification of the records being destroyed shall be attached to the minutes in which the approval was given. Destruction of records shall only occur after approval has been given by Council.

h. Identification of records being destroyed shall be retained as such:

- i. Records destroyed;
- ii. Records referred to Archives;
- iii. Municipal Records held at other archival centres.

i. Where records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the Chief Administrative Officer.

j. When records are recorded on microfilm, the official shall ensure that such microfilms are properly prepared, identified and indexed;

k. All records destroyed should be authorized by the Council and the destruction should be carried out in the presence of witnesses. The person destroying the records should provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of the records destroyed and also the names of the persons who witnessed the destruction. This statement of disposition should be presented to the Council and permanently filed in the office records.

l. Election material that has been locked in the ballot boxes can be destroyed in accordance with the provisions of the Local Authorities Elections Act.

**C. ELECTRONIC RECORDS**

1. Any electronic record created or received on behalf of the Municipality is a municipal government record and is subject to the same management controls as other Municipality records.
2. Electronic mail must not be used as the originating source of official correspondence. An attached Word, Excel or other standard file format of the Municipality must be used as the official correspondence document and filed electronically in the departments electronic file system.
3. Electronic Records may be destroyed if a paper copy has been retained and filed. The paper copy must include the date, sender and recipient(s) of the original electronic record.
4. Electronic and mail records which are not printed to paper and filed by the user must be electronically filed on the Municipality's systems network in an electronic department folder that is accessible by all authorized staff within the department.
5. Town of Blackfalds business electronic records must not be filed on individual personal computer hard-drives ("C" drive) or on the "U" drive of any of the networks.
6. Any electronic records, considered to be transitory records as defined under the definition section of this policy, may be destroyed by Municipality employees providing they are consistent with the definition of transitory records.

**D. RECORDS RECOVERY**

1. In the event that the Municipality, as a whole or at the individual business unit level, experiences a disaster there must be a plan in place to recover all essential records required for the return to operational status. A Records Recovery Plan shall be developed and will detail the steps for repair or replacement of essential records. As a supplement to the plan, record inventories will be maintained for all areas and will be updated semiannually.
2. The Records Recovery Plan does not address preventive measures.

**E. RECORDS CARE AND CUSTODY**

1. Records in the care and custody of Municipality Departments are the property of the Municipality.
2. Where records are in the possession of an Outside Agency, such records will be under the Municipality's control when:
  - a. the record is specified in the contract as being under the control of the Municipality;
  - b. the content of the record relates to the Municipality's mandate and functions;
  - c. the Municipality has the authority to regulate the record's use and disposition;
  - d. the Outside Agency is a consultant, and the record was created for the public body; or

- e. the contract permits the Municipality to inspect, review, or copy the records produced, received or acquired.

**F. RECORDS RETENTION SCHEDULES**

1. The attached Schedule "A", pages 1 to 8 inclusive, is hereby adopted. It may be amended upon the recommendation of Council.

**G. STORAGE**

1. It shall be the responsibility of the Chief Administrative Officer to provide for policies regarding security and storage of all Municipal documents. Such policies shall be administered by the Chief Administrative Officer for all Municipal documents.

**PART III RESCINDING OF PREVIOUS BYLAW**


1. Bylaw 850/99 is hereby rescinded.


**PART IV ENACTMENT**

1. This Bylaw shall come into force and have effect upon it being read a third time and passed.

READ for the first time this 27<sup>th</sup> day of March A.D. 2001.


(RES No. 108/01 )


  
C.E.O. WAYNE TUTTY

  
C.A.O. R. L. COAD

READ for the second time this 27<sup>th</sup> day of March A.D. 2001.


(RES No. 109/01 )


  
C.E.O. WAYNE TUTTY

  
C.A.O. R. L. COAD

READ for a third and final time and passed with consent of all Councillors present this 27<sup>th</sup> day of March A.D. 2001.

(RES No. 111/01 )

  
C.E.O. WAYNE TUTTY

  
C.A.O. R. L. COAD

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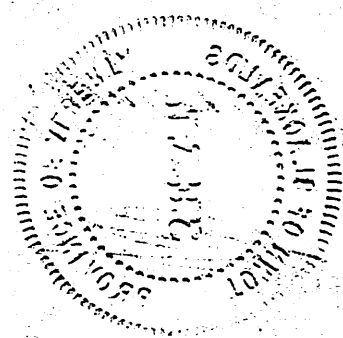
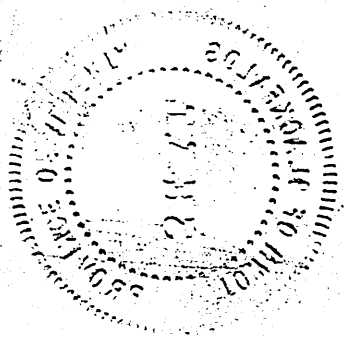
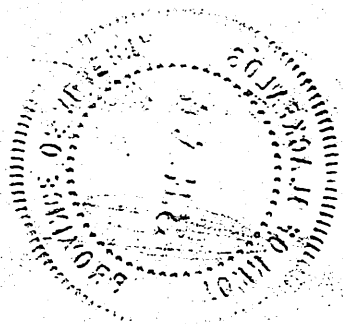
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## SCHEDULE "A"

**DISPOSITION**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P"

<b>Subject</b>	<b>Description</b>	<b>Suggested Disposition Period in years</b>
Accountants	Working Papers	7
Accounts	Paid (Summary Sheet)	7
	Payable Vouchers	7
	Receivable Ledger Cards	7
	Receivable Paid Invoices	7
Administration	Reports (not part of Minutes)	7
Advertising	General	2
	as per legislation	7
Agendas	Agendas part of minutes	P
Agreements	General	20
	Boulevard Parking (after repealed)	2
	Development	P
	Downtown Revitalization	P
	Major Legal	P
	Minor	20
	Neighborhood Improvement Program	P
	Site Plan Approval	P
	Rental and Service	7
Animal Control	Working documents	3
Accident Reports & Statistics		7S/O
Annexations	All Correspondence	P
Annual Reports		P
Annual Reports	Local Boards	7
Applications	Condominium (after approval)	2
	Overnight Street Parking	2
	Sidewalk	2
	Site Plan Approval	2
	Subdivision (after final approval)	3
	Zoning Amendment	7
	Part-time employees (after end of employment)	1
	Employment (Hired)	7
	Employment (Not hired)	7
	Business License (part of the Legal File)	7
Appointments	Other than those in minutes	3
Approvals	Condominium	P
Architect Drawings	Buildings, Park Sites, etc.	P
Assessment	Rolls	P
	Court of Revision (minutes)	P
	Court of Revision work file	5
	Appeals	7
	Court of Revision Records	7

## SCHEDULE "A"

**DISPOSITION**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P"

<b>Subject</b>	<b>Description</b>	<b>Suggested Disposition Period in years</b>
	Duplicate	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets	Permanent Files	P
	Records of Surplus	7
	Temporary Files	7
Bank	Deposit (Pass) Books	7
	Deposit Slips	7
	Memos (Debit & Credit)	7
	Reconciliations	2
	Statements	7
Board Correspondence		P
Boards - Authority & Structure		P
Briefings/Reports to Council		7
Budgets	Final Capital (in minutes)	P
	Final Operating (in minutes)	P
	Department Capital	7
	Department Operating	7
	Estimates - working papers	3
Building	Inspection Records	P
Business License - after expired		7
ByLaws		P
Cash	Disbursements Journal	P
	Receipts Journal	P
	Daily Reports	7
	Daily Summaries	7
	Duplicate Receipts	7
	Payment Stubs	3
	Petty (Vouchers)	3
	Register Tapes	7
Cemetery	Burial Permits	P
	All Documentation	P
Census Reports		10
Cheques	Stubs	7
	Register	7
	Cancelled	7
Claims	Notices of	20
	Statements of	20
Community Centre	Working Files	7
Compensation Records		7
Computer Cards		1



## SCHEDULE "A"

**DISPOSITION**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P"

<b>Subject</b>	<b>Description</b>	<b>Suggested Disposition Period in years</b>
Contracts	Files (Upon completion of contract)	15
	Forms (Public Works)	7
	Major Legal	P
	Minor	20
Correspondence	General	7
	Historical	P
	Policy	10
	Register (log)	7
Cost Records		7
Council	Minutes	P
	Tape Recordings of Minutes	1 Week after Ratification
Court Cases		P
Court of Revision	Minutes	P
	Work file	5
Debentures	and Coupons (Paid upon maturity)	P
	Register	P
	Summaries	7
	Working Papers	7
Deeds		P
Design	Estimates	3
	Files	15
Destroyed Records Index		P
Distribution Sheets	Equipment	3
	Labour	3
	Material	3
	Vehicle	3
Documents	Not Part of Bylaws	
	Agreements (Major) Legal	P
	Agreements (Minor)	20
	Contracts (Legal)	P
	Contracts (Minor)	20
	Deeds	P
	Easements	P
	Franchises	P
	Leases (after expiration)	20
	Mortgage Files	P
	Notices of Change of Land Titles	P
	Option Files	P
	Real Estate Files	P
Drainage Records/Drawings		P
Easement Documents		PS/O

## SCHEDULE "A"

**DISPOSITION**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P"

<b>Subject</b>	<b>Description</b>	<b>Suggested Disposition Period in years</b>
Elections	Nomination Papers	Local Authorities Election Act Sec 24 (4)
	Ballot Box Contents	Local Authorities Election Act Sec 101
Engineering	Drawings	P
	Files	15
Erosion Records		P
Employee Benefits	A.H.C., A.B.X., etc. Files	10
	Local Authorities Pension Cards	P
	W.C.B. Claims	P
Employee Termination		P
Employment Insurance Records		7
Expropriate	All Correspondence	P
Financial Statements	Audited	P
	Interim	7
	Working Papers	3
Fire	Access Route Files	P
	Apparatus Files (After disposition)	2
	Station Log Books	7
Fire Access Routes	After change	10
	Purchase Standing Order Release	2
Franchises		P
Fuel Tickets		1
Gas Lines	Location records	P
General	Ledger	P
	Journal	P
Graveyard	Records	P
Income Tax	Deductions	7
	TD1 Forms	Upon replacement
	T4 Slips	P
	T4 Summaries	P
Inquiries	From the Public	3
Insurance	Claims	P
	Records (After expiration)	15
Inventory	Records (After superceded)	15
Investment	Files	7
	Cash Payment	P
Job Descriptions		3
Journals	General	P
Land	Appraisals	5
	Files	P

## SCHEDULE "A"

**DISPOSITION**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P"

<b>Subject</b>	<b>Description</b>	<b>Suggested Disposition Period in years</b>
	Surveys	P
	Purchase	Until Sold +7
Leases	After Expiration	20
Ledgers	General	P
	Subsidiary	7
Legal	Opinions	P
	Proceedings	P
Legislation	Acts (After superceded)	1
License	Applicatiojn	3
	Duplicate Bicycle	3
	Duplicate Dog	3
	Literature	2
Local Authority Brd.	Hearings	P
Local Improvement Records		P
Maintenance Records		7
Maps	Contour	P
Maps	Base	P
Mechanics Leans	After completion of work	2
Mortgage Lists		1
Municipal Affairs Annual Reports		5
N.I.P.	Agreements	P
	General Correspondence	7
Oaths of Office		P
Orders	Garage	7
	Shop	7
	Stop Orders (Planning Act)	20
	To remove buildings, etc. (M.G.A.)	20
Organization	Structure & Records	P
Packing Slips		2
Payroll	Biweekly Summary	5
	Bonuses and Commissions	5
	Car Allowance Sheets	5
	Garnishees	3
	Individual Earnings Records	P
	Journal	P
	Rough Sheets	1
	Time Cards	3
	Time Distribution Sheets	5
	Time Sheets Daily	5
	Overtime	5
	Weekly	5

## SCHEDULE "A"

**DISPOSITION**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P"

<b>Subject</b>	<b>Description</b>	<b>Suggested Disposition Period in years</b>
	U.I.C. Records	5
Permits	Building	20
	Development	20
	Overnight Street Parking (After action)	1
	Oversize Load	7
	Parade	2
Personnel Files		P
Petitions		7
Photos	Aerial	P
	General same as related subject	P
Plans	Official	P
	Official (amendments)	P
	Subdivision	P
Policy	After Superseded	10
Power Lines	Location Records	P
Press Releases and Declarations		5
Prosecution	All	5
Production	Control Records	3
Project Applications to Province		7
Progress Reports	Project	7
	Project Under Contract (Final Payment)	3
Property Files		7S/O
Purchase Orders	Copies	2
	Duplicates	2
	Paid	7
Real Estate	Supporting files	P
Receipts	Books	7
	Registration	7
Receptions & Special Events	Non-historic	7
Registers (District)	Birth (Send to D.V.S.)	P
	Death (Send to D.V.S.)	P
	Marriage (Send to D.V.S.)	P
Rental Permits	Duplicate (after rental period over)	2
Reports and Records	Inventory	7
	Material Transfer	7
	Receiving	2
	Yearend Inventory Count Sheets	2
	Road	7
	Sewage Treatment Plant	7
Requisitions	Copies	2
	Duplicate	7

## SCHEDULE "A"

**DISPOSITION**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P"

<b>Subject</b>	<b>Description</b>	<b>Suggested Disposition Period in years</b>
	Paid	7
Resolutions	Minutes	P
Road	Construction Records (after completion)	15
	Closing	10
	Dedication	10
	Widening	10
Sale of Land	All Sales	P
Sewage	Analysis Records (effluent)	25
Stop Orders	Under Planning Act	20
Stores	Invoices	7
	Issue Slips	7
	Closing Files (With Bylaw)	P
Street	Lighting Area Maps	P
Subdivision	After Final Approval	7
Street	Sign Inventory Register	P
Surveys	General Correspondence	15
	Parking	7
	Traffic Counts	15
Tax	Rolls	P
Tax Recovery	Records (all)	P
Taxes	Arrears Cards	7
	Assistance Adjustments	7
	Collectors Certificate	7
	Duplicate Prepayment Certificates	7
	Final Billing	10
	Municipal Credits	7
	Ledger Cards	P
	Registration Records	P
	School Credits	7
	Subsidy & Application Forms	7
Telephone Lines	Location of (above ground & underground)	P
	Location Cards	P
Tender Files		7
Tenders	Purchase Quotations	7
	Unsuccessful	2
	Successful	7
Tickets	Admission	3
	Paid Parking	3
Traffic	Lights	P
	Streets	15
Training & Development		5

## SCHEDULE "A"

**DISPOSITION**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by "P"

<b>Subject</b>	<b>Description</b>	<b>Suggested Disposition Period in years</b>
Trial Balances	Monthly	3
	Year End	7
Truck Hire	Summaries	3
	Time Reports	3
Union	Agreements	P
	Grievance Files	10
Vehicle Records	after disposal of vehicle	1
Vouchers	Duplicate	7
Vendors	Acknowledgements To	2
	Contracts	7
	Suppliers Files	7
Writs		20
Work Orders		7
Weed Control Reports	until updated	1
Work Diaries	Yearly	7
Warrants		7
Water	Accounts	7
	Effluent Analysis Records	25
	Meter Books	7
Weight Scale Receipts		7
Welfare	Case Records	7
	Inactive Files	7
	Ledger Cards	7
	Payments	7
Zoning	By-Laws	P
	By-Law Enforcement	5





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

6.3

Page 1 of 2

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**MEETING DATE:** October 13, 2020

**ORIGINATED BY:** Brad McKenzie, Records Management & FOIP Coordinator

**SUBJECT:** **Records and Information Management Policy No. 144.20**

---

## **BACKGROUND**

As Records and Information Management Bylaw No. 1249.20 looks to repeal Bylaw No. 893/01, it is necessary for the Town to implement new governing principles through the introduction of Policy No. 144.20, which will provide procedural information relative to the management of records and information. Policy No. 144.20 will address the handling of municipal records, regardless of format, in accordance with relevant legislation and industry best practice.

The Records and Information Management Policy No. 144.20 was brought before Council at the September 14, 2020 Standing Committee meeting. The motion was given to bring this forward for formal approval. Administration will be recommending that Policy No. 144.20, being the Records and Information Management Policy, be approved as presented.

## **DISCUSSION**

Newly established Records and Information Management Policy No. 144.20 highlights key facets of a comprehensive records and information management program and addresses omissions from Bylaw No. 893/01. Specific inclusions in the policy include:

- **Definitions**

A complete set of definitions is provided, including the definition of “Personal Information”. The definition of “Media” has been removed due to a lack of clarity highlighted by Council.

- **Electronic Records**

Section 6 in the Procedures speaks to the measures necessary to transition from current state to full EDRMS implementation.

- **Email**

Section 7 in the Procedures touches on email management and the need to capture official records generated via email.

- **Disposal Approval**

Section 9 in the Procedures outlines the approval process for disposition of municipal records.

Item 9.2.8 reiterates that destruction of official records will be witnessed by the Records Management & FOIP Coordinator.

Item 9.2.9 outlines the retention period (indefinite) for documentation related to records disposition.



## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

Page 2 of 2

- **Special Circumstances**

This section (10) in the Procedures enables the CAO to authorize destruction of records which become damaged, contaminated, and/or unusable as a result of environmental factors.

Potential for contamination of records at the Operations Facility records room remains low but additional vermin control measures (door sweeps, etc.) have been discussed and will be implemented.

Item 10.4 has been added to this section to establish monitoring for damage/contamination in response to a query by Councilor Appel.

- **Legal Holds**

This addition (Section 11 in the Procedures) introduces procedures required to cease disposition of records that may be subject to litigation and/or access requests under the FOIP Act.

- **Vital Records**

Section 13 in the Procedures has been added to ensure that the Town identifies and adequately protects records required to expediently resume operation following a disaster or emergency.

### FINANCIAL IMPLICATIONS

There are no financial implications anticipated with the approval of the Policy.

### ADMINISTRATIVE RECOMMENDATION

That Council move to approve Records and Information Management Policy No. 144.20 for the Town of Blackfalds.

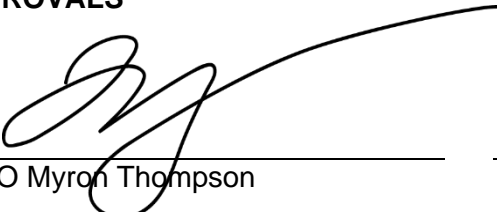
### ALTERNATIVES *(other than the recommendation)*

1. That Council does not approve Records and Information Management Policy No. 144.20.
2. That Council refer this back to Administration.

### ATTACHMENTS

- Draft Records and Information Management Policy No. 144.20

### APPROVALS

  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director/Author

<b>Policy No.:</b> 144.20 <b>Policy Title:</b> RECORDS AND INFORMATION MANAGEMENT POLICY <b>Department:</b> Administration/Corporate Services <b>Reviewed:</b> <b>Revised:</b> <b>Supersedes Policy/Bylaw:</b>	<b>Council Approval:</b>  <b>Resolution No.:</b>  <b>Date:</b>
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## 1. Policy Statement

- 1.1 The Town of Blackfalds is committed to an efficient and accountable records and information management program to allow for appropriate classification, retention, protection and disposition of municipal records, in accordance with legislative requirements and industry best practice.

## 2. Reason for Policy

- 2.1 This policy is aims to ensure:

- 2.1.1 The Town's records and information management program complies with all applicable legislation, including but not limited to the Freedom of Information and Protection of Privacy Act, the Municipal Government Act, the Local Authorities Election Act, and the Electronic Transactions Act.
- 2.1.2 The electronic records management system (Records365) used by the Town meets all regulatory requirements and protects the integrity of municipal records throughout their lifecycle.
- 2.1.3 Complete and proper disposition of records, upon expiry of the established retention periods such that the municipality:
- a) meets all business needs as well as legislative requirements for record keeping;
  - b) securely destroys official records which have outlived their usefulness, in accordance with the file plan;
  - c) safeguards the Town's historical assets; and
  - d) reduces costs associated with storage of infrequently accessed records.

## 3. Related Information

- 3.1 Town of Blackfalds Records and Information Management Bylaw 1249.20
- 3.2 Canadian General Standards Board CGSB 72.34-2017

## 4. Definitions

- 4.1 **Active Records** means records that are accessed regularly and utilized to meet current business needs.

- 
- 4.2 **Archival Records** means records that have been appraised and deemed to have lasting or historical value.
- 4.3 **CAO** means the Chief Administrative Officer for the Town of Blackfalds.
- 4.4 **Classification** means the systematic identification and arrangement of business activities and/or records into categories according to procedural rules.
- 4.5 **Closure Criteria** means the actions that must occur in order to close files and to trigger the onset of retention periods.
- 4.6 **Control** means possessing the authority for management, access, use, disclosure and protection of a record(s).
- 4.7 **Copy** means a duplicate version of an original record.
- 4.8 **Custody** means physical possession of a record(s).
- 4.9 **Destruction** means the permanent deletion or elimination of records, regardless of format. The primary method for destruction of physical records is shredding.
- 4.10 **Disposition** means the final stage of the records lifecycle which consists of destruction, indefinite retention, or archival preservation.
- 4.11 **Electronic Records** means information that is recorded or stored, on any medium, in or by a computer system or similar device and can be read or perceived by a person on a computer system or similar device.
- 4.12 **File Plan** means a timetable that provides for the classification of official records, aids in the identification of vital records and outlines retention periods and disposition details for all Town records.
- 4.13 **Functional Classification** means a method of organizing records and information according to the functions within the municipality and the activities required to carry out those functions.
- 4.14 **Inactive Records** means records that are no longer accessed frequently, but are retained to fulfil regulatory and operational requirements, or historical need.
- 4.15 **ISO 15489** means the international records management standard which provides policy and procedure guidance to ensure that appropriate attention and protection is given to all records, and the evidence and information that they contain can be retrieved efficiently and effectively.
- 4.16 **Legal Hold** means a temporary suspension of the Town's retention and disposition measures for the documents that may be (or are anticipated to be) relevant to a lawsuit involving the municipality.
- 4.17 **Master Record** means the original version of a record from which reliable copies can be made.
- 4.18 **Municipality** means the Town of Blackfalds.

- 4.19 **Official Records** means recorded information, in any format, that provides evidence of a business decision, action or transaction.
- 4.20 **Personal Information** means recorded information about an identifiable individual.
- 4.21 **Records Lifecycle** means the life span of an official record, spanning creation or receipt, through active, semi-active and inactive stages, to disposition.
- 4.22 **Retention Period** means the total length of time a record, regardless of format, must be kept before final disposition is implemented.
- 4.23 **Retention Schedule** means synonymous with File Plan for the purposes of the policy.
- 4.24 **Transitory Records** means information of immediate, short-term, or no value to the municipality and will not be required for future reference. Transitory records are required for a limited period for completion of a routine action.
- 4.25 **Vital Records** means recorded information that is required to re-establish the Town's authority as a government and resume normal operation following a disaster or emergency.

## **5. Responsibilities**

### **5.1 Municipal Council to:**

- a) approve by resolution this policy and any amendments;
- b) consider the allocation of resources for successful implementation of this policy in the annual budget process.

### **5.2 Chief Administrative Officer to:**

- a) implement this policy and approve procedures;
- b) ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

### **5.3 Director of the Department to:**

- a) ensure implementation of this policy and procedure;
- b) ensure that this policy and procedure is reviewed every three years;
- c) make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

### **5.4 Manager to:**

- a) understand, and adhere to this policy and procedure;
- b) ensure employees are aware of this policy and procedure.

### **5.5 All Employees to:**

- a) understand and adhere to this policy and procedure.

**6. Exclusions**

None

**7. Special Situations**

Section 10 of the Procedures.

**8. Appendix**

Appendix A – Disposition Review List  
Appendix B – Records Disposition Concurrence  
Appendix C – CAO Affidavit  
Appendix D – Legal Hold Notice  
Appendix E – Legal Hold Release

**9. End of Policy**



<b>PROCEDURE</b>	<b>Policy No.:</b> 144.20 <b>Policy Title:</b> <b>MANAGEMENT OF RECORDS AND INFORMATION POLICY</b> <b>Department:</b> Administration/Corporate Services
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## 1. Preamble

- 1.1 The Town's Records and Information Management (RIM) program will adhere to the requirements set forth by ISO 15489 as well as provincial and federal legislation, Records and Information Management Bylaw 1249.20 and industry best practice. The use of modern technology and an Electronic Document and Records Management System (EDRMS) will allow the municipality to effectively manage records and information, regardless of format and ensure system integrity and legal defensibility.

## 2. General

- 2.1 All records created, captured, received, and maintained in the course of Town business are the property of the Town of Blackfalds and subject to all policies and bylaws governing records and information.
- 2.2 The appropriate care and custody of municipal records is a responsibility shared by all Town of Blackfalds employees.
- 2.3 When employment with the Town is discontinued, employees will leave all official records, regardless of format, to their successor and/or immediate supervisor. This also applies to temporary leave and transfers within the municipality.

## 3. Record Keeping

- 3.1 The municipality will manage its information and control its costs through processes that include:
  - a) migration of records and information from shared drives to the EDRMS;
  - b) consistent file naming and numbering schemes;
  - c) directory and folder structures that link, directly, to the file plan;
  - d) controlled access to all municipal records;
  - e) protection of personal information, as required; and
  - f) timely disposition of records that have reached the end of their lifecycle.
- 3.2 The Records Management and FOIP Coordinator, as designated by the CAO, will be responsible for ensuring the Town's compliance with all regulatory instruments, in regard to records and information management, as well as the development and implementation of a comprehensive file plan. The file plan, and any amendments thereto, will require the approval of the CAO.

## 4. Records Classification

- 4.1 All municipal records will be classified and disposed of in accordance with the file plan and Records and Information Management Bylaw No. 1249.20.

- 4.2 When records cannot be classified according to the file plan, the Records Management and FOIP Coordinator will analyze the records, determine business, legislative and historical requirements and amend the file plan, subject to CAO approval.

## **5. Records Storage**

- 5.1 The Town of Blackfalds employs a decentralized records storage system, meaning that each department assumes responsibility for the records in their care.
- 5.2 Official records, in electronic form, must be stored in network drives and/or the EDRMS. In order to minimize risk and ensure that retention periods and disposition measures are applied appropriately, storage on Local Disk (C:), personal drives (U:) or portable devices such as USB drives is not permitted.
- 5.3 Physical records that have reached the end of their usefulness and have entered the inactive stage of their lifecycle will be inventoried, boxed, and transferred to the records room at the Operations Facility to await disposition.

## **6. Electronic Records**

- 6.1 Electronic records are subject to the same regulatory requirements as physical records. These records may include, but are not limited to, Word documents, .pdf files, emails, posts on social media or messaging applications, text messages sent from a mobile device issued by the Town, and/or documents on any Town computer pertaining to municipal business.
- 6.2 In order to ensure the integrity, accuracy, reliability, and admissibility of electronic records throughout their lifecycle, the Town of Blackfalds will:
- a) utilize environmentally protected facilities to store electronic records;
  - b) limit system access to appropriate persons and prevent unauthorized modification of records; and
  - c) maintain business continuity plans and security back-up procedures.
- 6.3 The folder structure in the EDRMS will model the file plan. Upon completion of this structure, Town departments are expected to review their record holdings, purge transitory materials, rename records according to established standards and migrate all records from their network drive. This applies to all network drives.
- 6.4 Once departments have completed migration of their documents, applicable folders and/or drives will be removed from the network.
- 6.5 An EDRMS add-on will calculate retention periods, generate disposition reports, and facilitate disposal of electronic records.
- 6.6 At such time as the municipality wishes to recognize electronic records as the authoritative copy(s), procedures will be implemented to ensure compliance with CGSB 72.34-2017 (Electronic Records as Documentary Evidence).

- 6.7 Data stored on the Town's back-up servers is intended, strictly, for use in disaster recovery or system failure and will not be considered a record(s) in terms of access requests, retention, or disposition.

## **7. Email**

- 7.1 Email created during the course of municipal business, that provides evidence of decisions, actions, or transactions is an official record and subject to this policy and all legislation which has a bearing on record retention, such as the *Limitations Act*, the *Evidence Act*, and the *Income Tax Act*.
- 7.2 Email messages, including personal communications, sent, or received on a Town issued device are not considered personal or private and may be subject to legal discovery, or disclosed as required by the *Freedom of Information and Protection of Privacy Act*.
- 7.3 Messages that are transitory in nature are expected to be removed from the email system immediately.
- 7.4 Records communicated using email need to be identified, managed, protected, and retained as long as they are required to support audit, legal, historical, operational, or other requirements.
- 7.5 As email is a communications system, and not an authorized EDRMS, email records should be kept, managed, and accessible from outside of Outlook. Upon completion of the SharePoint folder structure and migration of records from network drives, the Town will implement an email management strategy to regulate the handling, retention, and disposition of email records.

## **8. Disposition Guidelines**

- 8.1 The Town of Blackfalds will manage the effective disposition of all official records in accordance with the file plan. Timely destruction minimizes risk and ensures defensibility of the Town's destruction practices.
- 8.2 Records that contain personal, restricted, or confidential information must be destroyed in a secure manner that guards privacy. Methods typically include shredding and digital destruction.
- 8.3 Transitory records should be disposed of as soon as their usefulness has ended.

## **9. Disposal Approval**

- 9.1 The destruction of official records must be documented and meet the approval of the CAO, in order to provide evidence of consistent application of the disposition process.
- 9.2 Municipal records will be disposed of as follows:
- a) the Town of Blackfalds will review inactive record holdings as well as disposition reports and purge eligible records on a semi-annual basis;
  - b) the Records Management and FOIP Coordinator will prepare a Disposition Review List, which outlines retention and disposition details for eligible records;
  - c) the Disposition Review List and a Records Disposition Concurrence will be sent to the Manager(s) responsible for the record(s) in question;

- d) the Manager(s) will sign and date the Records Disposition Concurrence, noting any exceptions to disposition, prior to securing signature of the appropriate Director(s) and returning the form to the Records Management and FOIP Coordinator;
- e) the Records Management and FOIP Coordinator will endorse the form, asserting that the eligible records are not the subject of an access request under the Freedom of Information and Protection of Privacy Act (FOIP) and not required for archival preservation;
- f) upon completion of the Records Disposition Concurrence, the Records Management and FOIP Coordinator will secure CAO authorization by way of the CAO Affidavit;
- g) destruction of physical records must be completed by a vendor that has attained 100% certification through the National Association for Information Destruction (NAID), utilizes industrial cross-cut shredders, and issues certificates of destruction as legal proof of disposition measures;
- h) the Records Management & FOIP Coordinator will witness destruction of all official, physical records;
- i) all relevant documentation will be retained, indefinitely, to provide an audit trail and evidence of legal authority for record destruction.

## **10. Special Circumstances**

- 10.1 While reasonable efforts will be made to protect physical records in the Town's custody, the potential for contamination (mold, insects, vermin) or damage (water, fire, smoke) remains.
- 10.2 Contaminated records are often deemed to no longer possess business value. Health risks associated with common forms of contamination usually necessitate safe handling procedures and subsequent destruction.
- 10.3 Damage may have detrimental impact on the legibility of physical records or render them wholly unusable.
- 10.4 The Records Management & FOIP Coordinator will, on a monthly basis, complete a physical check of the records room, noting conditions that may/have contribute(d) to damage and/or contamination of the physical record holdings.
- 10.5 The CAO retains sole authority to approve the destruction of records prior to their mandated retention period(s).
- 10.6 Contaminated and/or damaged records will be disposed of under the following conditions:
  - a) personal protective equipment (PPE) will be provided for and must be worn by staff that handle contaminated records;
  - b) the Records Management and FOIP Coordinator will make reasonable efforts to identify affected records and inform relevant Directors;
  - c) contaminated and/or damaged records will be placed in plastic bags which are securely sealed and prominently labeled;
  - d) the Records Management and FOIP Coordinator will prepare a Disposition Review List and forward it, along with a CAO Affidavit, to the CAO for approval;
  - e) disposition will be witnessed by the Records Management and FOIP Coordinator and will be completed by a vendor that is certified in the destruction of contaminated record materials; and

- f) all relevant documentation will be retained, indefinitely, to provide an audit trail and evidence of legal authority for record destruction.

## **11. Legal Holds**

- 11.1 Legal holds are implemented to preserve all records that may be impacted by litigation or access requests under the FOIP Act. Disposition of impacted physical and electronic records must cease for the duration of the hold. The Records Management and FOIP Coordinator will issue a Legal Hold Notice to relevant employees and departments.
- 11.2 Upon resolution of the legal matter, or completion of the access request, the Records Management and FOIP Coordinator will issue a Legal Hold Release, and disposition activities may resume.

## **12. Archival Records**

- 12.1 Official records that are deemed to have enduring or historical value will be subject to long-term preservation.
- 12.2 Records subject to archival review will be submitted to the Records Management and FOIP Coordinator, for evaluation, at the conclusion of their retention period(s).
- 12.3 Archival preservation may occur through physical or electronic storage, or transfer to the Blackfalds Historical Society or the Provincial Archives of Alberta.

## **13. Vital Records**

- 13.1 The Town of Blackfalds is committed to the identification and protection of vital records.
- 13.2 A vital records program will be established to identify and, adequately, protect these critical assets.

## **14. CAO Discretion**

- 14.1 Records which are deemed, by the CAO, to have continuing business value may be retained longer than the retention period(s) established in the file plan.
- 14.2 Under the CAO's direction, the Records Management and FOIP Coordinator will extend the retention period(s) as necessary and disposition activities will be temporarily suspended.
- 14.3 Once the extended retention period(s) have lapsed, the impacted records will be securely disposed of, in accordance with this policy.

## **15. End of Procedure**

### **Approval**

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date



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

6.4

**MEETING DATE:** October 13, 2020

**ORIGINATED BY:** Terry Topolnitsky – Planning Manager

**SUBJECT:** Development Officers Week Proclamation, October 26 - 30, 2020

**BACKGROUND:**

As a municipality we have celebrated Alberta Development Officers Week for the last couple of years. Usually the end of September is the Alberta Development Officers Conference, but with the COVID-19 this year, the conference was cancelled due to the AHS restrictions.

**DISCUSSION:**

The ADOA Board has decided to maintain some normality and is requesting that the municipalities proclaim the week in October as Development Officers Week. Administration would like to recognize the energy, resources and skills it takes to keep our residents and businesses that live and work in Blackfalds apprised of our Bylaws and Development requirements. Therefore, Administration is asking Council to officially proclaim October 26<sup>th</sup> to 30<sup>th</sup>, 2020 as 'Alberta Development Officers Week' in the Town of Blackfalds. The support of Council for our Development Officers is greatly appreciated.

**FINANCIAL IMPLICATIONS:**

None

**ADMINISTRATIVE RECOMMENDATION:**

That Council move to proclaim October 26 to 30, 2020 as 'Alberta Development Officers Week' in the Town of Blackfalds.

**ALTERNATIVES:**



1. That Council does not move to proclaim October 26<sup>th</sup> to 30<sup>th</sup>, 2019 as 'Alberta Development Officers Week' in Blackfalds.

Attachments:

Mayoral Proclamation

**APPROVAL:**

  
\_\_\_\_\_  
CAO Myron Thompson

   
\_\_\_\_\_  
Department Director/Author



**PROCLAMATION**  
**ALBERTA DEVELOPMENT OFFICERS WEEK**  
**October 25 to 30, 2020**

---

**WHEREAS** a Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

**WHEREAS** the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

**WHEREAS** Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the Town of Blackfalds; and,

**WHEREAS** we recognize Development Officers and their commitment to public service; and,

**NOW THEREFORE**, I, Richard Poole, Mayor of the Town of Blackfalds, do hereby proclaim the week of October 26<sup>th</sup> to October 30<sup>th</sup>, 2020, to be designated as '**Alberta Development Officers Week**' in the Town of Blackfalds.

Proclaimed this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor Richard Poole



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

6.5

**MEETING DATE:** October 13th, 2020

**PREPARED BY:** Ken Morrison, Manager of Protective Services

**SUBJECT:** **Police Committee – Member Resignation**

---

**BACKGROUND:**

Member Cam Wetzel was appointed to the Policing Committee on October 22<sup>nd</sup>, 2019 at the Organizational meeting. At the most recent Policing Committee meeting his letter of resignation was received and accepted. Cam will be attending University of Alberta where along with studies he will be playing football, which will not allow him to continue with the committee.

**DISCUSSION:**

Cam served as the youth member of Committee and his input was greatly appreciated. His notice of resignation has been received and accepted by the committee. His resignation is being sent to council for final approval.

**FINANCIAL IMPLICATIONS:**

None

**ADMINISTRATIVE RECOMMENDATION**

- |   |
|---|
| 1. That Council accepts the resignation of Member Cam Wetzel, with regrets. |
|---|


**Alternatives** (other than the recommendation)

1. Council send this item back to Administration for further discussion.

Attachments:

- Email notice from Cam Wetzel resigning.

**APPROVALS**

  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director/Author

**From:** Cam Wetzel  
**Sent:** Tuesday, August 11, 2020 5:46 PM  
**To:** Ken Morrison <[KMorrison@blackfalds.com](mailto:KMorrison@blackfalds.com)>  
**Cc:** Cara Kroetsch <[CKroetsch@blackfalds.com](mailto:CKroetsch@blackfalds.com)>  
**Subject:** Police committee

Hello Ken,

Unfortunately, I will have to resign today, COVID has cleared enough for practices to begin for the U of A so I will be moving on the 22nd of this month and will no longer be able to fulfil my duties. I really appreciate the opportunity and hope one day we will be able to work together  
Thanks so much.

Cam Wetzel

**Ron Orr, MLA**  
Lacombe-Ponoka Constituency

September 29<sup>th</sup>, 2020

Mayor Richard Poole  
Town of Blackfalds

Dear Mayor Poole:

On September 25, 2020, our government was proud to announce the Municipal Operating Support Transfer (MOST). This new program delivers funding provided by the provincial and federal governments to support municipal operations impacted by the COVID pandemic and actions taken in response to it.

A total of \$606 million in operating funding will be provided to municipalities under this program, including \$30 million already allocated under the Municipal Sustainability Initiative Operating program. \$140 million of this funding will be provided to municipalities with public transit systems to support public transit operating costs and revenue decreases due to COVID-19, while the remainder will be provided to all municipalities and Metis Settlements to support general COVID-19-related operating costs and revenue losses.

As you have likely seen in the program announcement from Minister Allard, The Town of Blackfalds will receive \$1,030,247 in MOST funding. I trust this will be put to good use in your municipality to address the financial impacts caused by the pandemic.

Thank you to the Honourable Tracy Allard, Minister of Municipal Affairs and the Government of Canada for recognizing the importance of supporting Alberta's municipalities in these difficult times. If you have any questions regarding this funding, I urge you to contact Alberta Municipal Affairs at 780-422-7125 or [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca).

Yours truly,

Ron Orr, MLA  
Lacombe-Ponoka

cc: Honourable Tracy Allard, Minister of Municipal Affairs



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

8.1

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**MEETING DATE:** October 13, 2020

**ORIGINATED BY:** Myron Thompson, CAO

**SUBJECT:** Directors Quarterly Report – 3<sup>rd</sup> Quarter of 2020

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**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.

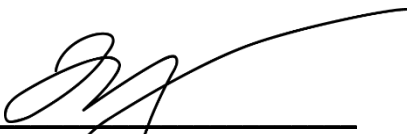
**FINANCIAL IMPLICATIONS:**

N/A

**Attachments:**

Department Directors 3rd Quarter 2020 Reports.

**Approvals:**

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CAO Myron Thompson



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
3<sup>rd</sup> Quarter of 2020**

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**MEETING DATE:** October 13, 2020

**ORIGINATED BY:** Sean Barnes, Director of Community Services

**SUBJECT:** **Community Services Quarterly Report – July to September**

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## **OVERVIEW**

Summer was very busy for the Community Services Department and despite the uncertainty of COVID-19, we hosted many online/social distancing events, programs and recreational activities.

The Outdoor Aquatic Centre, Tayles Water Spray Park and the Bike Skills Park were all well used despite the rainy weather we had this summer.

The Eagle Builders Centre, formerly known as the Multi-Plex Arena, broke ground in June and construction began shortly after in July. The location has already changed drastically as Eagle Builders begins to place columns and walls. This project will be completed in the Summer of 2021.

We are very proud of our Family and Community Support Services as they partnered with the Food Bank in continuing the Lunchbox Program which was introduced at the beginning of COVID-19. Due to these efforts, 1,207 children accessed the Lunchbox Program and 328 lunches and breakfast supplies were provided to families to date.

We'd like to thank all of our CSD staff for making this summer run so smoothly.

## **PARKS AND FACILITIES OPERATIONS:**

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### **JULY**

- Summer grass cutting and trimming is in full operation
- Blackfalds Slo-Pitch League is running Monday-Thursday
  - No tournaments at All Star Park
- Willow Park Outdoor Rink project is started and being worked on through summer and fall
  - Transformer installed for power
  - Concrete slab prep and install
  - ODR boards and fencing
  - Lighting
  - Landscaping
  - Water to site
- Lost approximately 13 days of use at Bike Skills Park due to heavy rain

### **AUGUST**

- Grass cutting and trimming continues!
- Parks crew spent extra time on mulch beds on east side
- Lost approximately 7 days of use at Bike Skills Park due to heavy rain





**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
3<sup>rd</sup> Quarter of 2020**

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**SEPTEMBER**

- Multi-Plex ice making started September 4<sup>th</sup>. We had some ice plant issues this season that delayed the floor coming down in temperature and we did not actually start making ice until September 11<sup>th</sup>. First ice bookings were bumped from September 16<sup>th</sup> to the 21<sup>st</sup>.
- We are still cutting and trimming grass, but it is slowing down a bit!
- Tayles Water Spray Park closed and winterized after September long weekend
- Fall fertilizer, weed control, and aeration on parks and sports fields
- We have left the hanging pots and flower beds to clean up in October! It has been a great fall!

**Tasks that continually get worked on through summer and fall:**

- Community Gardens
- Grass cutting and trimming
- Hanging pots, flower beds, and new tree watering and weeding
- Mulch bed maintenance
- Playground maintenance and repairs
- Maintenance and custodial: Multi-Plex, Abbey Centre, Protective Services, All-Star Park, Cemetery, FCSS, Lease Properties (Blackfalds Chiropractic, Little Star, Food Bank), Civic/Cultural Centre (Administration and Library), Operations Facility, Wadey Centre, Community Centre

**ABBAY CENTRE OPERATIONS:**

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**JULY TO SEPTEMBER**

- We opened prior to July and operated the facility and summer programs, COVID free. We did have some confusion with the proof of residency policy.
- Adjusted facility occupancy to 200 people and removed the proof of residency requirement on September 8th.
- Camp Curious summer day camp went well despite a lack of field trips. We had **70% enrollment** with higher numbers in our age 8 to 11 group.
- Swim Lessons were very well attended with **77% enrollment**. Most of our Swim Kids classes were full or close to full. The majority of openings were in our parented lessons which offer 10 spots per class.
- Child Minding remains closed until stage 3. Part-time staff have been laid off following work as Camp Curious leaders. Facility Monitors have also been laid off.
- Membership sales in the quarter were **\$76,217**. Day admissions were **\$24,495**.
- Added a new online facility booking request option on our website. Facility bookings resumed September 8th.
- Summer Culture Series ran in July and August and was well attended.
- We hired a new Fitness Programmer, Racquel Velasco has joined our team at the Abbey Centre.
- Restarted orientations and personal training in the Fitness Centre. Drop-in programs and some registered programs to resume in October.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
3<sup>rd</sup> Quarter of 2020**

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- The Diabetes donation bins were moved from the arena site to the Abbey Centre while construction takes place.
- Hosted the Volunteer Appreciation Event on September 26th.

## **FCSS OPERATIONS:**

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### **JULY**

- **FCSS Office** had **119** visitors in the month of July.
- **COVID-19 Food Bank Support** (11 hours)
  - Recruit Volunteers
  - Admin support
    - Fill volunteer shifts
  - Track:
    - Number of volunteers
    - Number of hours
    - Number of shifts
  - Lunch Box Program Support
    - Pick up bread every Monday
    - Meet volunteers Monday evening to bag bread
- **Canada Day Fireworks:** The town hosted a physical distancing fireworks show on July 1<sup>st</sup>
  - Onsite 3 staff + 3 pyro crew volunteers
  - The next fireworks show is scheduled for September 26<sup>th</sup> during Blackfalds Culture Days
- **Cheemo Club:** Volunteer Programmer has been working closely with the Cheemo Club:
  - Booking contract from September 1-December 23 has been finalized
  - Coordinated with Marketing & Communications Department to meet with the Cheemo Club to take some promotional pictures and videos.
  - Working to help increase the activities they're able to offer.
- **One Seed at a Time:** Between May – August volunteers were asked to donate their time in the gardens at FCSS where they helped plant potatoes and tomatoes, as well as thin the raspberries bushes. Volunteers are needed throughout the season to come weed the gardens.
- **Volunteer Recognition Events:** For the month of July we explored other opportunities to celebrate our volunteers, while keeping in mind our current public health orders. We added a poll in our July Edition of the FCSS Volunteer Newsletter as we were interested in hearing from our volunteers regarding which option they'd prefer to be recognized.
  - Options were: volunteer events similar to planned spring events, evening event during the Christmas Season or BBQ at a park in the fall.
  - 30 responses:
    - 20% in favor of volunteer events similar to planned spring events
    - 20% in favor of evening event during the Christmas Season
    - 60% in favor of BBQ at a park in the fall
  - As a result of the poll, we're planning a 'Community Volunteer Celebration' on the Saturday afternoon of Blackfalds Culture Days, which will include a food truck style



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
3<sup>rd</sup> Quarter of 2020**

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BBQ, Aboriginal Dancer Troupe with Drummers and presentations of our 2020 Volunteer Awards

- **Volunteer Management Policy:** Working with Executive Assistant, Lisa Brown, to discuss Volunteer Management Policy and Procedures
- **COVID-19 Food Bank:**
  - Received **\$20,000 in Loblaw gift cards** from a **grant** through **Good Food Centers**. The grocery gift cards have been given out instead of food hampers for July, August and will continue in September. **43 families and individuals** received the grocery gift cards for the month of **July**.
- **Applied** for the **pre-made food hamper** project through **Food Banks Alberta** and received **350 boxes** that are large enough for 1-2 people.
- **Lunch Box Program** – 397 children were provided with lunches, 77 families received breakfast supplies.

## **AUGUST**

- **FCSS Office** had **179** visitors in the month of August.
- **COVID-19 Food Bank Support** (7 hours)
  - Recruit Volunteers when needed
  - Admin support
    - Fill volunteer shifts
    - Number of volunteers
    - Number of hours
    - Number of shifts
  - Lunch Box Program Support
    - Pick up bread every Monday
    - Meet volunteers Monday evening to bag bread
- **One Seed at a Time:** Between May – August volunteers were asked to donate their time in the gardens at FCSS where they helped plant potatoes and tomatoes, as well as thin the raspberries bushes. The harvested food was then be used to members of the community that could benefit.
- **Summer Culture Series:** (July-August) Volunteer Programmer attended the Summer Culture Series every Thursday evening. Events were held at the Ag Society Amphitheatre located at the Abbey Centre. A total of **24 volunteer shifts** were filled, which provided **a total of 46.5 hours** of their **volunteer time** supporting the many events:
  - Ride the Vibe
  - Richard the Young Magician (4 volunteers)
  - Blackfalds Zoo (5 volunteers)
  - Dan the One-Man Band (4 volunteers)
  - Paul Isaak (3 volunteers)
  - Flyin' Bob (6 volunteers)
  - iPlay Video Game Trailers (2 volunteers)
- **Board/Committee Appointments:** Currently, the Volunteer Programmer is working with the Executive Assistant to prepare for the upcoming Annual Organizational Council Meeting in October where council will appoint members at large to fill the 16 upcoming vacancies.

- **Tools for School:** 84 kids received school supplies. Our partnership with Staples was appreciated but challenging. We did not know what we were getting until last minute and ended up with a large amount of excess of certain items that I shared with Ponoka and Lacombe FCSS. Supplies that we did not receive from Staples was ordered with School Start and started to provide families with their supplies Thursday, September 3<sup>rd</sup>.
- **Food Bank** - 49 families and individuals received grocery gift cards for the month of August.
- **Lunch Box Program** – 448 children were provided with lunches, 102 families received breakfast supplies.

## SEPTEMBER

- **FCSS Office** had **218** visitors in the month of September.
- **Staff met** with a group of **seniors** to discuss the possibilities of **social isolation** becoming more pronounced through the winter months. Seniors greatest concern was that **they feel disconnected** from what is going on in the community. Most of them do not have computers or smart phones therefore are not receiving any news from the Town. Several **programs are being explored** that can be offered in a COVID safe format.
- **One Seed at a Time:** Between May – August volunteers were asked to donate their time in the gardens at FCSS where they helped plant potatoes and tomatoes, as well as thin the raspberries bushes. The harvested food will then be used to members of the community that could benefit. Volunteers are needed throughout the season to come weed the gardens.
- **Board/Committee Appointments:** Volunteer Programmer and Executive Assistant are preparing recommendations for the upcoming Annual Organizational Council Meeting in October; where council will appoint members at large to fill the 25 upcoming vacancies
  - This year there is 25 vacancies including:
    - Economic Development & Tourism Advisory Committee (6+ vacancies)
    - Family Community Support Services (4 vacancies including a Lacombe County resident)
    - Municipal Library Board (2 vacancies)
    - Recreation, Culture & Parks Board (1 vacancy)
    - Policing Committee (3 vacancies including a Blackfalds student between the ages of 16-18 if possible)
    - Municipal Planning Commission (2 vacancies)
    - Subdivision & Development Appeal Board (5+ vacancies)
  - 14 of those were eligible and re-applied for an additional term
  - Currently advertising with Lacombe County on their social media as we have a vacancy on FCSS for a Lacombe County resident.
- **Community Info Expo:** FCSS hosted a free Community Info Expo in the Blackfalds Community Centre giving residents an opportunity to meet Blackfalds' community groups, get info about services and learn how to register for programs. The event coincided with the Blackfalds Culture Days event – Bridging Diversity. Groups who were in attendance: Kids Konnection, McMan Central, Big Brothers Big Sisters, Canadian Red Cross, Blackfalds Skating Club, Kids 3 Blackfalds, Little Star Playschool & Out of School Care, Blackfalds Minor Hockey, Blackfalds Public Library, Victim & Witness Support Society and Optimist Club of Blackfalds. Followed the Guidance for Trade Shows and Exhibiting Events set out by the Government of



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Alberta to reduce the risk of transmission of COVID-19 among the user groups attending as well as attendees, the public and staff. People were receptive about the COVID guidelines that were put in place. A total of 63 people attended the Community Info Expo but increasing marketing to ensure the public knows about the event could help increase attendance.

- **Drive-In Movie** (September 25, 2020) Town of Blackfalds hosted a Drive-In movie (a physical distancing event) showing "E.T. the Extra-Terrestrial" at the All-Star Park soccer fields on September 25<sup>th</sup>. Admission was by donation to the Blackfalds Food Bank or Blackfalds FCSS Subsidized programs. Volunteer Programmer attended the event along with 5 volunteers. Number of vehicles in attendance: 104
- **Community Volunteer Celebration** (September 26, 2020) Our event included BBQ style with 4 food trucks, performance by Red Deer Aboriginal Dance Troupe including Big Voice Drum Group and presentation of the awards. In attendance with Group A 96 people and in Group B 124 people.
  - The recipients for the current awards were as follows:
    - Carol Simpson Volunteer of the Year – Denise Sumner
    - Gloria House Mentor Award – Bailee Wigmore
    - Outstanding Group, Adult Category – Blackfalds Food Bank Society
    - Leaders of Tomorrow, Elementary – Aurora Ringguth
    - Leaders of Tomorrow, Junior High – Leah Podolas
    - Leaders of Tomorrow, High School – Darnell Hodgson
    - Dylan Stork Youth Ambassador Award – Emma Garrish
- **Fireworks** (September 26, 2020) Staff and the Pyro Crew volunteers had a spectacular Blackfalds Culture Days firework show and totaled 73 volunteer hours.
- **COVID-19 Food Bank:**
  - September we had provided 52 hampers to 149 people. We continued to provide clients with a grocery gift cards, fresh fruit, vegetables including potatoes donated from Blackfalds Ag Society, eggs and Cobs bread.
- Blackfalds Food Bank was selected and received the award for the Outstanding Group.
- **Winter Coats for Kids:** Families have started receiving a voucher to go to Mountain Warehouse in Bower Mall. Vouchers can be redeemed between September 15 to October 31 to pick out their own jacket. (The voucher system will allow the children to pick out their jacket, try it on at the store to ensure proper size.)
- **Lunchbox program:**
  - The month of September continued to be busy with new families signing up to use the program. The Food Bank board decided to extend the program until the end of December to meet the ongoing needs of our community. 362 children accessed the Lunchbox program for the month of September. Lunches and breakfast supplies to 149 families were provided. Wolf Creek School Div., Health and wellness administrator met with us and said we have been running the best programs he has seen.
  - We received a milk donation from Beatrice milk.
  - Piknpak and Cobs bakery continue to donate to the program



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- FB Admin
  - Purchasing food, shelving food, cleaning FB, working with local farmers for potatoes and carrot harvest for the food bank.
  - Managing volunteers
  - Meetings with Food Banks and Blackfalds Food Bank board

#### **ONGOING INITIATIVES**

1. **Fresh Air Art:** Saw mixed success throughout the summer. Earlier weeks saw higher registration of up to 14 youth (20 max due to COVID), however registration lowered to 3 - 4 near the end of the summer, with two weeks cancelled early August due to no/very low registration numbers.
2. **Employment** support & job board
3. Information & referral with an increase in support for residents accessing the Food Bank & **Mental Health Supports** (AHS)
4. Numerous Collaborations:
  - a. Continued Participation with the **Central Alberta Poverty Reduction Alliance**, bimonthly meetings taking place over Zoom.
  - b. Continued involvement with the 16 communities **Regional Vision for Non-Violence Coalition**, quarterly meetings taking place over Zoom.
  - c. **Central Alberta Rural Communities Coalition:** Members include representatives from Sylvan Lake, Eckville, Delburne, Elnora, Rimbey, Bentley, Lacombe, Blackfalds
  - d. FCSS Manager is working with the Lacombe Regional Emergency Management collaboration to update **the Lacombe Regional Emergency Social Services Plan**.
5. **Monthly Volunteer Newsletter:** 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](http://www.blackfalds.com/volunteer).
  - a. In **July**, the newsletter was emailed to 224 contacts with the 'Open Rate' of 47%
  - b. In **August**, the newsletter was emailed to 220 contacts with the 'Open Rate' of 42%
  - c. In **September**, the newsletter was emailed to 217 contacts with the 'Open Rate' of 45%

#### **EVENTS UPDATE**

**Canada Day Fireworks** were a huge success with all participants following restrictions to gathering. Enforcement in attendance saw no concerns.

**Blackfalds Culture Days** monthlong activities were a huge success.

Activities included:

- Virtual **Library** programming saw **42 participants** in a variety of programming including:
  - Cultural Creative Explosion (ages 3+)
  - All Ages Story Time - African Theme, Craft & Story
  - Stuffed Animal Safari Sleepover
  - D&D Workshop (Ages 11+)
  - Something Cool for After School (Ages 9+) Youth around the world
  - All Ages Story Time - Mexico Theme, Craft & Story





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- Blackfalds & Area Historical Society hosted a virtual scavenger hunt that attracted 7 participants that **successfully identified all 8 of the historical locations**.
- **Abbey** Programming of **Yoga** and **Meditation** had a total of **12 participants**.
- Blackfalds Youth Crew (**BYC**) (grades 4-12) hosted **34 youth** in a variety of activities:
  - Youth Art Session Round Mountainscape
  - Virtual Royal Tyrell Museum Visit
  - Youth Drumming
  - Youth Yoga
- FCSS Hosted **Bridging Diversity**
  - 3 food trucks (Simply Spice, Taco Monster, Mobile Munchies) in attendance providing free food to the first 100 people for each truck. There was **250 people** in attendance and who all received a free meal from one of the three trucks.
  - Minister of Culture, Multiculturalism & Status of Women Leela Aheer, MLA Ron Orr, Lacombe County and TOB dignitaries were in attendance.
- Community Volunteer Celebration
  - Details above
- 104 vehicles attended the **Drive In Movie** showing of ET.
- Blackfalds Pyro Crew Fireworks were well received by all in attendance. Bylaw and RCMP that attended reported a great turn out.

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## **MARKETING AND COMMUNICATION OPERATIONS:**

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### **JULY**

#### **Projects**

- Fall Program & Activity Guide
- Website Framework
- New Bolt Online Demand Transit
- Photo frame collage Operations Centre
- Brand Visual Presentation
- Municipal Challenge Food Drive
- Blackfalds Tourism Photos/Video
- Environmental Stewardship Strategy Public Participation Report (Review/Edit)
- Applicant Tracking System (support to HR)
- Eagle Builders Centre Grand Opening
- Communications Plan
  - Public Engagement

#### **Promotions**

- Summer Culture Series
- Events
- Souto Farms
- Swim Lessons
- Camp Curious
- Fresh Air Art
- Child Safe Canada Home Alone Safety

#### **Events**

- Summer Culture Series
- Canada Day Fireworks
- Upcoming: Blackfalds Culture Days, Community Info Expo

#### **Design Requests**

- Update Optimist Skateboard Park sign



**TOWN OF BLACKFALDS  
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**Website Updates**

- Event Calendar
- Summer Culture Series
- Canada Fireworks (Home slider)
- Careers job postings
- Town Org Chart
- Covid-19
- Access & Privacy
- Public Notices/Notices of Development
- Councillor's Corner
- Volunteer Page
- Pool Schedule & Swim Lessons

**Briefing Notes/Speech Prep**

- Buy Low Grocery Grand Open Mayor's Speech
- Eagle Builders Naming Rights

**Media Releases**

- Eagle Builders Centre Naming Rights Announcement

**Newsletters**

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

**Photo Requests**

- Splash Park
- Outdoor Rink teardown
- Canada Day
- Cheemo Club
- Roundabout and other entrance gateways
- Summer Culture Series
- Operations Centre

**Administration**

- CSD Admin Assistant Interviews

**AUGUST**

**Projects**

- Citizen Budget
- Fall Program & Activity Guide
- All-Net Website Framework
- New Bolt Online Demand Transit
- Logo design
- FAQ
- Route, map, schedule
- Tickets
- Vehicle decals
- Environmental Stewardship Strategy
- Snow Removal and Ice Control Policy Survey
- Eagle Builders Centre Grand Opening

**Promotions**

- Recycle for Reward
- Proof of Residency (Abbey Centre)
- New Bolt Online Demand Transit
- Dutch Elm Disease/Don't move firewood awareness
- Snow Removal and Ice Control Policy Survey
- Asphalt repairs
- Food Trucks
- Community Garage Sale
- Equipment Orientation by appointment
- Blackfalds Culture Days (Sept)
- Scavenger hunt
- Blackfalds Youth Crew



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
3<sup>rd</sup> Quarter of 2020**

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**Events**

- Volunteer Appreciation
- Thursdays Souto Farms fresh fruits and vegetables Truck
- Upcoming: Blackfalds Culture Days, Community Info Expo

**Design Requests**

- Social distancing Floor decals / seat stickers for arena

**Website Updates**

- Events
- New Bolt Online Demand Transit
- Public Notices/Notices of Development
- Online Utility Application
- 2020 Property Tax Bylaw
- Sidewalk Repair RFP
- 2020 Road Repairs RFP
- Abbey Centre Re-open information
- Snow Clearing Map
- Sewer Storm Water Locate Request Form
- Applicant Tracking System
- Bylaws

**Briefing Notes**

- Habitat for Humanity
- Sunny Town Tour
- BOLT on demand transit
- Budget Week

**Blogs**

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

**Media Releases**

- Blackfalds Introduces New On-demand Local Transit (BOLT) Service

**Newsletters**

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

**Photo/Video Requests**

- Pool/Waterslide
- Abbey Sponsorship
- Bark Park
- Fresh Air Art
- Habitat for Humanity groundbreaking
- Making ice in arena
- Summer Culture Series
- Summer Students
- Arena construction progress
- Budget Week videos

**Administration**

- New CSD Admin Assistant welcome/onboarding
- Credit Card Reconciliation
- All Net Connect Report to Council
- Mount Royal University Coop Program employee evaluation
- Environmental Advisory Committee



**TOWN OF BLACKFALDS  
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3<sup>rd</sup> Quarter of 2020**

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- Vital Records List
- Emergency Management

## **SEPTEMBER**

### **Projects**

- Citizen Budget
- New Bolt Online Demand Transit
  - Tickets and selling process
  - Vehicle decals
- Environmental Stewardship Strategy
- Snow Removal and Ice Control Policy Survey
- Eagle Builders Centre Grand Opening
- Budget Week Videos
- Communications Plan

### **Promotions**

- Blackfalds Culture Days
- Last week for pool
- Registered Spin classes
- Free Alignment Flow Yoga Class
- Fall Clean Up
- Community Garage Sale
- Drive-in Movie Poll
- Jim Hurley Skate
- Operation changes to Abbey Centre
- Youth with Ideas
- Business Speaker Series
- Inclusive Playground Supporter Acknowledgement

### **Events**

- Blackfalds Culture Days (BCD):
  - Community Info Expo
  - Bridging Diversity
  - Drive In Movie
  - Fireworks
- Community Garage Sale
- Volunteer Appreciation
- Upcoming: Light Up Blackfalds, Monster Bash, Breakfast/Lunch with Santa, Winter Warmth Fall Fundraiser, Youth Night Out, Fall Market, Christmas Market, Remembrance Day

### **Design Requests**

- Online Account Set Up form updates
- Drop-In AM Fitness classes
- Registered Spin classes

### **Website Updates**

- Citizen Budget
- Covid-19 Updates
- Multi-Plex Final Concepts
- Online Facility Booking Form
- At Home Workouts
- Transfer Station new hours of operation effective April 6
- Change to operations information Abbey Centre
- Updated Pool Schedules/Swim Lessons
- FAQ – Abbey Reopening
- Summer Culture Series
- Fall Clean Up
- Expression of Interest (RFP page) – Snow Removal
- Fire Hydrant Maintenance
- RV Dump Station relocation/construction
- Wadey Centre Fall Hours
- Utility Application Form
- Councillor's Corner links
- 2019 Financials

### **Briefing Notes**

- Residential structure demolition

### **Blogs**

- Mayors Blog - review and edit where applicable



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- News Blog – media releases
- Brand Blackfalds Blog (drafted/not live)

**Media Releases**

- Abbey Centre Change in Operations

**Newsletters**

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

**Photo Requests**

- AUMA Council
- Blackfalds Culture Days
- Drive-In Movie
- BCD Fireworks
- Community Info Expo
- Eagle Builders Site Tour
- Slo-pitch Tournament
- Volunteer Appreciation
- Arena Expansion Progress
- Diabetes Donation Bin at Abbey
- Bike Skills Park
- Habitat Construction Progress
- Halloween Ghost

**Video Projects**

- Budget Week with Administration
- Budget talk with Council

**Administration**

- Credit Card Reconciliation/Invoice submission
- CSD Admin Assistant training
- Professional Team Development – the Art of Storytelling
- Emergency Management
- Councillor's Corner Report to Council

**Approvals:**

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CAO Thompson

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Director



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

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**MEETING DATE:** October 13, 2020

**ORIGINATED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** Directors Quarterly Report – 3rd Quarter 2020

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**OVERVIEW:**

**Administration & Finance Operations**

- Budget establish 2021 operating budget lines, review budget plans with managers, and directors to review all department budgets.
- Establish the layout for the 2021 budget binders, and set up, and balanced components of the budget, prepared components of the budget for the final document, staffing analysis, utilities, general revenue, taxes, etc.
- Set up Citizen Budget Tool for Citizen engagement – extended for two additional weeks
- Worked with marketing and communications to create a Budget Week program. As an alternative way for Council to engage into the budget process with members of the community. As manager I recorded the preamble about what corporate services department does in the town.
- Assist marketing and council commentary and answers to the questions to be used during budget week.
- Assisted the L-REMP consultant on proposed budget
- Reviewed budgets for Blackfalds Library
- Created reports for various board budget approvals
- Departments in Corporate Services continued status quo, no significant projects were undertaken this period.

**IT**

- Upgraded wireless data radios to Operations Centre improving performance drastically
- Replaced TV in Front meeting room of Civic Ctr
- Setup disaster recovery tools for online backups of SharePoint and email
- Tested and Supplied Wi-Fi units for the new Bolt bus
- Purchased 15 replacement desktop computers and started rolling out to staff
- New Staff setup
- Started GP User security review
- Completed council Microphone repair
- Fax lines Ops complete
- New printer replacements
- Implemented self-service features for users in Microsoft 365 as well as several security advances to protect user accounts and data
- Replace aging network infrastructure(switches) in Civic Ctr

**RM & FOIP**

- Revised Records and Information Management Bylaw based on feedback from Standing Committee and received first reading
- Completed scanning and filing of contracts and agreements (current and 2019/2020 expiry)
- Revised file plan (Updated IT section and added FOIP and RIM sections)
- Initiated records search with Town departments in response to FOIP request






## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING COUNCIL REPORT

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- Professional development – ARMA Edmonton AGM and Bruce Miller webinar “Re-Envisioning the Retention Schedule”
- Addressed Shred-It service deficiencies and received 2 credits
- Developed revision of Access & Privacy webpage
- Presented to Management Team on Video Surveillance Policy and Vital Records
- Wrote draft Records and Information Management Bylaw
- Wrote draft Management of Records and Information Policy
- Reviewed contents of contract/agreement cabinet and boxed records to go to records room (4 boxes)
- Met with EA and revised file plan sections for further review (Council, Administration, Finance, Governance, Legal & Regulatory)
- Updated FOIP Delegation of Responsibilities to reflect change in EA
- Scanned 7 bylaws into W: drive and had posted to website

### Approvals:

  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
3rd Quarter of 2020**

8.1

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**MEETING DATE:** October 13, 2020

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

**SUBJECT:** **Infrastructure and Property Services Department  
Quarterly Report Period 3 – June 30 to September 25, 2020**

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## **OVERVIEW**

1. Further development of the ESS and Asset Management (AM) Program has been a focus for 2020. We are excited to be shortlisted for the FCM MAMP grant and are looking forward to being successful with our application. Also, we look forward to Asset Management software coming forward at budget time.
2. Working with Landowners to finalize URW and land agreements and communicating with regional partners to ensure alignment with planning and monitoring requirements of new development areas.
3. The department has revised the 10 year capital plan project priorities based on detailed reviews and have focused on operating budget planning and discussions for the last part of this quarter.
4. Department provided comments to Red Tape reduction committee in regard to development timeframes and the like.

## **PUBLIC WORKS OPERATIONS:**

1. Spring Clean-up was cancelled this year due to COVID. Fall Clean-up anticipated to occur as per normal in October. The radio advertisements will be going out the fall clean up shortly.
2. Operational items completed by PWs this year include hydrant maintenance, painting of all ~300 hydrants, curb line painting for hydrant zones, pumping rolling hills pond, water metre installations, crack sealing, catch basin cleaning, asphalt patching, manhole lowering, calcium of gravel roadways, pothole filling, and new temporary gravel access for Twin arena are completed. Completed signage installs, completed the street water valve exercising and sweeper has been put away for the year. Scheduled grading of alleys and roads are 95% complete.
3. New this year is the insulating of water service lines on problematic locations throughout Town.
4. Public Works is in the process of soliciting Expressions of Interest for contractors interested in providing snow removal equipment for roadway clearing, and for parking lot snow clearing.

## **PLANNING AND DEVELOPMENT OPERATIONS:**

1. The P&D department is still working on the LUB revisions and reviewing the fee structure for Planning and Development as it has not been done since 2010.
2. The Development Permit has been issued for the Wolf Creek high School, and Alberta Infrastructure has now tendered out the construction for 5 schools in total.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
3rd Quarter of 2020**

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3. Building construction underway for the Arena expansion.
4. Dairy Queen building permit issued for Blackfalds Crossing opening mid-October to early November. Kings Liquor store in Blackfalds Crossing has opened its doors.
5. Fire and Flower (cannabis retailer) has withdrawn from Blackfalds Crossing development
6. Commercial and residential general inquiries are ongoing with an increase in numbers from last year due to the residents being at home during the Covid-19.
7. Enforcement of development/land use guidelines by the Development Officers and CPO's has been limited due to the Covid-19 pandemic response priorities. We continue to work with the CPO's on infractions of other bylaws, as necessary.

**CAPITAL UPDATE:**

1. East Area Storm Water Management (EAS) Phase 1 of the project is completed, including most seasonal deficiencies, the adjacent wetlands have been drawn down. EAS Phase 2; the Linear Wetlands design being finalized for winter tender.
2. North West Area Storm Water Management land acquisition with the landowners is ongoing and we received a positive decision from AEP approving this water act application. However, since this time we have received a couple of appeals which our team is working through.
3. The Womacks / Gregg Street Road and Rail Improvements project has been revised to limit impact to landowners in the area. New project scope and scope to be discussed at budget time.
4. RV Sani Dump design at Wadey Centre tender closed, Pidherney's was awarded the job and they are almost ready to pour concrete medians. Final work to be completed by October 10, 2020.
5. Twin Arena Project ongoing, Fortis service work to be started within the next two weeks, along with southern storm and sanitary connections work to start as well. Centre feature/parking lot design planned to be tendered in the fall for spring construction along with phase 1 of the Gregg Street and Womacks Project.
6. High School on site design work ongoing. Capital project to build Duncan Avenue and update Leung Roadway to come forward at budget time.

**PROGRESS ON PROJECTS/PROGRAMS:**

1. The new BOLT 2.0 On Demand program is working well. We have had over 200 rides to date with the free month of September ending, we are encouraged to see that the service is being used.
2. The second reading of the utility bylaw was completed and will be coming back for third and final reading this meeting with revisions and legal feedback.
3. Completed and approved the Environmental and Water Management Policies as per the RDRMUG Charter.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
3rd Quarter of 2020**

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4. Completed ESS Public Participation Report. Will use the results from the survey to set strategic direction of ESS.
5. Completed Snow Removal and Ice Control Policy Update public survey. Results will be presented to Council and used to identify levels of service. Updated Snow Removal and Ice Control Policy will be brought forward to Council in November.
6. Completed the annual sidewalk inspection program utilizing an asset management condition assessment and spatially tracked through GIS. This allowed for the identification, classification and hazard rating of sidewalk deficiencies for all sidewalks in the Town. The annual sidewalk repair and replacement program removed all tripping hazards (asset condition 4 & 5) within the Town.
7. Completed the annual road repair program this year. Repairs this year included asphalt patching, mill & pave and spray patching along high traffic areas within Town. Pleased with the results.
8. Asset Management/GIS Coordinator hosted the Asset Management Advisory Team (AMAT) kick-off meeting. Reviewed the Asset Management Program Project Charter, and Terms of Reference and next steps for AMAT.
9. Applied and accepted to participate in IAMA Cohort Program. This will help the Town move forward with developing an Asset Management Strategy.
10. Advances in asset management include conducting tree inventory and creation of condition assessment templates.
11. A new online web-mapping portal has been launched on the Town's "Maps" webpage. Map offerings through this portal will continue to be expanded.
12. Conduct kick-off meeting for the Environmental Advisory Team (EAT). Discussed team Terms of Reference and reviewed possible programs, initiatives, policies, and metrics to be considered for the ESS. Lots of great ideas for how to move the Town forward! A summary of proposed metrics, policies, programs, etc. will be coming forward to council for consideration in Q4.
13. Continuing with developing Best Management Practices and other environmental requirements for the Old Landfill Project. Anticipate putting out an RFP for environmental services in Q4.

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson

  
\_\_\_\_\_  
Department Director/Author



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
COUNCIL INFORMATION**

8.2

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**MEETING DATE:** October 13, 2020

**ORIGINATED BY:** Terry Topolnitsky – Planning & Development Manager

**SUBJECT:** **Development/Building Report for September Year to Date, 2020**

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**BACKGROUND:**

Attached is the Building Permit Comparison for 2018-2020 for the month of September 2020 year to date. We also have shown the comparison for the year to date figures for 2019 on the comparison 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 have now taken out the "Home Business" category out of the "other" designation and given it a separate line as its own category

Attachments:

September 2020 Comparison Report

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson

   
\_\_\_\_\_  
Department Director/Author



# Town of Blackfalds Development/Building Permit Comparison 2018 to 2020

2019 YTD

	2018		2019		2020		September	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
<b>Residential</b>								
SFD	26	\$ 7,193,840.00	17	\$ 3,812,997.00	12	\$ 2,945,000.00	13	\$ 2,611,480.00
Duplexes	6	\$ 1,591,622.00	4	\$ 670,000.00	12	\$ 3,053,876.00	2	\$ 290,000.00
Manufactured Home	2	\$ 130,000.00	3	\$ 274,000.00	1	\$ 55,000.00	3	\$ 274,000.00
4-plex	0	\$ -	2	\$ 400,000.00	1	\$ 300,000.00	2	\$ 400,000.00
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	26	\$ 3,680,000.00	20	\$ 2,931,600.00	0	\$ -	20	\$ 2,931,600.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>Total Res. Dwellings</b>	<b>60</b>	<b>\$ 12,595,462</b>	<b>46</b>	<b>\$ 8,088,597</b>	<b>26</b>	<b>\$ 6,353,876</b>	<b>40</b>	<b>\$ 6,507,080</b>
Garage	17	\$ 390,500.00	10	\$ 206,500.00	22	\$ 526,400.00	9	\$ 181,500.00
Deck	11	\$ 37,900.00	9	\$ 38,000.00	6	\$ 28,400.00	9	\$ 38,000.00
Basement Reno	53	\$ 828,240.00	61	\$ 1,014,820.00	40	\$ 626,450.00	45	\$ 808,520.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	0	\$ -	1	\$ -	0	\$ -
Home Business	21	\$ -	27	\$ -	24	\$ -	23	\$ -
Other	29	\$ 371,145.00	52	\$ 1,331,760.00	52	\$ 910,761.17	46	\$ 1,118,360.00
<b>Commercial</b>	<b>37</b>	<b>\$ 1,899,785.00</b>	<b>42</b>	<b>\$ 13,778,510.00</b>	<b>10</b>	<b>\$ 679,600.00</b>	<b>39</b>	<b>\$ 13,613,510.00</b>
<b>Industrial</b>	<b>13</b>	<b>\$ 2,852,540.00</b>	<b>6</b>	<b>\$ 38,400.00</b>	<b>5</b>	<b>\$ 459,900.00</b>	<b>5</b>	<b>\$ 35,400.00</b>
<b>Institutional</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ 5,000.00</b>	<b>3</b>	<b>\$ 29,260,000.00</b>	<b>1</b>	<b>\$ 5,000.00</b>
<b>Agricultural</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ -</b>	<b>3</b>	<b>\$ 31,000.00</b>	<b>0</b>	<b>\$ -</b>
<b>Public Facility</b>	<b>10</b>	<b>\$ 804,907.21</b>	<b>13</b>	<b>\$ 694,700.00</b>	<b>10</b>	<b>\$ 25,613,528.50</b>	<b>11</b>	<b>\$ 244,200.00</b>
<b>TOTAL PERMITS</b>	<b>251</b>	<b>\$ 19,780,479.21</b>	<b>268</b>	<b>\$ 25,196,287.00</b>	<b>202</b>	<b>\$ 64,489,915.67</b>	<b>228</b>	<b>\$ 22,551,570.00</b>
<b>General Yearly Notes:</b>				1- Grocery interior - 2,000,000		1 - 24,600,000 Multi-Plex expansion		
		1 - 4.25 million Broadway Ave		1 - 7,000,000 Blackfalds Crossing Phase 1A		1 - 29,000,000 Wolf Creek High School		
				1 - McDonalds 2,100,000				



185-20	1-Sep-20	100 Paramount Crescent	R-1M	Residential	SFD
186-20	1-Sep-20	5014 South Street	R-1L	Residential	Fence Height Variance
187-20	3-Sep-20	4704 Westbrooke Road	R-1M	Residential	Hot Tub & Gazebo
188-20	4-Sep-20	13 Cyprus Road	R-1M	Residential	Deck
189-20	4-Sep-20	10 Coventry Close	R-2	Residential	Duplexes
190-20	4-Sep-20	14 Coventry Close	R-2	Residential	Duplexes
191-20	4-Sep-20	25 Coventry Close	R-2	Residential	Duplexes
192-20	8-Sep-20	29 Coventry Close	R-2	Residential	Duplexes
193-20	11-Sep-20	4936 Westbrooke Road	R-2	Residential	Basement Reno
194-20	14-Sep-20	69 Winston Place	R-2	Residential	Basement Reno
195-20	14-Sep-20	5438 Vista Trail	R-1M	Residential	Basement Reno
196-20	16-Sep-20	17 Piper Close	R-2	Residential	Shed
197-20	16-Sep-20	4261 Westbrooke Road	R-1M	Residential	Hot Tub
198-20	18-Sep-20	4201 Westbrooke Road	R-1M	Residential	Woodstove Installation
199-20	22-Sep-20	4573 Westbrooke Road	R-1M	Residential	Home Business
200-20	23-Sep-20	125 Silver Drive	R-2	Residential	Garage
201-20	29-Sep-20	50 Mitchell Crescent	R-1M	Residential	SFD
202-20	30-Sep-20	167 Morris Court	R-1S	Residential	Basement Reno



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

8.3

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**MEETING DATE:** September 13th, 2020

**ORIGINATED BY:** Ken Morrison, Emergency Management and Protective Services Manager

**SUBJECT:** **Blackfalds Protective Services Monthly Report for September 2020.**

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**BACKGROUND:**

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

**DISCUSSION:**

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

**FINANCIAL IMPLICATIONS:**

None

Attachments:

- *Municipal Enforcement: Report and Statistics, September 2020*
- *RCMP: statistics September 2020*

**APPROVALS**

A stylized, handwritten signature in black ink, likely belonging to Myron Thompson.

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CAO Myron Thompson

A handwritten signature in blue ink, reading "Ken B. Morrison".

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Department Director/Author



## **Blackfalds Protective Services September 2020 Monthly Report**

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### **Protective Services**

#### **Town of Blackfalds Municipal Enforcement:**

During the month of September enforcement officers, opened and acted on 57 incident files and 14 violation tickets were issued. The department continued to be short one officer throughout the month.

With the re-opening of schools, officers have been busy patrolling school zones. During the first week, officers provided a presence at cross walks, reminding drivers of the need to follow the rules of the road, as well as ensuring the youth were practicing road safety. Several violation tickets were written for failing to stop for school bus with red lights flashing. These are normally mailed to the RO as the bus drivers provide video evidence and statements to enforcement officers. Speeding in the school zones, failing to yield right of way to pedestrians in cross walk are some of the other violations which have been enforced in these areas.

Bike patrols were again conducted during the month of September, with focus on the skate and bike skills parks. These patrols were very well received this summer and will be continued next summer. Officers spent a considerable amount of time liaising with the youth at the parks building rapport and encouraging youth to respect the parks and keep them clean.

Animal Control opened 2 incident files. In total 7 cats were impounded at Klassic Kennels, 6 were reunited with their owners and 1 cat was adopted out when the owners could not be located. Two dogs were impounded and subsequently returned to their owners. Animal Control continues to work hard at re-uniting animals with their owners through social media, scanning of chips and through licences.

Officers were called to assist the RCMP several times throughout the month of September. 24 parking complaints were acted on, these varied from unattached trailers, parking trailers on vacant lots, and abandoned vehicles. 6 animal complaints were received and acted on these varied from barking dogs, dogs at large to cat at large. Complaints of unsightly properties have slowed down with the department receiving only 3 complaints this month.

On September 25<sup>th</sup>, representatives from the Red Deer Optimist club attended the office and 16 found bicycles were turned over to them. These bicycles have been with the department for an extended period with owners not being identified. Bicycles were in various stages of disrepair. The Optimist club refurbishes these and provides them to families in need. Blackfalds residents can reach out to the Optimist Club should they find themselves in need.

Staffing action for the new Community Peace officer 1, was completed and Jordan Ward was the successful candidate, he will be starting with the town on October 13<sup>th</sup>. Jordan will be an excellent addition to the team.

### **Violation tickets issued**

Throughout the month officers provided numerous warnings to drivers for various infractions as they patrolled the school zones and streets of Blackfalds. In total 14 provincial violation tickets were issued.

### **Speeding:**

3 violation tickets were issued on Broadway, 1 on Park St. and 1 on Womacks.



## **Blackfalds Protective Services September 2020 Monthly Report**

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### **Passing School bus with red lights flashing:**

4 violation tickets were issued 1 on Leung, 1 on Vista, 1 on Aspen Lakes Blvd and 1 on Cottonwood.

### **Fail to Yield to pedestrian in Cross walk:**

2 violation tickets were issued on Broadway

### **Drive while unauthorized:**

1 violation ticket issued on South St.

### **Fail to produce registration:**

1 violation ticket issued on Broadway.

### **Fail to stop at intersection “Red Light”**

1 violation ticket issued on Blackfalds Crossing Way.

### **Speed Signs:**

The speed signs have remained on Cottonwood and Gregg St. as we have been receiving complaints relating to traffic on these streets. Statistics are currently not available for the month of September.

### **Municipal Enforcement Month End Report attached:**

#### **Blackfalds Fire Rescue**

During the month of September, the fire department continued to focus on apparatus movements, driving and operations.

The three recruits finished their course with live fire practical down at the Red Deer Training Grounds. Chief Côté and Deputy Chief Elder assisted with being the proctors for the course. We continue to look at ways to bring fire course back into the station going forward. Currently we are looking at vehicle extrication working with Lakeland College and creating our own in-house pump course.

Deputy Chief Elder has been working with the other town departments on the Hazard Assessment forms and Corepoint as we work towards our C.O.R.

During the month of September, the department responded to eight incidents.



**Blackfalds Protective Services  
September 2020 Monthly Report**

A summary of the types of incidents is provided below:

**Fire Department – September 2020 – INCIDENT SUMMARY – PAGE 1 of 1**

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0100	2	Medical	202009021339	Corporate Limits	N/A	EMS
0101	4	Fire Vehicle	202009040828	Lacombe County	N/A	Yes
0102	11	Motor Vehicle Incident	202009112100	Lacombe County	Yes	EMS
0103	14	Fire Illegal burn	202009141836	Corporate Limits	Yes	N/A
0104	22	Motor Vehicle Incident	202009221541	Lacombe County	Yes	N/A
0105	22	Motor Vehicle Incident	202009221904	Lacombe County	Yes	N/A
0106	26	Motor Vehicle Incident	202009260905	Corporate Limits	Yes	N/A
0107	29	Medical	202009291219	Lacombe County	Yes	N/A

**Occupational Health & Safety**

D/Chief Elder has continued to work with the departments in Hazard assessments preparing for COR in the new year.

September 15<sup>th</sup> the Joint Health and Safety Committee meeting was held, all first aid re-certifications have been completed. The “in out” boards have been placed in facilities.

**Blackfalds RCMP**

Officers from the local Detachment and the Integrated traffic unit have been working with the Community Peace officers to ensure a safe return to school for all families through active enforcement. The school resource officer has been very active within the schools.

The RCMP Blackfalds statistical report is attached.

**Emergency Management**

Managers Morrison and Born hosted a LREMP ESS plan review meeting, both sit on a sub-committee which is charged with updating and modernizing the current ESS plan.

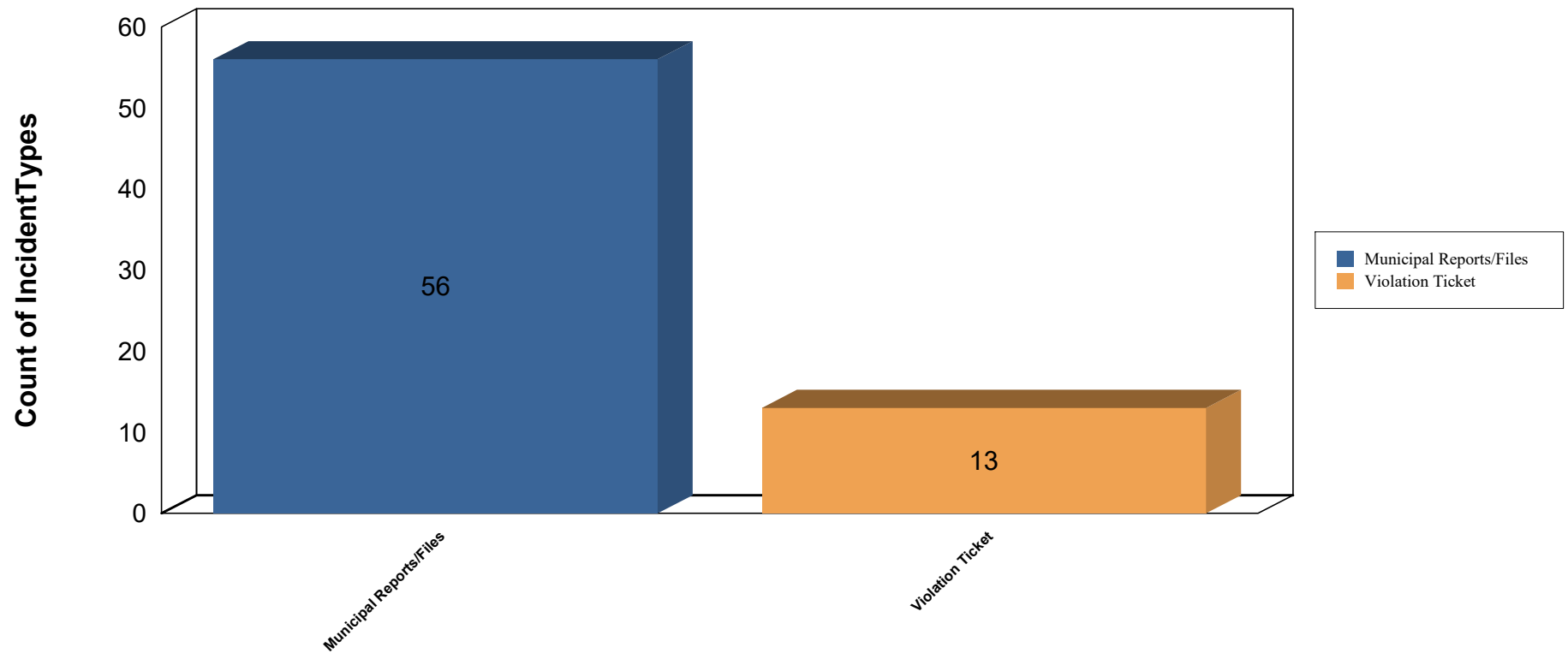
September 17<sup>th</sup>, Manager Morrison participated in the LCMAO Agency Meeting.

Manager Morrison met with representatives from LREMP on the 28<sup>th</sup> and 29<sup>th</sup> on two separate sub-committees, dealing with training for the coming year and Emergency Plan review.

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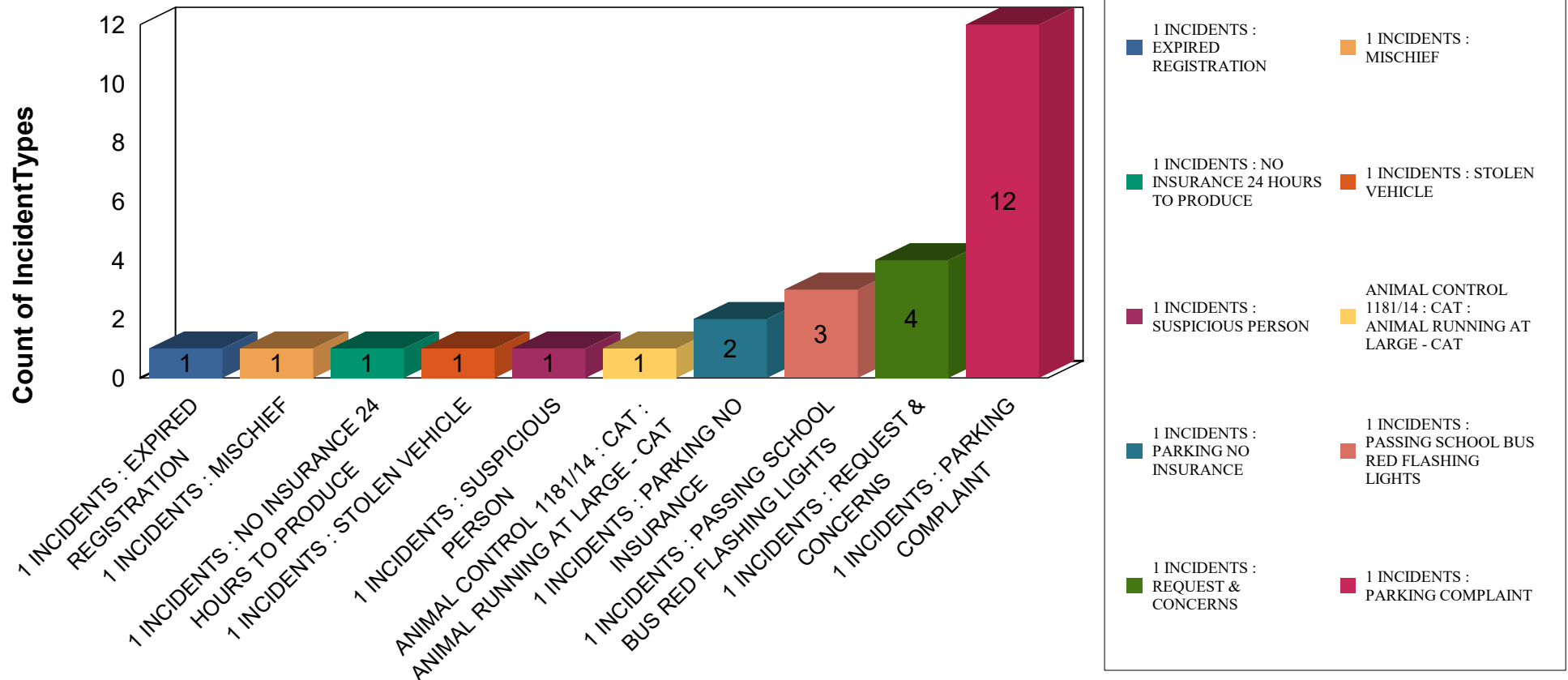
Ken Morrison,  
Emergency Management and  
Protective Services Manager

## Count of Reports Completed





# Count of Incident Types



1.69% # of Reports: 1 Municipal Reports/Files 1 INCIDENTS : EXPIRED REGISTRATION

1.69% # of Reports: 1 Municipal Reports/Files 1 INCIDENTS : MISCHIEF

1.69% # of Reports: 1 Municipal Reports/Files 1 INCIDENTS : NO INSURANCE 24 HOURS TO PRODUCE

1.69% # of Reports: 1 Municipal Reports/Files 1 INCIDENTS : STOLEN VEHICLE

1.69% # of Reports: 1 Municipal Reports/Files 1 INCIDENTS : SUSPICIOUS PERSON

1.69% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL 1181/14 : CAT : ANIMAL RUNNING AT LARGE - CAT

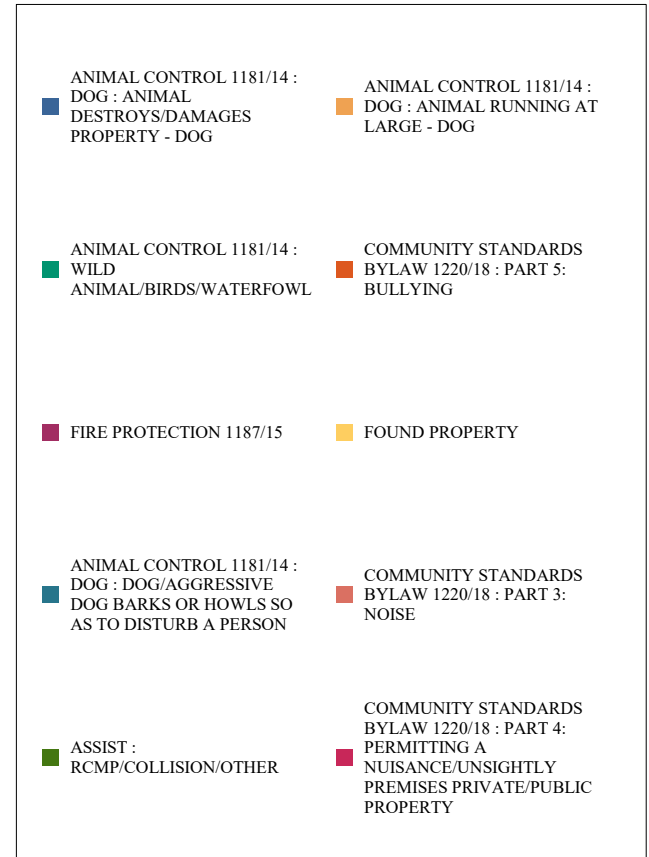
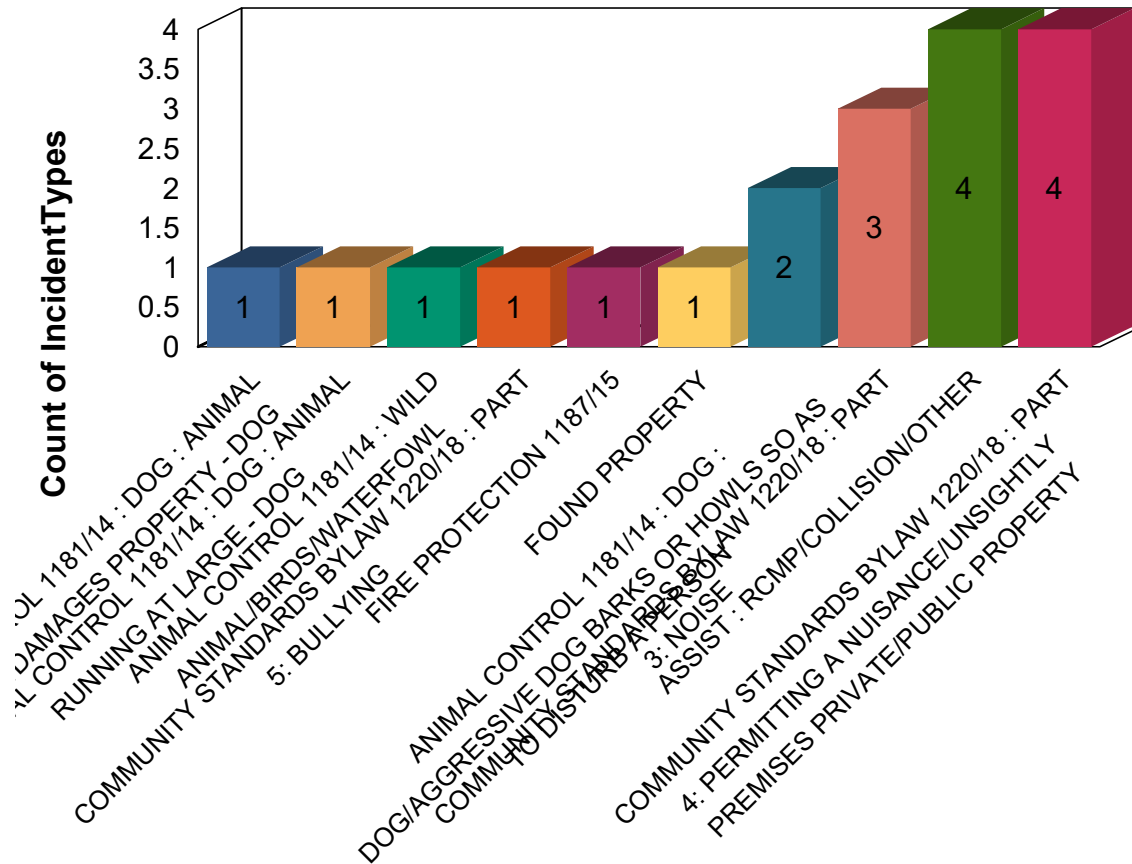
3.39% # of Reports: 2 Municipal Reports/Files 1 INCIDENTS : PARKING NO INSURANCE

5.08% # of Reports: 3 Municipal Reports/Files 1 INCIDENTS : PASSING SCHOOL BUS RED FLASHING LIGHTS

6.78% # of Reports: 4 Municipal Reports/Files 1 INCIDENTS : REQUEST & CONCERNS

20.34% # of Reports: 12 Municipal Reports/Files 1 INCIDENTS : PARKING COMPLAINT

# Count of Incident Types



1.69% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL 1181/14 : DOG : ANIMAL DESTROYS/DAMAGES PROPERTY - DOG

1.69% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL 1181/14 : DOG : ANIMAL RUNNING AT LARGE - DOG

1.69% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL 1181/14 : WILD ANIMAL/BIRDS/WATERFOWL

1.69% # of Reports: 1 **Municipal Reports/Files** COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: BULLYING

1.69% # of Reports: 1 **Municipal Reports/Files** FIRE PROTECTION 1187/15

1.69% # of Reports: 1 **Municipal Reports/Files** FOUND PROPERTY

3.39% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL 1181/14 : DOG : DOG/AGGRESSIVE DOG BARKS OR HOWLS SO AS TO DISTURB A PERSON

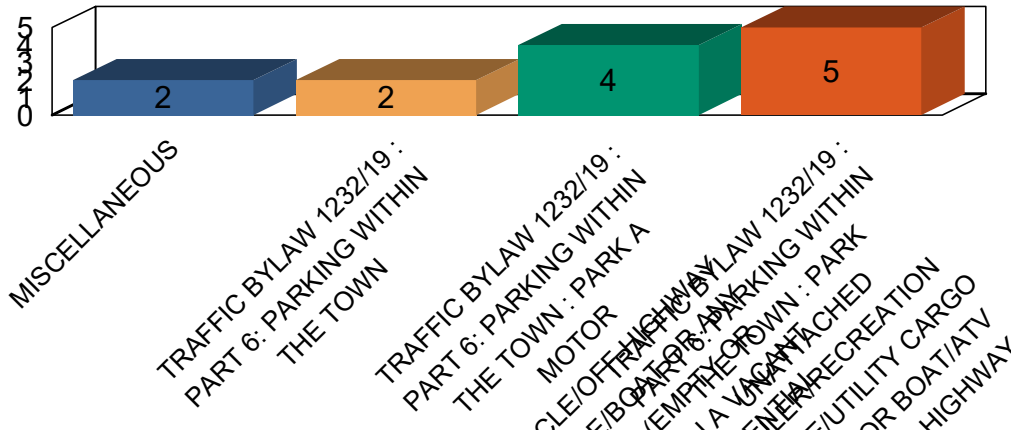
5.08% # of Reports: 3 **Municipal Reports/Files** COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

6.78% # of Reports: 4 **Municipal Reports/Files** ASSIST : RCMP/COLLISION/OTHER

6.78% # of Reports: 4 **Municipal Reports/Files** COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

# Count of Incident Types

Count of Incident Types



MISCELLANEOUS

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

TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A MOTOR VEHICLE/OFF-HIGHWAY VEHICLE/BOAT OR ANY TRAILER (EMPTY OR LOADED) UPON A VACANT LOT IN A RESIDENTIAL DISTRICT

TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED TRAILER/RECREATION VEHICLE/UTILITY CARGO TRAILER OR BOAT/ATV TRAILER ON HIGHWAY

3.39% # of Reports: 2 Municipal Reports/Files MISCELLANEOUS

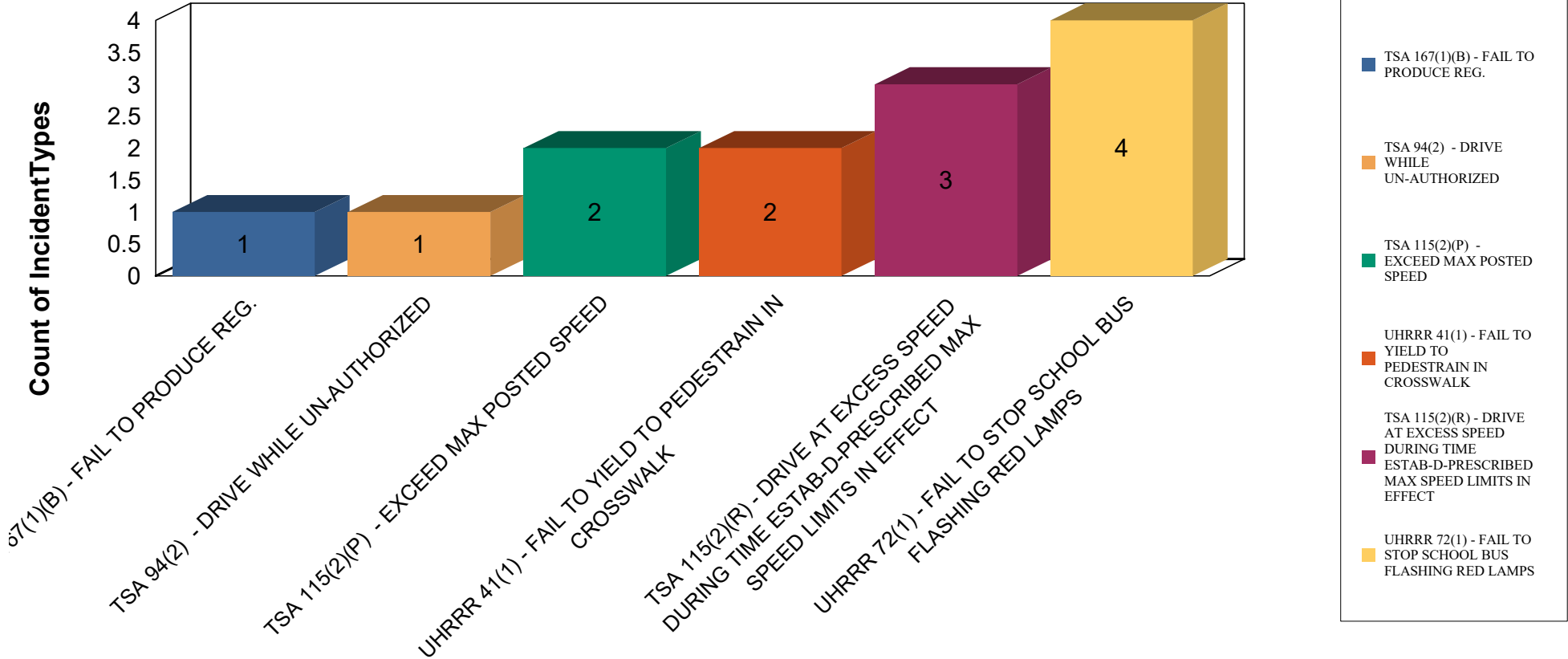
3.39% # of Reports: 2 Municipal Reports/Files TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

6.78% # of Reports: 4 Municipal Reports/Files TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A MOTOR VEHICLE/OFF-HIGHWAY VEHICLE/BOAT OR ANY TRAILER (EMPTY OR LOADED) UPON A VACANT LOT IN A RESIDENTIAL DISTRICT

**Grand Total: 100.00% Total # of Incident Types Reported: 59 Total # of Reports: 56**

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# Count of Incident Types



7.69% # of Reports: 1 Violation Ticket TSA 167(1)(B) - FAIL TO PRODUCE REG.

7.69% # of Reports: 1 Violation Ticket TSA 94(2) - DRIVE WHILE UN-AUTHORIZED

15.38% # of Reports: 2 Violation Ticket TSA 115(2)(P) - EXCEED MAX POSTED SPEED



15.38% # of Reports: 2 Violation Ticket UHRRR 41(1) - FAIL TO YIELD TO PEDESTRAIN IN CROSSWALK

23.08% # of Reports: 3 Violation Ticket TSA 115(2)(R) - DRIVE AT EXCESS SPEED DURING TIME ESTAB-D-PRESCRIBED MAX SPEED LIMITS IN EFFECT

30.77% # of Reports: 4 Violation Ticket UHRRR 72(1) - FAIL TO STOP SCHOOL BUS FLASHING RED LAMPS


























**Grand Total: 100.00% Total # of Incident Types Reported: 13 Total # of Reports: 13**

Grand Total: 100.00% Total # of Incident Types Reported: 72

**Blackfalds Municipal Detachment**  
**Crime Statistics (Actual)**  
**January to Q3: 2016 - 2020**

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
































October 2, 2020

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	1	1	0	0	N/A	N/A	-0.1
Robbery		0	6	1	2	2	N/A	0%	0.0
Sexual Assaults		7	3	8	5	3	-57%	-40%	-0.6
Other Sexual Offences		3	4	1	5	3	0%	-40%	0.1
Assault		58	55	77	64	59	2%	-8%	1.1
Kidnapping/Hostage/Abduction		0	0	1	3	2	N/A	-33%	0.7
Extortion		1	2	0	1	2	100%	100%	0.1
Criminal Harassment		11	20	22	21	34	209%	62%	4.7
Uttering Threats		22	21	27	27	28	27%	4%	1.8
<b>TOTAL PERSONS</b>		<b>102</b>	<b>112</b>	<b>138</b>	<b>128</b>	<b>133</b>	<b>30%</b>	<b>4%</b>	<b>7.8</b>
Break & Enter		42	34	29	63	37	-12%	-41%	1.9
Theft of Motor Vehicle		68	54	36	48	31	-54%	-35%	-8.0
Theft Over \$5,000		8	6	1	4	3	-63%	-25%	-1.2
Theft Under \$5,000		153	132	128	123	71	-54%	-42%	-17.3
Possn Stn Goods		49	53	29	34	17	-65%	-50%	-8.3
Fraud		16	18	28	34	40	150%	18%	6.4
Arson		1	1	1	1	2	100%	100%	0.2
Mischief To Property		162	130	91	111	98	-40%	-12%	-14.7
<b>TOTAL PROPERTY</b>		<b>499</b>	<b>428</b>	<b>343</b>	<b>418</b>	<b>299</b>	<b>-40%</b>	<b>-28%</b>	<b>-41.0</b>
Offensive Weapons		8	10	4	10	10	25%	0%	0.4
Disturbing the peace		33	24	25	35	30	-9%	-14%	0.5
Fail to Comply & Breaches		26	28	29	30	25	-4%	-17%	0.0
<b>OTHER CRIMINAL CODE</b>		<b>20</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>20</b>	<b>0%</b>	<b>-20%</b>	<b>0.0</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>87</b>	<b>87</b>	<b>83</b>	<b>100</b>	<b>85</b>	<b>-2%</b>	<b>-15%</b>	<b>0.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>688</b>	<b>627</b>	<b>564</b>	<b>646</b>	<b>517</b>	<b>-25%</b>	<b>-20%</b>	<b>-32.3</b>

**Blackfalds Municipal Detachment**  
**Crime Statistics (Actual)**  
**January to Q3: 2016 - 2020**

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

October 2, 2020

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		2	0	0	0	0	-100%	N/A	-0.4
Drug Enforcement - Possession		17	21	15	11	6	-65%	-45%	-3.2
Drug Enforcement - Trafficking		6	8	3	2	3	-50%	50%	-1.2
Drug Enforcement - Other		0	0	0	2	0	N/A	-100%	0.2
<b>Total Drugs</b>		<b>25</b>	<b>29</b>	<b>18</b>	<b>15</b>	<b>9</b>	<b>-64%</b>	<b>-40%</b>	<b>-4.6</b>
Cannabis Enforcement		0	0	0	0	1	N/A	N/A	0.2
Federal - General		5	8	4	1	6	20%	500%	-0.5
<b>TOTAL FEDERAL</b>		<b>30</b>	<b>37</b>	<b>22</b>	<b>16</b>	<b>16</b>	<b>-47%</b>	<b>0%</b>	<b>-4.9</b>
Liquor Act		8	10	4	4	9	13%	125%	-0.4
Cannabis Act		0	0	0	4	3	N/A	-25%	1.0
Mental Health Act		33	43	42	51	58	76%	14%	5.8
Other Provincial Stats		88	103	92	108	82	-7%	-24%	-0.7
<b>Total Provincial Stats</b>		<b>129</b>	<b>156</b>	<b>138</b>	<b>167</b>	<b>152</b>	<b>18%</b>	<b>-9%</b>	<b>5.7</b>
Municipal By-laws Traffic		8	6	13	10	11	38%	10%	1.0
Municipal By-laws		70	49	72	67	124	77%	85%	12.6
<b>Total Municipal</b>		<b>78</b>	<b>55</b>	<b>85</b>	<b>77</b>	<b>135</b>	<b>73%</b>	<b>75%</b>	<b>13.6</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	3	5	2	5	67%	150%	0.3
Property Damage MVC (Reportable)		38	48	51	71	76	100%	7%	9.9
Property Damage MVC (Non Reportable)		10	9	15	12	14	40%	17%	1.1
<b>TOTAL MVC</b>		<b>51</b>	<b>60</b>	<b>71</b>	<b>85</b>	<b>95</b>	<b>86%</b>	<b>12%</b>	<b>11.3</b>
<b>Provincial Traffic</b>		<b>194</b>	<b>237</b>	<b>337</b>	<b>263</b>	<b>288</b>	<b>48%</b>	<b>10%</b>	<b>21.4</b>
<b>Other Traffic</b>		<b>1</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>0%</b>	<b>-75%</b>	<b>-0.3</b>
<b>Criminal Code Traffic</b>		<b>42</b>	<b>43</b>	<b>45</b>	<b>46</b>	<b>36</b>	<b>-14%</b>	<b>-22%</b>	<b>-0.9</b>
<b>Common Police Activities</b>									
False Alarms		175	144	113	62	29	-83%	-53%	-37.4
False/Abandoned 911 Call and 911 Act		4	11	9	21	19	375%	-10%	4.0
Suspicious Person/Vehicle/Property		85	140	128	153	184	116%	20%	21.1
Persons Reported Missing		17	7	11	21	11	-35%	-48%	0.2
Search Warrants		1	0	1	1	0	-100%	-100%	-0.1
Spousal Abuse - Survey Code (Reported)		137	132	127	117	140	2%	20%	-0.9
Form 10 (MHA) (Reported)		0	0	0	0	3	N/A	N/A	0.6

**Blackfalds Municipal Detachment**  
**Crime Statistics (Actual)**  
**Q3: 2016 - 2020**

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

October 2, 2020

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	2	0	1	0	N/A	-100%	-0.1
Sexual Assaults		2	1	0	2	1	-50%	-50%	-0.1
Other Sexual Offences		1	1	0	1	2	100%	100%	0.2
Assault		30	21	24	20	17	-43%	-15%	-2.7
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	1	0	1	1	N/A	0%	0.2
Criminal Harassment		6	9	4	7	12	100%	71%	1.0
Uttering Threats		9	7	3	11	6	-33%	-45%	-0.2
<b>TOTAL PERSONS</b>		<b>48</b>	<b>43</b>	<b>31</b>	<b>44</b>	<b>39</b>	<b>-19%</b>	<b>-11%</b>	<b>-1.7</b>
Break & Enter		20	12	13	14	17	-15%	21%	-0.4
Theft of Motor Vehicle		20	24	13	15	16	-20%	7%	-1.7
Theft Over \$5,000		1	1	1	3	0	-100%	-100%	0.0
Theft Under \$5,000		59	57	46	39	30	-49%	-23%	-7.6
Possn Stn Goods		15	27	11	12	7	-53%	-42%	-3.1
Fraud		5	7	9	14	10	100%	-29%	1.7
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief To Property		38	40	33	35	37	-3%	6%	-0.7
<b>TOTAL PROPERTY</b>		<b>158</b>	<b>168</b>	<b>126</b>	<b>132</b>	<b>117</b>	<b>-26%</b>	<b>-11%</b>	<b>-11.8</b>
Offensive Weapons		4	4	1	4	4	0%	0%	0.0
Disturbing the peace		15	9	6	13	9	-40%	-31%	-0.8
Fail to Comply & Breaches		7	9	6	6	11	57%	83%	0.5
<b>OTHER CRIMINAL CODE</b>		10	9	7	12	9	-10%	-25%	0.1
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>36</b>	<b>31</b>	<b>20</b>	<b>35</b>	<b>33</b>	<b>-8%</b>	<b>-6%</b>	<b>-0.2</b>
<b>TOTAL CRIMINAL CODE</b>		<b>242</b>	<b>242</b>	<b>177</b>	<b>211</b>	<b>189</b>	<b>-22%</b>	<b>-10%</b>	<b>-13.7</b>

**Blackfalds Municipal Detachment**  
**Crime Statistics (Actual)**  
**Q3: 2016 - 2020**

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

October 2, 2020

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	7	2	4	2	-60%	-50%	-0.9
Drug Enforcement - Trafficking		1	3	2	0	3	200%	N/A	0.1
Drug Enforcement - Other		0	0	0	1	0	N/A	-100%	0.1
<b>Total Drugs</b>		6	10	4	5	5	-17%	0%	-0.7
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	2	1	1	3	50%	200%	0.1
<b>TOTAL FEDERAL</b>		8	12	5	6	8	0%	33%	-0.6
Liquor Act		4	5	2	1	2	-50%	100%	-0.8
Cannabis Act		0	0	0	3	2	N/A	-33%	0.7
Mental Health Act		11	14	12	16	20	82%	25%	2.0
Other Provincial Stats		29	39	34	37	32	10%	-14%	0.4
<b>Total Provincial Stats</b>		44	58	48	57	56	27%	-2%	2.3
Municipal By-laws Traffic		5	0	5	2	2	-60%	0%	-0.4
Municipal By-laws		28	17	35	25	42	50%	68%	3.6
<b>Total Municipal</b>		33	17	40	27	44	33%	63%	3.2
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	1	0	4	N/A	N/A	0.8
Property Damage MVC (Reportable)		8	15	15	23	32	300%	39%	5.6
Property Damage MVC (Non Reportable)		3	1	5	4	4	33%	0%	0.5
<b>TOTAL MVC</b>		11	16	21	27	40	264%	48%	6.9
<b>Provincial Traffic</b>		61	82	89	101	132	116%	31%	16.1
<b>Other Traffic</b>		0	2	1	2	0	N/A	-100%	0.0
<b>Criminal Code Traffic</b>		18	14	14	21	12	-33%	-43%	-0.5
<b>Common Police Activities</b>									
False Alarms		48	49	33	22	9	-81%	-59%	-10.5
False/Abandoned 911 Call and 911 Act		1	6	0	9	7	600%	-22%	1.5
Suspicious Person/Vehicle/Property		35	77	43	55	74	111%	35%	5.6
Persons Reported Missing		3	2	4	8	4	33%	-50%	0.8
Search Warrants		0	0	1	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		52	46	32	37	39	-25%	5%	-3.5
Form 10 (MHA) (Reported)		0	0	0	0	1	N/A	N/A	0.2

**Blackfalds Municipal Detachment**  
**Crime Statistics (Actual)**  
**January to Q3: 2016 - 2020**

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

October 2, 2020

Category	Trend	2016	2017	2018	2019	2020	FLAG
<b>Theft Motor Vehicle (Total)</b>		<b>68</b>	<b>54</b>	<b>36</b>	<b>48</b>	<b>31</b>	<b>Within Norm</b>
Auto		6	12	3	5	6	Within Norm
Truck		37	31	20	20	16	Within Norm
SUV		3	2	2	8	2	Within Norm
Van		0	1	0	3	0	Within Norm
Motorcycle		4	4	1	5	3	Within Norm
Other		11	4	7	4	4	Within Norm
Take Auto without Consent		7	0	3	3	0	Within Norm
<b>Break and Enter (Total)*</b>		<b>42</b>	<b>34</b>	<b>29</b>	<b>63</b>	<b>37</b>	<b>Within Norm</b>
Business		17	17	4	12	8	Within Norm
Residence		20	16	16	36	17	Within Norm
Cottage or Seasonal Residence		0	0	0	0	1	Issue
Other		4	1	9	10	7	Within Norm
<b>Theft Over &amp; Under \$5,000 (Total)</b>		<b>161</b>	<b>138</b>	<b>129</b>	<b>127</b>	<b>74</b>	<b>Within Norm</b>
Theft from a motor vehicle		61	35	36	46	26	Within Norm
Shoplifting		8	4	3	4	5	Within Norm
Mail Theft (includes all Mail offences)		1	4	5	1	0	Within Norm
Theft of bicycle		5	3	5	9	5	Within Norm
Other Theft		86	92	81	68	38	Within Norm

Mischief To Property		162	130	91	111	98	Within Norm
Suspicious Person/ Vehicle/ Property		85	140	128	153	184	Issue
Fail to Comply/Breach		26	28	29	30	25	Within Norm
Wellbeing Check		4	13	12	31	57	Issue
Mental Health Act		33	43	42	51	58	Issue
False Alarms		175	144	113	62	29	Within Norm

Traffic	Trend	2016	2017	2018	2019	2020	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		2	9	1	1	7	Within Norm
Occupant Restraint/Seatbelt Violations*		0	0	18	3	17	Issue
Speeding Violations*		8	15	80	50	39	Within Norm
Intersection Related Violations*		3	5	13	12	19	Issue
Other Non-Moving Violation*		24	31	79	73	47	Within Norm
Pursuits**		3	3	1	6	4	Within Norm
Other CC Traffic**		10	10	7	10	4	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.

### Blackfalds Municipal Detachment - Break and Enters (includes unlawfully in a dwelling place)

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

October 2, 2020

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	19	9	4	9	4	4	6	4	4	8	3	2
Running Total	19	28	32	41	45	49	55	59	63	71	74	76
Quarter	32			17			14			13		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	3	3	2	5	4	3	6	5	6			
Running Total	3	6	8	13	17	20	26	31	37			
Quarter	8			12			17			TBD		
Year over Year % Change	-84%	-79%	-75%	-68%	-62%	-59%	-53%	-47%	-41%			

### Blackfalds Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)

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

October 2, 2020

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	7	4	7	4	6	5	7	4	4	2	4	5
Running Total	7	11	18	22	28	33	40	44	48	50	54	59
Quarter	18			15			15			11		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	2	3	2	7	0	1	5	8	3			
Running Total	2	5	7	14	14	15	20	28	31			
Quarter	7			8			16			TBD		
Year over Year % Change	-71%	-55%	-61%	-36%	-50%	-55%	-50%	-36%	-35%			



### Blackfalds Municipal Detachment - Theft Under \$5,000

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

October 2, 2020

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	16	7	8	19	12	22	12	16	11	14	15	8
Running Total	16	23	31	50	62	84	96	112	123	137	152	160
Quarter	31			53			39			37		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	4	8	5	4	11	9	7	13	10			
Running Total	4	12	17	21	32	41	48	61	71			
Quarter	17			24			30			TBD		
Year over Year % Change	-75%	-48%	-45%	-58%	-48%	-51%	-50%	-46%	-42%			

### Blackfalds Municipal Detachment - Theft from Motor Vehicles

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

October 2, 2020

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	6	3	5	6	5	8	2	7	4	4	3	1
Running Total	6	9	14	20	25	33	35	42	46	50	53	54
Quarter	14			19			13			8		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	1	2	3	1	5	3	0	5	6			
Running Total	1	3	6	7	12	15	15	20	26			
Quarter	6			9			11			TBD		
Year over Year % Change	-83%	-67%	-57%	-65%	-52%	-55%	-57%	-52%	-43%			



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
COUNCIL INFORMATION**

8.4

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**MEETING DATE:** October 13, 2020

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

**SUBJECT:** **BOLT Report for Sept 2020**

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**BACKGROUND:**

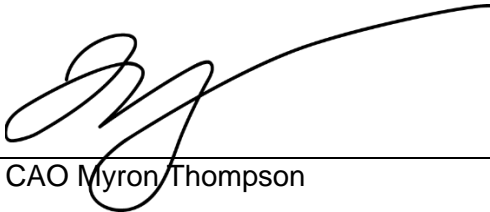
Attached is the BOLT transit report for the free month of September 2020 ridership and other stats. We will be providing another monthly update before budget, then quarterly in the new year.

Please note that these ridership numbers will change with paid fares. We are hopeful to increase ridership through marketing and collaboration measures.

Attachments:

September 2020 KPI Report

**APPROVALS**



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CAO Myron Thompson



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Department Director

# REPORT SUMMARY – BOLT TRANSIT

## Sep 2020.

### Goal Tracking:

During the month of September 2020 transportation was provided for 21 service days. The metrics below provide an overview of the main KPIs

- Ridership: 228 completed Pax.
- Trips: 212 completed trips.
- Pax per Shared Ride 2.1 Pax on average
- Shared rides: 41.8 % from total
- On-Time Performance: 96.9% Combined (2.4% P/U violations and 3.9 % D/O violations)

### RideCo Dashboard:

- Added 3 more travel times slots between Blackfalds and the Red Deer Hub.
- Completed KPI parameters on tracking sheet

### Operations:

- Performed Driver training and support with demo rides.
- Initiated weekly operations calls
- Created generic account for Blackfalds CPO.
- Call Center received 68 calls for support and responded to 5 support tickets.

### Safety:

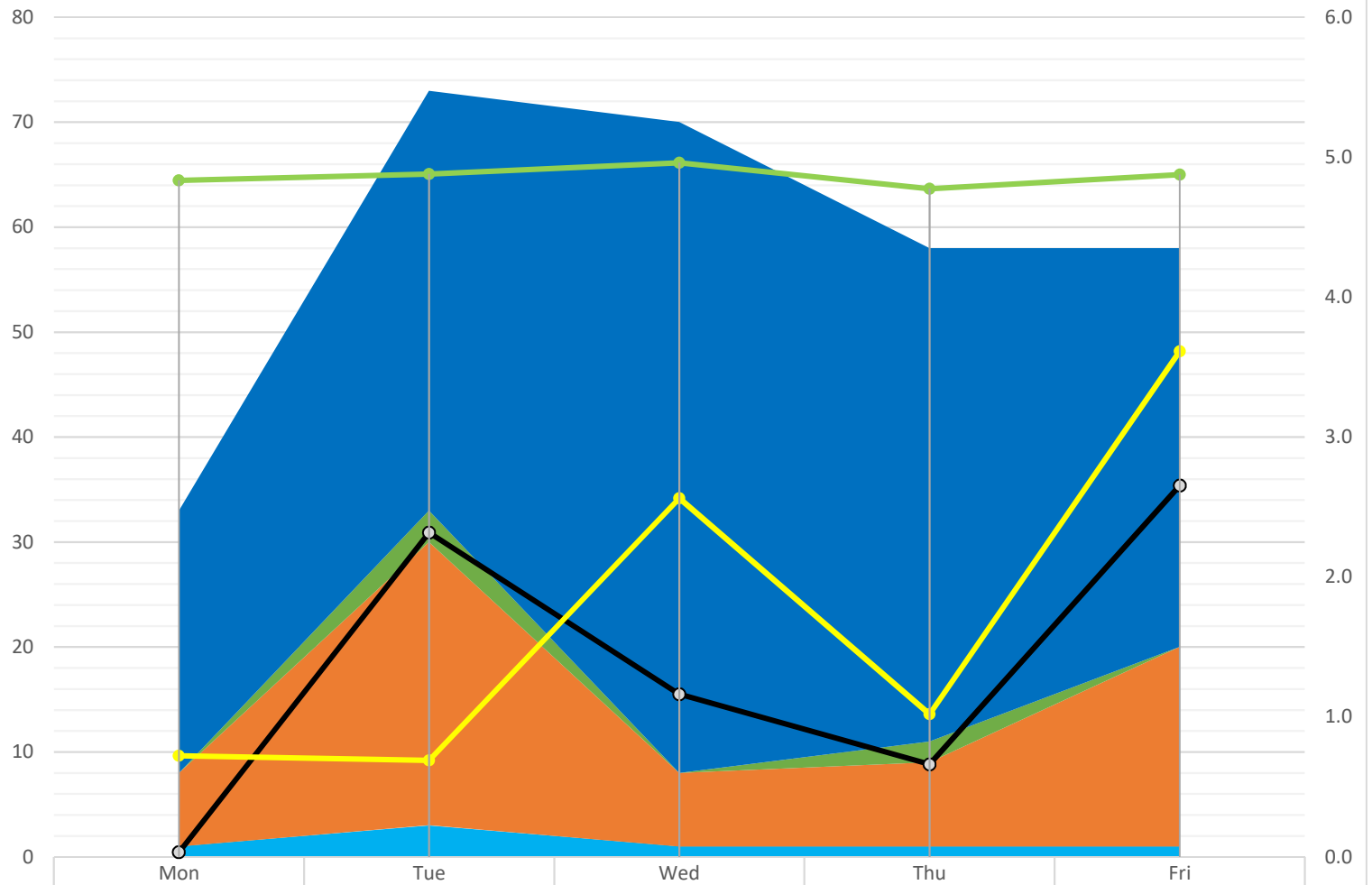
- No safety items to report over the period.

### Monthly Performance Management:

Major KPIs		Details
Preventable Collisions	0	-
On-Time Performance	96.9%	Combined P/U - D/O average
Vehicle breakdowns during service	0	-
Staff Turnover	0	-
Complaints	1	See Feedback Tab
Training - Driver	2	ongoing training, daily safety briefings
Training - Support Staff	4	Enrolled in weekly courses until Dec 2020.
Maintenance KPIs		
Vehicle Maintenance -Failed Preventative Maintenance	0%	% of fleet that failed to complete their scheduled PM
Vehicle Maintenance - CVIP	0	Vehicles overdue due for CVIP
Vehicle Maintenance - DVCR	0	Vehicles with open defect reports
Additional KPIs		
Route Efficiency	TBD	TBD
Safety	TBD	TBD
Reporting	TBD	TBD
Responsiveness	TBD	TBD

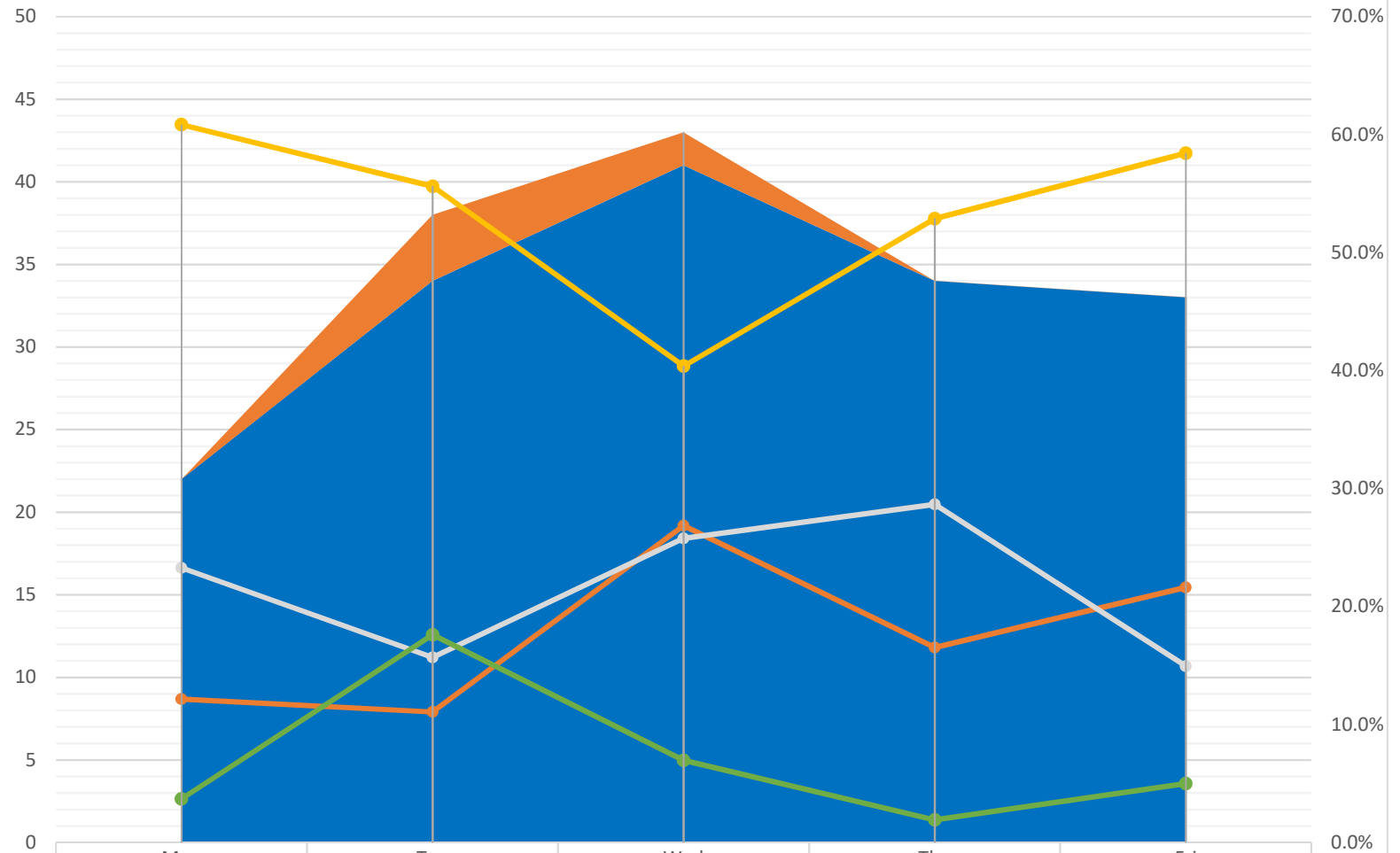
KPI Metric	Mon	Tue	Wed	Thu	Fri	Grand Total
Sum of Passengers Completed	28	43	65	47	45	228
Sum of Rides Completed	25	40	62	47	38	212
Average of User Conversion Rate	76.4%	68.4%	70.4%	66.5%	67.2%	69.5%
Average of Shared Rides %	48.7%	38.6%	46.4%	44.3%	32.3%	41.8%
Average of Average Passengers per Shared Ride	2.3	1.8	2.1	2.3	2.1	2.1
Average of Direct Trip Minutes	9.9	9.4	9.7	9.2	9.6	9.6
Average of Actual Trip Minutes	14.1	12.9	13.2	13.0	12.3	13.1
Average of Waiting Time in Window	1.4	1.9	1.6	2.2	2.1	1.8
Average Search Delay (mins)	25.1	24.3	25.2	23.8	20.7	23.9
Average of Origin Hub Distance (m)	26.3	92.4	36.0	173.5	127.2	91.6
Average of Pickup Violations (%)	0.0%	2.9%	2.8%	2.8%	2.8%	2.4%
Average of Dropoff Violations (%)	3.7%	4.0%	4.7%	3.8%	2.8%	3.9%
Average Pickup Lateness (mins)	0.0	2.3	1.2	0.7	2.7	1.5
Average Dropoff Lateness (mins)	0.7	0.7	2.6	1.0	3.6	1.8
Sum of Vehicle Hours	40.3	63.9	65.8	53.6	53.1	276.7
Average of Passengers per Vehicle Hour	0.7	0.7	1.0	0.9	0.8	0.8
Average Ride Rating	4.8	4.9	5.0	4.8	4.9	4.9
Sum of Passengers Completed2	28	43	65	47	45	228
Sum of New Accounts	0	4	2	0	0	6
Sum of Repeat Accounts	22	34	41	34	33	164
Sum of Unique Accounts	22	38	43	34	33	170
Sum of Customer Contacts Driver	0	0	0	0	0	0
Sum of Rides Completed2	25	40	62	47	38	212
Sum of No Shows	1	3	1	1	1	7
Sum of Cancelled	7	27	7	8	19	68
Sum of Abandoned	0	3	0	2	0	5
Average of Real Time (<30 mins before)	12.2%	11.1%	26.9%	16.5%	21.6%	18.0%
Average of Same Day (30+ mins before)	60.8%	55.6%	40.4%	52.9%	58.4%	52.7%
Average of 1 Day Before	23.3%	15.7%	25.8%	28.7%	15.0%	21.5%
Average of 2+ Days Before	3.7%	17.6%	7.0%	1.9%	5.0%	7.7%
Sum of Completed General	28	43	63	47	43	224
Sum of Completed Senior 65+	0	0	0	0	0	0
Sum of Completed Limited Mobility	0	0	0	0	0	0
Sum of Completed Children Under 6	0	0	2	0	2	4
Sum of Completed Booster Seat Required	0	0	0	0	0	0
Sum of Completed Bicycle	0	0	0	0	0	0
Sum of Credit Card	0	0	0	0	0	0
Sum of Student Monthly Pass	0	0	0	0	0	0
Sum of Punch Card	0	0	0	0	0	0
Sum of Adult Monthly Pass	0	0	0	0	0	0
Sum of Senior Monthly Pass	0	0	0	0	0	0
Sum of Free Ride	3	5	5	4	4	21
Sum of Total Searches	73	244	161	134	179	791
Sum of Failed Searches Due to High Demand	2	14	8	1	40	65
Average of Failed Searches Due to High Demand %	2.7%	7.5%	3.6%	0.7%	14.3%	5.9%
Sum of Users that Experienced Failed Searches	2	6	4	1	6	19
Average of Users that Experienced Failed Searches (%)	6.5%	10.7%	5.9%	1.9%	11.0%	7.4%
Sum of Failed Searches - Invalid	0	12	0	0	0	12
Average Search Delay (min)	25.1	24.3	25.2	23.8	20.7	23.9
Average Origin Virtual Stop Distance (m)	438.3	488.9	235.1	532.0	322.9	397.8
Average Destination Virtual Stop Distance (m)	226.7	644.7	504.6	462.6	364.8	463.6
Average Requested Trip Distance (km)	9.5	9.4	9.1	9.0	9.0	9.2

Trips - Breakdown by service day



	Mon	Tue	Wed	Thu	Fri
Sum of Rides Completed	25	40	62	47	38
Sum of Abandoned	0	3	0	2	0
Sum of Cancelled	7	27	7	8	19
Sum of No Shows	1	3	1	1	1
Average Ride Rating	4.8	4.9	5.0	4.8	4.9
Average Pickup Lateness (mins)	0.0	2.3	1.2	0.7	2.7
Average Dropoff Lateness (mins)	0.7	0.7	2.6	1.0	3.6

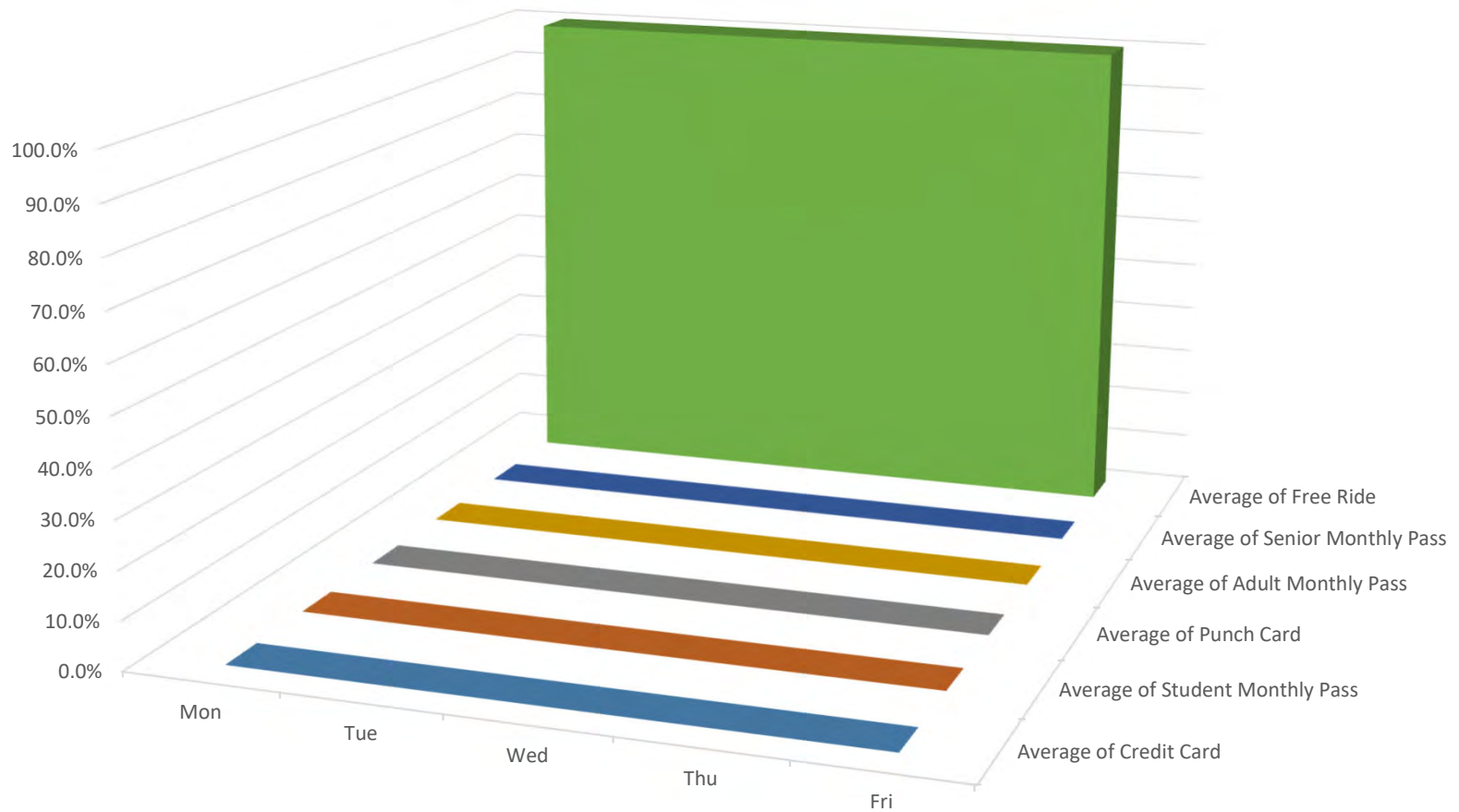
### Advanced Bookings by User Type



Sum of New Accounts	0	4	2	0	0
Sum of Repeat Accounts	22	34	41	34	33
Average of Real Time (<30 mins before)	12.2%	11.1%	26.9%	16.5%	21.6%
Average of Same Day (30+ mins before)	60.8%	55.6%	40.4%	52.9%	58.4%
Average of 1 Day Before	23.3%	15.7%	25.8%	28.7%	15.0%
Average of 2+ Days Before	3.7%	17.6%	7.0%	1.9%	5.0%

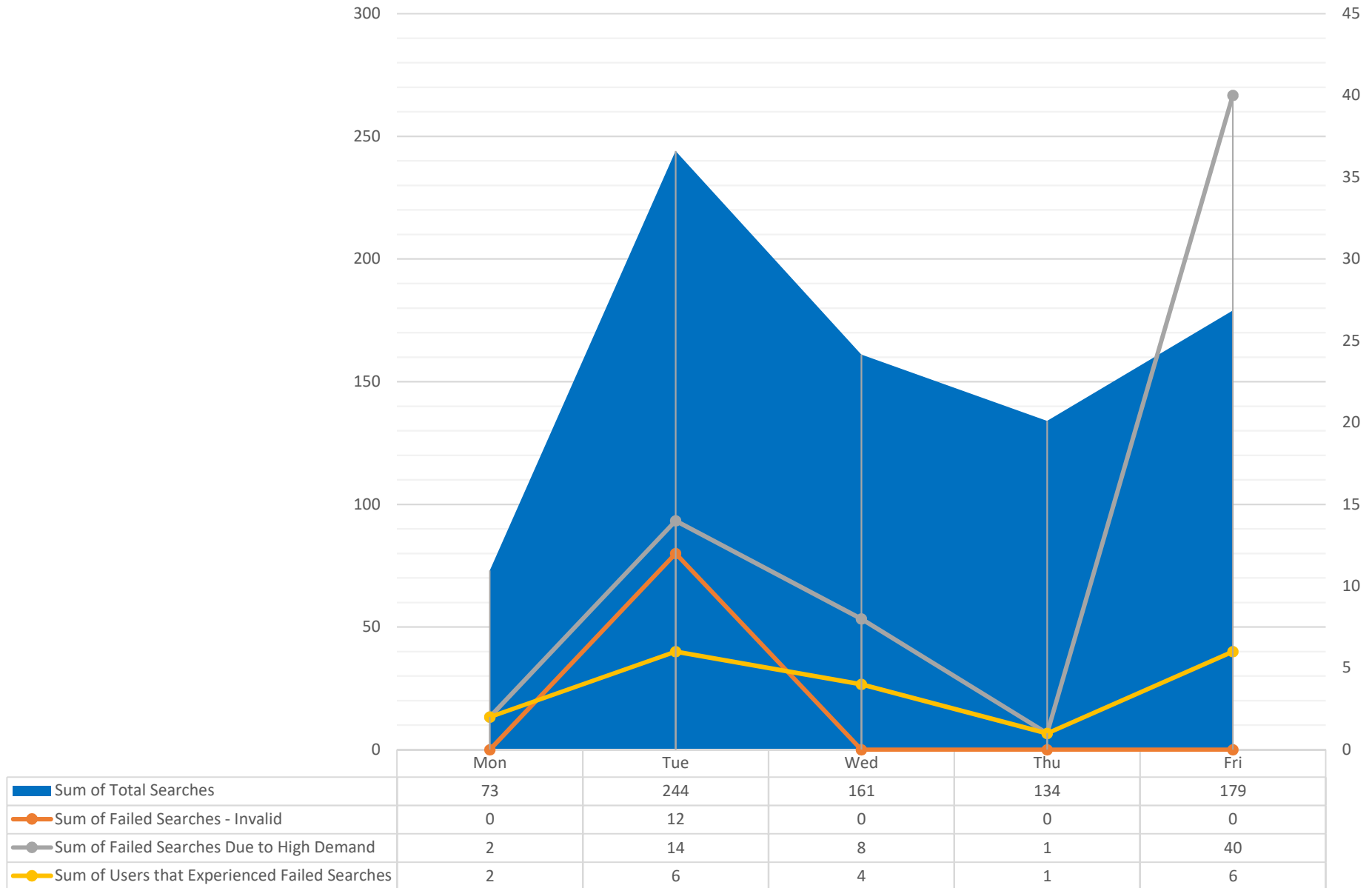


### Fare - Breakdown by Type

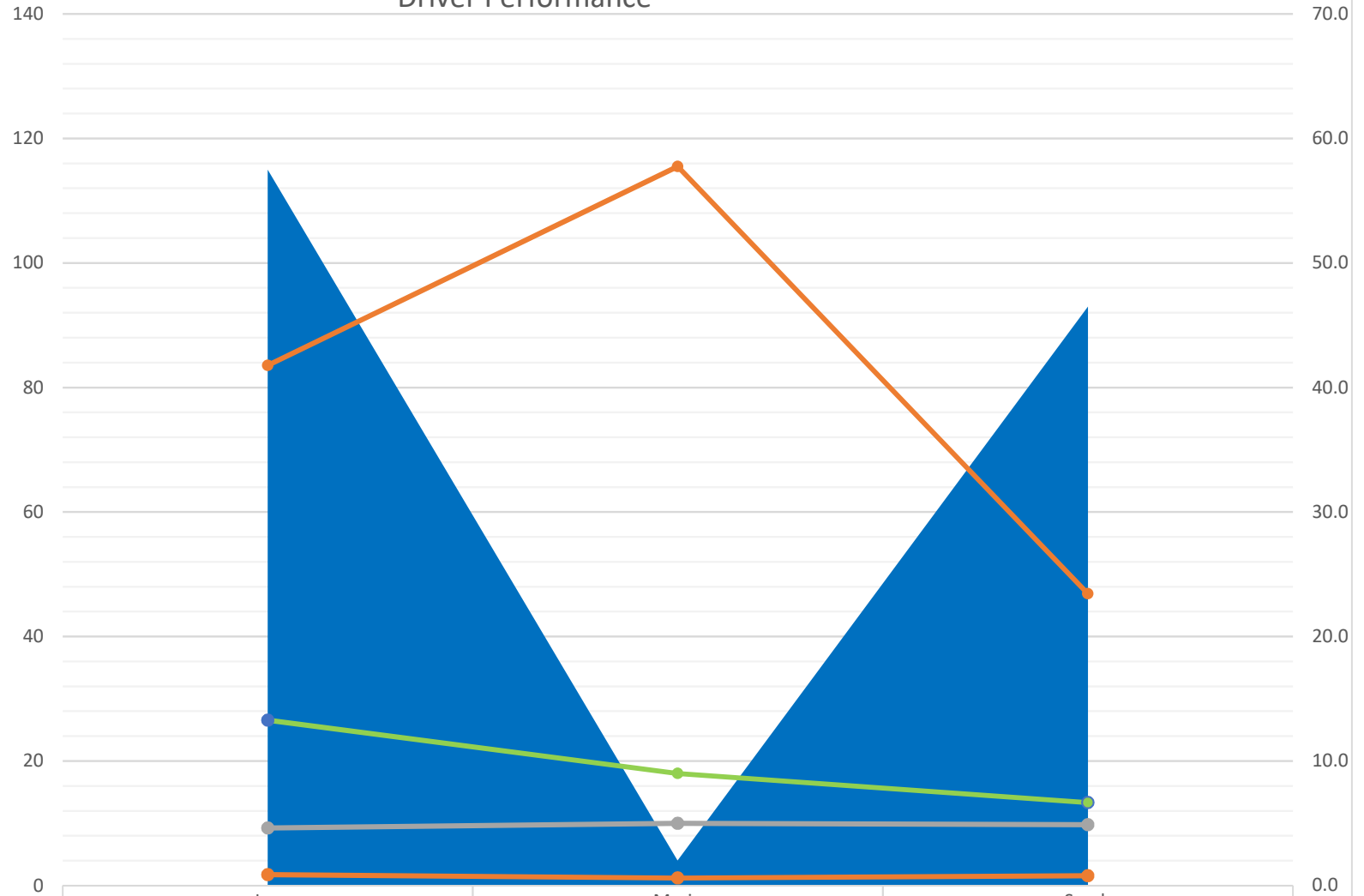


	Mon	Tue	Wed	Thu	Fri
Average of Credit Card	0.0%	0.0%	0.0%	0.0%	0.0%
Average of Student Monthly Pass	0.0%	0.0%	0.0%	0.0%	0.0%
Average of Punch Card	0.0%	0.0%	0.0%	0.0%	0.0%
Average of Adult Monthly Pass	0.0%	0.0%	0.0%	0.0%	0.0%
Average of Senior Monthly Pass	0.0%	0.0%	0.0%	0.0%	0.0%
Average of Free Ride	100.0%	100.0%	100.0%	100.0%	100.0%

### Search - Failed Searches Breakdown

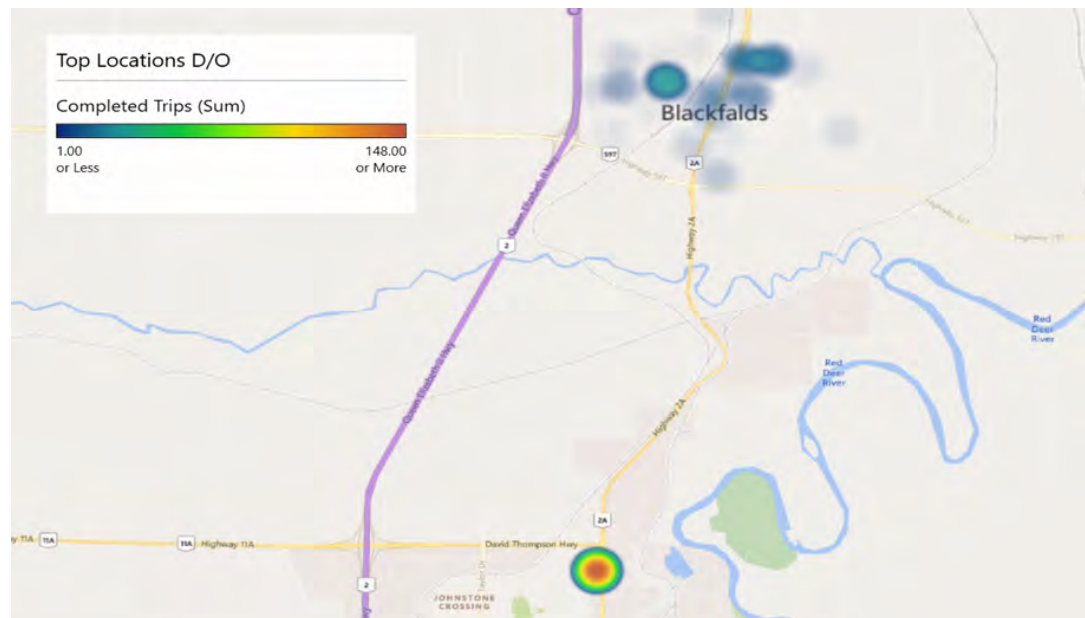
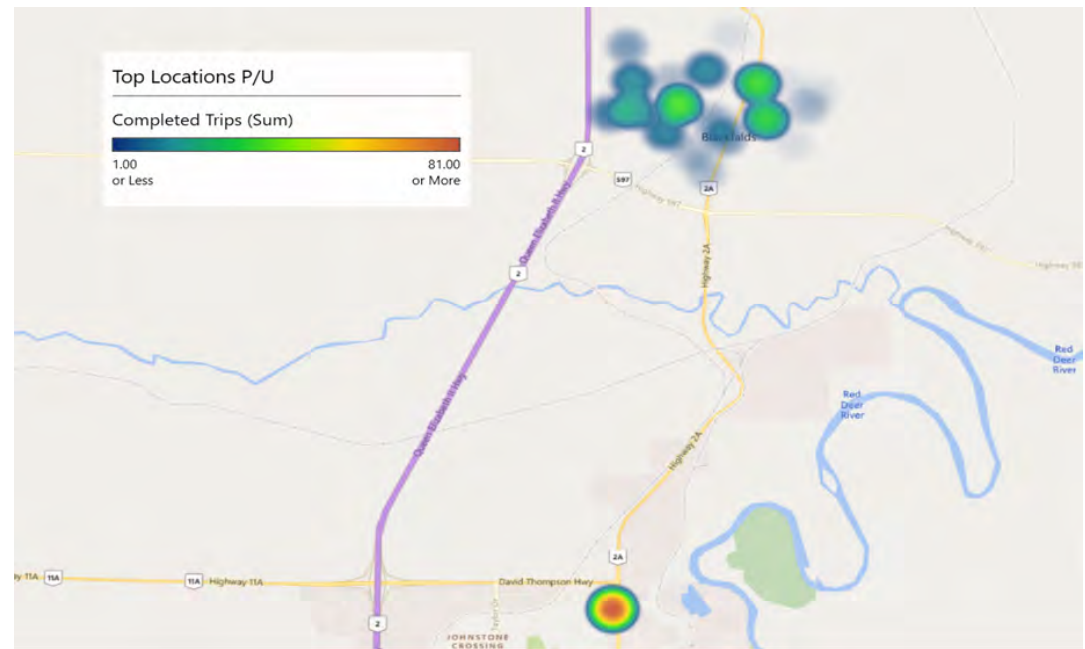


### Driver Performance



Sum of Rides Completed	Jon	Marie	Sarah
Average of PVH	115	4	93
Average Ride Rating	0.9	0.6	0.8
Average Delay in Pickup (s)	4.6	5.0	4.9
Average Delay in Dropoff (s)	42	58	23
	13	9	7

Stop Number	Completed Trips	Completed Trips (%)	Trip Type
Stop 3 - Regional Hub in Red Deer	148	51.2%	D/O
Stop 1 - Regional Hub West Blackfalds	29	10.0%	D/O
Stop 22 - Local	18	6.2%	D/O
Stop 23 - Local	16	5.5%	D/O
Stop 2 - Regional Hub East Blackfalds	11	3.8%	D/O
Stop 21 - Local	8	2.8%	D/O
Stop 6 - Local	8	2.8%	D/O
Stop 18 - Local	6	2.1%	D/O
Stop 33 - Local	5	1.7%	D/O
Stop 15 - Local	4	1.4%	D/O
Stop 17 - Local	4	1.4%	D/O
Stop 7 - Local	4	1.4%	D/O
Stop 14 - Local	3	1.0%	D/O
Stop 19 - Local	3	1.0%	D/O
Stop 24 - Local	3	1.0%	D/O
Stop 32 - Local	3	1.0%	D/O
Stop 4 - Local	3	1.0%	D/O
Stop 10 - Local	2	0.7%	D/O
Stop 11 - Local	2	0.7%	D/O
Stop 16 - Local	2	0.7%	D/O
Stop 31 - Local	2	0.7%	D/O
Stop 9 - Local	2	0.7%	D/O
Stop 12 - Local	1	0.3%	D/O
Stop 13 - Local	1	0.3%	D/O
Stop 25 - Local	1	0.3%	D/O
Stop 3 - Regional Hub in Red Deer	81	27.9%	P/U
Stop 1 - Regional Hub West Blackfalds	35	12.1%	P/U
Stop 23 - Local	33	11.4%	P/U
Stop 2 - Regional Hub East Blackfalds	29	10.0%	P/U
Stop 6 - Local	17	5.9%	P/U
Stop 7 - Local	13	4.5%	P/U
Stop 16 - Local	12	4.1%	P/U
Stop 10 - Local	11	3.8%	P/U
Stop 4 - Local	9	3.1%	P/U
Stop 18 - Local	7	2.4%	P/U
Stop 5 - Local	6	2.1%	P/U
Stop 17 - Local	5	1.7%	P/U
Stop 11 - Local	4	1.4%	P/U
Stop 13 - Local	4	1.4%	P/U
Stop 15 - Local	4	1.4%	P/U
Stop 25 - Local	4	1.4%	P/U
Stop 26 - Local	3	1.0%	P/U
Stop 14 - Local	2	0.7%	P/U
Stop 19 - Local	2	0.7%	P/U
Stop 22 - Local	2	0.7%	P/U
Stop 24 - Local	2	0.7%	P/U
Stop 27 - Local	2	0.7%	P/U
Stop 12 - Local	1	0.3%	P/U
Stop 21 - Local	1	0.3%	P/U
Stop 30 - Local	1	0.3%	P/U



### Customer Feedback

Date	Driver	Rating	Comment
9/29/2020	Jon	1	Came early, didn't wait until 11:56 like the text said, would not pay for this service
9/14/2020	Jon	5	Driver was courteous. Made the RDT bus to work.
9/14/2020	Jon	5	He was very friendly
9/11/2020	Jon	4	never got a ride
9/11/2020	Sarah	3	I do not understand why I had to sit at the bus stop to wait for 30mins, my driver had enough time to run me home and come back. More work on the communication parts with the customers who actually use the bus. More people would be willing to use it. I enjoy having Sarah as a driver.
9/3/2020	Jon	3	I wished we could of been in earlier
9/3/2020	Jon	5	I really enjoyed the driver he's is very friendly and kind.

## GLOSSARY

KPI	Description
% of Ride Ratings with 1,2 Stars	The percent of ride ratings that were 1 or 2 stars
% of Ride Ratings with 3 Stars	The percent of ride ratings that were 3 stars
% of Ride Ratings with 4,5 Stars	The percent of ride ratings that were 4 or 5 stars
1 Day Before	The number of ride bookings that occurred within a 24 hour to 48 hour range from the time of the search
2+ Days Before	The number of ride bookings that occurred passed a 48 hour range from the time of the search
Abandoned	The number of rides which had been booked but not serviced
Acceptance Rate	The average percent of rides offered to a driver that the driver accepts
Actual Trip Minutes	The time, in minutes, that the passenger was in the car from the start of their requested trip to the end.
Average Delay in Dropoff	The average number of seconds a driver is delayed from when they arrive at the dropoff location to when the dropoff step is completed.
Average Delay in Pickup	The average number of seconds a driver is delayed from when they arrive at the pickup location to when the pickup step is completed.
Average Destination Virtual Stop Distance	The straight line distance between the dropoff location and the selected hub in meters (m) or feet (ft)
Average Dropoff Lateness (mins)	The average number of minutes that a ride was dropped off late out of the rides that had a dropoff violation of any size
Average Origin Virtual Stop Distance	The straight line distance between the pickup location and the selected hub in meters (m) or feet (ft)
Average Passengers per Shared Ride	The average maximum vehicle occupancy across all step chains that include two or more passengers. A step chain is a consecutive set of pickups and/or dropoffs where the vehicle is continuously occupied. Note that weekly aggregations show the average of the daily averages.
Average Pickup Lateness (mins)	The average number of minutes that a ride was picked up late out of the rides that had a pickup violation of any size
Average Requested Trip Distance	The average direct distance (actual road distance of the predicted route) in kilometers (km) or miles
Average Ride Rating	The average star rating given to a ride (out of 5) of the rides that were rated
Average Search Delay (min)	The average time between the searched depart after time and the first returned option's depart after time
Average Search Delay (Minutes)	The time, in minutes, between the time for which the ride was searched and the time for which the ride was booked. Note that weekly aggregations show the average of the daily averages.
Average Shared Rides %	See Shared Rides %
Average User Conversion Rate	See User Conversion Rate
Cancelled	The number of users who cancelled a booked ride
Customer Contacts Driver	The percent of completed rides for which the customer contacted the driver
Direct Trip Minutes	The time, in minutes, that it would take to drive directly from the selected pick-up location to the selected drop-off location
Dropoff Violations (%)	The percent of completed rides, excluding completed (forgotten), that were dropped off late by 2 minutes or more
Failed Searches - Invalid	The number of searches for rides that would occur on that day/week that ended with a failed result because the search was invalid (e.g., outside of service hours, outside of service region, etc.)
Failed Searches Due to High Demand	The number of searches for rides that would occur on that day/week that ended with a failed result because there was no capacity
Failed Searches Due to High Demand %	The percent of searches for rides that would occur on that day/week that ended with a failed result because there was no capacity
Fare km/Ride km	The ratio of (Total Empty Distance + Total Occupied Distance) to Total Ride Distance; ideally less than 1

Max Delay in Dropoff	The maximum number of seconds a driver was delayed from when they arrive at the dropoff location to when the dropoff step is completed.
Max Delay in Pickup	The maximum number of seconds a driver was delayed from when they arrive at the pickup location to when the pickup step is completed.
New Accounts	The number of users who completed their first ride in the program during the time period (day or week)
No Shows	The number of passengers who did not show up for their ride in the pickup window
Offline Hours	The total number of hours a driver is offline
Offline Hours	The number of hours the driver was offline
Online Hours	The total number of hours a driver is online
Online Hours	The number of hours the driver was online
Origin Hub Distance	The straight line distance from the searched-for origin location to the hub selected for the ride in meters (m) or feet (ft)
Passenger Type Counts (e.g., "Completed Regular")	The number of completed rides for that passenger type
Passenger Types Percents (e.g., "Completed Regular Percent")	The percent of completed rides that were taken by that passenger type
Passengers Completed	The number of passengers whose rides were successfully completed
Passengers per Vehicle Hour	The total number of passengers divided by the total number of hours for which drivers are online
Pickup Violations (%)	The percent of completed rides, including completed (forgotten), that were picked up late by 2 minutes or more
Real Time (<30 mins before)	The number of ride bookings that occurred within a thirty minute range from the time of the search
Repeat Accounts	The number of users who booked a ride for the time period (day or week) that was not their first ride in the program
Rides Completed	The number of successfully completed rides
Same Day (30+ mins before)	The number of ride bookings that occurred within a thirty minute to twenty-four hour range from the time of the search
Shared Rides %	The percentage of completed rides that were in a vehicle with another ride. Rides with multiple passengers are counted as a single ride. Note that weekly, monthly, and yearly aggregations show the average of the daily values.
Total Empty Distance in km	The sum of the distances the vehicle drove to pick up a passenger while there were no passengers in the vehicle
Total Occupied Distance in km	The sum of the distances the vehicles drove with at least one passenger in the vehicle
Total Ride Distance	The sum of the ride distances (actual road distance of the predicted route without sharing) for all (completed) rides in the given time period (day/week)
Total Searches	The total number of searches for rides that would occur in that day/week.
Unique Accounts	The number of unique users who booked a ride for the time period (day or week)
User Conversion Rate	The percent of unique users who booked a ride out of the unique users who searched for a ride. Note that weekly, monthly, and yearly aggregations show the average of the daily values.
Users that Experienced Failed Searches	The number of users who experienced a failed search when requesting a ride for that day/week
Users that Experienced Failed Searches (%)	The percent of users who experienced a failed search when requesting a ride for that day/week
Vehicle Hours	The total number of hours that all drivers are online
Waiting Time in Window	The time, in minutes, that the passenger was waiting to be picked up from the beginning of their pickup window.





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

8.5

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**MEETING DATE:** October 13, 2020

**PREPARED BY:** Laura Thevenaz, Infrastructure Services Manager

**SUBJECT:** Information Re: Snow Removal and Ice Control Survey Results

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**BACKGROUND:**

The update of the existing Snow Removal and Ice Control Policy 119/15 has been identified as a priority for the Town of Blackfalds.

The Town undertook a public survey to solicit feedback from its residents on what levels of service for snow removal and ice control on Town streets, sidewalks and trails are important to them. The results of this survey will be used to guide the update of the Snow Removal and Ice Control Policy.

**DISCUSSION:**

CURRENT PRACTICES

Survey feedback received constructive feedback and opportunity for growth when it comes to conducting snow removal within the Town. Many of the comments pertained to the fact that snow removal was not done on Priority Routes 5 & 6 last year. It is important to note that last year was the first year in 10 years where the Town followed the snow removal criteria and did not exceed Policy criteria.

The Town used this survey as an opportunity to receive resident input on snow removal practices on Town sidewalks and trails. The current Policy identifies this level of service on an “as required” basis.

SURVEY RESULTS

Between August 4 and September 23, 2020, 373 people provided their input via an online survey. Due to COVID-19, the Town did not conduct in-person consultation.

The survey asked a series of questions about:

- How satisfied residents are with snow plowing and removal from roadways, sidewalks (Town owned facilities), and trails;
- How residents receive updates about snow removal;
- Preferences for snow removal from trails, and Priority Routes within Town;
- Their familiarity with the Bylaw including parking restrictions, ticketing and towing.

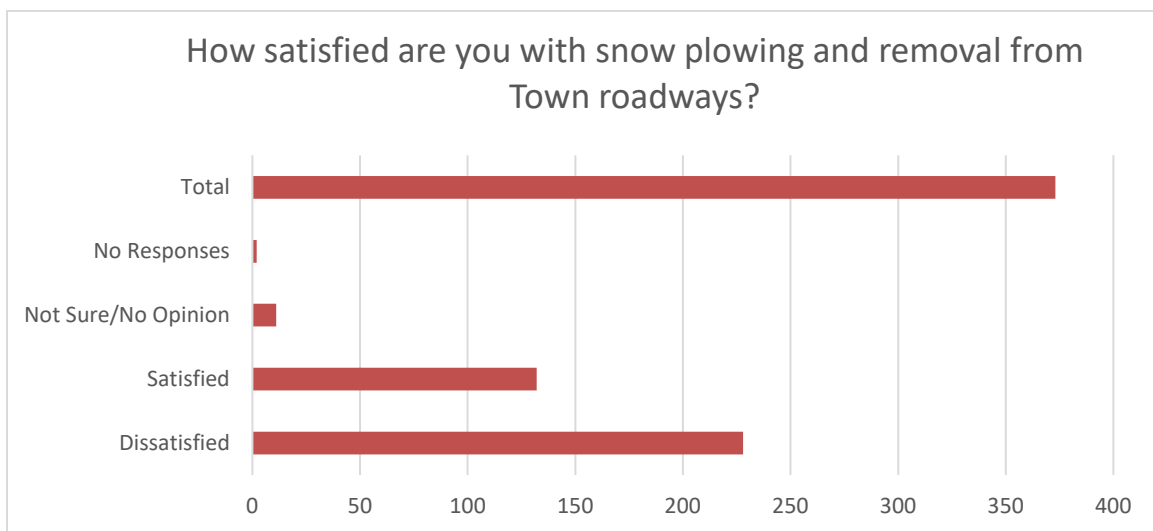
Reoccurring themes and results from the survey that Blackfalds residents would like to see:

- Increased snow removal on Priority Routes 4-6.
- Generally are not happy with snow removal level of service; however some residents commented that they are satisfied as compared to other communities they have lived in.
- Earlier start and increased frequency for ice control (sanding).
- Increased enforcement for sidewalk clearing.
- Implementation of a snow removal alert message (via text, email or phone call)
- Residents are in favour of fines and towing for vehicles in violation, including being paid directly by the owners, and not funded by taxpayers.

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

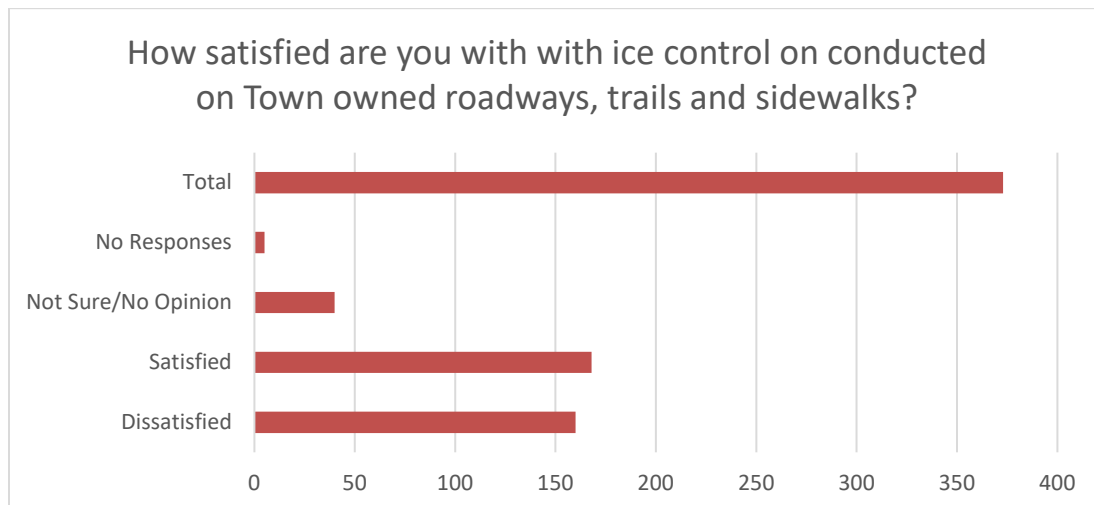
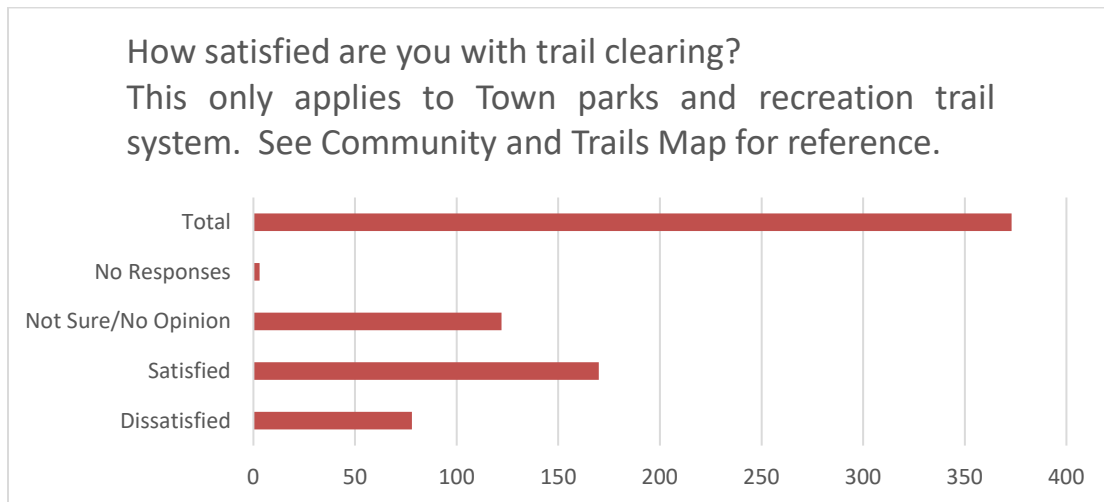
- For Priority Routes 2 – 6, residents would like to see snow removal from roads 2-3 times per season, less time between maintenance, and less likelihood of ruts and snow build up on streets.
- For Priority Routes 3, 4, & 5, residents said:
  - ~70% are NOT in favour of a reduction in residential snow plowing to reduce costs. ~7% are IN favour.
  - ~40% - 50% are NOT in favour of more residential street plowing, even if it means higher taxes. ~25% are IN favour.
  - ~ 22% are NOT in favour of plowing as needed, as per the existing Policy. ~35% are IN favour.

The following charts represent overall satisfaction for key snow removal and ice control activities within the Town of Blackfalds:





## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING COUNCIL REPORT



### SCHEDULE

Administration anticipates bringing the updated draft Snow Removal and Ice Control Policy forward for Standing Committee of Council for review in November 2020.

### Attachments:

- Snow Removal and Ice Control Survey Results and Comments

### **APPROVALS**

  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director

## Constant Contact Survey Results

**Survey Name:** Snow Removal and Ice Control Policy Survey

**Response Status:** Partial & Completed

Sep 23, 2020 4:21:44 PM

**Filter:** None

### 1. How satisfied are you with snow plowing and removal from Town roadways?

	Number of Response(s)	Response Ratio
Dissatisfied	228	61.1%
Satisfied	132	35.3%
Not Sure/No Opinion	11	2.9%
No Responses	2	<1%
<b>Total</b>	<b>373</b>	<b>100%</b>

### 2. How satisfied are you with sidewalk clearing (Town owned facilities only)? Please note that the Town is only responsible for snow on or adjacent to Town owned facilities and infrastructure (excluding trails).

	Number of Response(s)	Response Ratio
Dissatisfied	74	19.8%
Satisfied	228	61.1%
Not Sure/No Opinion	69	18.4%
No Responses	2	<1%
<b>Total</b>	<b>373</b>	<b>100%</b>

### 3. How satisfied are you with trail clearing? This only applies to Town parks and recreation trail system. See Community and Trails Map for reference.

	Number of Response(s)	Response Ratio
Dissatisfied	78	20.9%
Satisfied	170	45.5%
Not Sure/No Opinion	122	32.7%
No Responses	3	<1%
<b>Total</b>	<b>373</b>	<b>100%</b>

### 4. How do you receive updates about snow removal within the Town?

	Number of Response(s)	Response Ratio
Social media (Facebook, Twitter)	136	36.4%
Town website	26	6.9%
Neighborhood snow removal signage	168	45.0%
Talk of the Town	7	1.8%
Word of mouth	14	3.7%
Other	20	5.3%
No Responses	2	<1%
<b>Total</b>	<b>373</b>	<b>100%</b>

### 5. Are you familiar with the Town's Snow Removal & Ice Control Policy 119/15 and what circumstances trigger when and where crews will remove snow?

	Number of Response(s)	Response Ratio
Yes	174	46.6%
No	162	43.4%
Unsure	35	9.3%
No Responses	2	<1%
<b>Total</b>	<b>373</b>	<b>100%</b>

**6. Are you aware that it is the property owners' responsibility to clear the sidewalks within 48 hours of a snow fall event?**

	Number of Response(s)	Response Ratio
Yes	362	97.0%
No	7	1.8%
Unsure	2	<1%
No Responses	2	<1%
<b>Total</b>	<b>373</b>	<b>100%</b>

**7. For snow removal on trails within the Town, from "least likely" to "most likely."**

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	1 - Least Likely	2 - Likely	3 - More Likely	4 - Most Likely
I am in favour of less trail plowing to reduce costs spent on snow removal activities, even if it could mean more	150 42%	64 18%	51 14%	88 25%
I am in favour of more trail plowing (including weekends) - even if it means higher taxes.	272 77%	35 10%	23 7%	23 7%
I am in favour of plowing trails as needed, as per the existing Town policy.	65 18%	77 22%	72 20%	139 39%
I don't have a preference.	225 64%	56 16%	36 10%	36 10%

**8. For Priority Routes 3 (see Snow Removal Route Map), tell us your preference for snow removal, from "least likely" to "most likely."**

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	1 - Least Likely	2 - Likely	3 - More Likely	4 - Most Likely
I am in favour of less residential street plowing to reduce costs spent on snow removal activities, even if it could	267 76%	45 13%	19 5%	20 6%
I am in favour of more residential street plowing - even if it means higher taxes.	145 41%	67 19%	56 16%	83 24%
I am in favour of plowing as needed, as per the existing Town policy.	77 22%	68 19%	78 22%	128 36%
I don't have a preference.	257 73%	51 15%	19 5%	24 7%

**9. For Priority Routes 4 (see Snow Removal Route Map), tell us your preference for snow removal, from "least likely" to "most likely."**

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	1 - Least Likely	2-Likely	3-More Likely	4-Most Likely
I am in favour of less residential street plowing to reduce costs spent on snow removal activities, even if it could	261 74%	45 13%	18 5%	27 8%
I am in favour of more residential street plowing - even if it means higher taxes.	155 44%	52 15%	53 15%	91 26%
I am in favour of plowing as needed, as per the existing Town policy.	75 21%	74 21%	81 23%	121 34%
I don't have a preference. Keep it status quo.	234 67%	60 17%	27 8%	30 9%

**10. For Priority Routes 5 (see Snow Removal Route Map), tell us your preference for snow removal, from "least likely" to "most likely."**

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	<b>1 - Least Likely</b>	<b>2-Likely</b>	<b>3-More Likely</b>	<b>4-Most Likely</b>
I am in favour of less residential street plowing to reduce costs spent on snow removal activities, even if it could	249 71%	47 13%	26 7%	27 8%
I am in favour of more residential street plowing - even if it means higher taxes.	169 48%	53 15%	44 13%	83 24%
I am in favour of plowing as needed, as per the existing Town policy.	88 25%	77 22%	67 19%	117 34%
I don't have a preference.	245 70%	54 15%	22 6%	28 8%

**11. For Priority Routes 2 - 6 (see Snow Removal Route Map), tell us your preference for snow removal, from "least likely" to "most likely."**

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	<b>1 - Least Likely</b>	<b>2 - Likely</b>	<b>3 - More Likely</b>	<b>4 - Most Likely</b>
Snow removal from roads 1-2 times per season, but longer times between maintenance, and a higher	232 67%	53 15%	39 11%	24 7%
Snow removal from roads 2-3 times per season, less times between maintenance, and a less likelihood of	113 32%	48 14%	74 21%	113 32%
I am in favour of plowing as needed, as per the existing Town policy.	97 28%	70 20%	59 17%	122 35%
I don't have a preference.	257 74%	48 14%	24 7%	19 5%

**12. Did you know that you can't park on your street between the hours of 7am and 7pm when snow clearing is occurring in your neighbourhood?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Yes	360	96.5%
No	5	1.3%
Unsure	1	<1%
No Responses	7	1.8%
<b>Total</b>	<b>373</b>	<b>100%</b>

**13. Tell us your preference for snow removal and the consequences, if any, for not following snow removal policy and bylaw, from "least likely" to "most likely."**

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	<b>1 - Least Likely</b>	<b>2 - Likely</b>	<b>3 - More Likely</b>	<b>4 - Most Likely</b>
I am in favour of fines for vehicles parked within snow removal areas that prevent necessary work.	58 16%	44 12%	62 17%	200 55%
I am in favour of vehicles in violation being towed from active snow removal areas	82 23%	53 15%	66 18%	163 45%
I am in favour of towing fees being paid by the vehicle owner, not taxpayers as a whole	36 10%	29 8%	45 12%	254 70%
I am in favour of courtesy towing outside of the snow removal zone, funded by the municipal tax base.	274 75%	23 6%	20 5%	47 13%

**14. Did you know towing and impound fees are collected by a third party, not the Municipality?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Yes	164	43.9%
No	187	50.1%
Unsure	18	4.8%
No Responses	4	1.0%
<b>Total</b>	<b>373</b>	<b>100%</b>

**15. How satisfied are you with with ice control on conducted on Town owned roadways, trails and sidewalks?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Dissatisfied	160	42.8%
Satisfied	168	45.0%
Not Sure/No Opinion	40	10.7%
No Responses	5	1.3%
<b>Total</b>	<b>373</b>	<b>100%</b>

**16. If the Town was to implement a Snow Removal alert message (via text, email or phone call) before we conduct snow removal activities, would you sign up for that?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Yes	295	79.0%
No	38	10.1%
Unsure	36	9.6%
No Responses	4	1.0%
<b>Total</b>	<b>373</b>	<b>100%</b>

**17. Do you have other feedback, comments or concerns about snow removal from Town owned roadways, trails or sidewalks?**

177 Response(s)



## Constant Contact Survey Results

**Survey Name:** Snow Removal and Ice Control Policy Survey

**Response Status:** Partial & Completed

**Filter:** None

Sep 23, 2020 4:21:44 PM

### 4. How do you receive updates about snow removal within the Town? - Other responses

Answer	Respondent
Barely get any notice other than signage not appropriately posted	Anonymous
both facebook and signage	Anonymous
Didn't receive any updates	Anonymous
Don't remember seeing many updates	Anonymous
Only when signs go up	Anonymous
My own eyes	Anonymous
I don't see any	Anonymous
Instagram .. Don't do FBook anymore	Anonymous
I receive no updates	Anonymous
Social media & Neighborhood snow removal signage	Anonymous
Social media and neighbourhood signage	Anonymous
Blackfalds opinion page	Anonymous
Don't get any	Anonymous
Our street you never know they don't put up signs	Anonymous
I never received any update for the snow the snow removal from the town at all	Anonymous
Never have	Anonymous
monthly invoice	Anonymous
Road signs	Anonymous
Blackfalds connect app	Anonymous
I don't	Anonymous

### 17. Do you have other feedback, comments or concerns about snow removal from Town owned roadways, trails or sidewalks? - Responses

Answer	Respondent
It would be nice if our close was even cleared. Last year it was well above the sidewalk, and was never once removed.	Anonymous
The current snow removal is inadequate. Snow removal should be done as needed first through all bus routes as a priority. Then snow removal should be done as needed elsewhere in town to reduce ice buildup and ruts. The current snow removal process causes dangerous driving conditions.	Anonymous
Your routes 4-6 need to be done much more frequently. I am on route 5 and I receive snow removal once a year. Our ruts are so bad we spend most the winter pushing people out! I pay my taxes just alike routes 1-3 and should be receiving more than once a year! Even a quick plow with us removing the windrows being on sidewalks.	Anonymous
There's no reason that every street in town can't be cleared when there's over a week between snow falls.	Anonymous
Bylaw should be out fining people for not removing snow on sidewalks, warnings should not be given. The fine money can go to clearing more streets.	Anonymous
As of late, I actually have low expectations from the town on a hole. This last town council hasn't made a good decision yet.	Anonymous
We live in an area that did not see a single snow polw or snow removal last year leaving large ice divots and bumps in our road making it horrible to drive on. I do not agree that we should be increasing our taxes for snow removal. We already pay high enough taxes. We have always had our street cleared at least once during winter until last	Anonymous
Be kind a knock on the door if a car is parked on a snow pole route goes along way to show the town cares about its citizens	Anonymous
More residents need to be held accountable for NOT shoveling their sidewalk and throwing snow on road. More plowing on residential streets is definitely needed, not one sweep done last winter on Crimson Court.	Anonymous
The Town needs to get out to sand roads EARLIER than current standards. Many mornings when I go to work at 730 they haven't been done. This is unacceptable especially when the forecast is for inclement weather. If I know the roads are going to be icy in the morning I'm sure public works does too.	Anonymous
The roads were in awful condition this winter. Do not plow main roads when they do not need to be. My side road had huge ruts in it this year. We need to have a more plow for the season.	Anonymous

I live on a priority 3 road and am very satisfied with the service. I do understand that priority 4 roads really do get the short end of the stick and may need an increase of service. □ This is a very strangely constructed survey. Taxes do not have to go up. Stop doing something else and redirect the funds.	Anonymous
My street as well as most residential streets was not cleared once this past winter. That made the roads nearly impassible in the spring. I would like to see better accountability of the existing snow removal budget prior to tax increases. Surely there must be a surplus from last winter as the majority of roads weren't cleared at all.	Anonymous
I should never have to witness a woman pushing a stroller through 1 foot deep snow along Vista trail in the winter. It was your area to clear.	Anonymous
With multiple friends in town that reside in a close, WE NEED THEM DONE MORE OFTEN! Our close was not tended to once last winter even though we had signs to not park there twice.	Anonymous
Since moving to Blackfalds 8 years ago the quality of street maintenance has steadily declined ! Our street didn't get plowed once last winter which is completely ridiculous and unacceptable. If the town can not manage to maintain the roads in town then they shouldn't continue expanding the size of the community!	Anonymous
Chinook street was not plowed once last winter so why are we paying the same amount of taxes when not once was the snow removed? I verified that it was not plowed when I phoned the town and the lady I spoke to said that she lived there and no Chinook Street was not done once she said she would pass concern to Phil.	Anonymous
Palmer Circle was only plowed once last winter. Leaving a huge ice chunk along the sidewalk of my driveway. Trapping my car from being able to get out of my driveway, otherwise it would have bottomed out Wrecking my car. Very displeased of the job was was done plowing roads last winter.	Anonymous
In favour of complete snow removal from streets, NOT windowing to sides or center.	Anonymous
Our street never was done once last season.	Anonymous
Post signs on correct days. We had signs posted for several days with no snow removed	Anonymous
Last year our road was never plowed. I think they went down and knocked the top off the ruts. Also, the town need a to fine and enforce residential snow removal. There were people near us who never shoveled their walk.	Anonymous
The town spends more time plowing the alley ways in the spring and summer then they do on the roads in the winter. □ I think they need to revamp their snow removal plan to plow when the ruts are bad and pot holes form. Any time to much snow /ice accumulation forms to safely drive	Anonymous
Really appreciate the speediness of snow removal on the Trans Canada Trail - keep up the Great job! □ Would love to see more fines being issued for people not maintaining sidewalk. What about a competition for the best maintained sidewalks, winning street gets a block party? Voted by the maintenance staff??	Anonymous
I do not even want to fill this survey out. In 5 yrs, my street has been cleared(other than the spring clean) 4 times! I have called, complained, and come down to the town office numerous times.es with no change. I hope that it gets at least one clearing before March this year(never got one at all last year).	Anonymous
I don't understand how you ask for higher taxes when the snow removal doesn't exist. I think this program is poorly managed. Again if I pay higher taxes I bet I still won't get my close cleaned off once. So no point in any change keep buying crazy expensive civic buildings for nothing new to happen.	Anonymous
2019/2020 was absolutely non-existent. Sidewalks the town is responsible for were not cleared efficiently for walking. Further, the two streets I live on (Westgate Cr and Whiterock Cl) were never cleared. The ruts were dangerous and as almost everyone has to park on the street it made driving down the street to Westbrook extremely tight.	Anonymous
. I have concerns around the elementary school neighbourhood. We maybe get ploughed out once per season. The amount of traffic on Shull street is heavy as people use it at least once or twice per day for pick up or drop off. The road is alwa	Anonymous
Alerts would be very helpful. Worst thing is not knowing or having to check wayyy down the street or around a bend for a sign that says we'll get snow removal.	Anonymous
Very unimpressed with snow clearing on Less important roads I may live in a close but I pay the same taxes as the rest of the town and my close Was not plowed a single time last year the snow and ice was higher than my sidewalk how can I keep my sidewalk clear or ice free if snow and ice on roadway are higher? Extremely dissatisfied I have pics	Anonymous
We need more snow removal in the aspen lakes area and new development. The roads on Ava have been absolutely horrendous the last two years	Anonymous
The snow removal on walking paths is good and we walk our dogs all winter so are very happy for that. Our road in front of our house gets very rutted and we wish the roads would get cleared a little more often	Anonymous
Fine people that don't shovel there sidewalks the whole winter.	Anonymous

I use to brag about how well Blackfalds cleaned the streets. Then my street never go cleared once! And our street was almost impassible! It was horrible. And we had more then enough snow that our street should have been cleared. The ice build up was over our side walk. It was SO horrible!	Anonymous
Not town owned areas, but I would love to see more enforcement about resident responsibility snow removal. Too many people do not clear their sidewalks or driveways creating dangerous walking conditions all over town.	Anonymous
The sidewalks on north Broadway could use more attention. Also the one by the tennis courts on womacks	Anonymous
I am in favour of towing vehicles as long as there is a courtesy knock on the door prior to towing to give the owner a last chance to remove the vehicle. Thank you for all you do Town of Blackfalds.	Anonymous
My street was NOT done all season in 2019/2020 causing ruts and terrible to drive or park. I live in a crescent and do not understand why the town can't do at least the middle when they go down the main road. I feel this is dangerous for my family if we ever need an emergency vehicle to get to my house. I pay taxes too!!Very disappointed!	Anonymous
Our street was not plowed the entire winter. Our taxes are already extremely high. I'm not sure why we need to pay more taxes for a non-existent service. I'm also concerned with taxes rising due to the new arena being built and the current difficult economic situation for many citizens. It seems the council is oblivious of the financial reality	Anonymous
Morris Crt has no snow removal last winter, which is ridiculous considering how high our taxes are!	Anonymous
I find it humorous that snow removal has to be done by a resident within 48 hrs, yet the town cannot even keep up with their own policy. Try meeting your own personal standards before implementing it to the residents. That's why snow removal is a joke within the town.	Anonymous
The simple fact that higher tax payers are on the bottom of the snow removal list is absolutely unexceptable. If your going to enter a subdivision you should be clearing the whole subdivision not just where residents use the road as a parking lot. Those residents all have back ally access to park.	Anonymous
Remove snow more often on priority 4 routes as it is most likely street parking and even if there is an alley to park in the back you'd end up getting stuck in that too because nobody plows until spring	Anonymous
Love that Blackfalds continues to haul snow away and not have windrows!!	Anonymous
This town is a joke. The town council is clueless. They waste money on stupid things, ie. image rebranding. They don't care about there residents and have zero idea what a budget is. If the town wasn't such a joke, our property values wouldn't have dropped so much. I can't wait for my home to sell so I can get the hell out of this place.	Anonymous
This was the first year ever our road was not plowed. Not needed it as much as other years but nothing was done. I don't want that to happen ever again.	Anonymous
Overall satisfied with snow plowing, more concerned with ice left on roadways and sideways for a long period of time making it dangerous to drive/walk and damage to the roads. Particularly concerned with ice on main road, highway 2A.	Anonymous
Yes don't do snow removal when it melts do it as it snows	Anonymous
Our cul de sac hasn't been plowed/snow removed for 2 winters in a row. I've had to push cars out of deep ruts, and have had vehicles slide through the stop sign because of the ice and snow build up. The 2 winters previous to that, snow wasn't removed until end of Feb/March, not when we had lots of snow and needed snow removal.	Anonymous
Id like the town to talk to residents and find the problematic corners that are hazardous during the spring melt and help homeowners. Our sidewalk is nothing but ice during the later months due to no drainage. I've called the town almost every year asking for assistance and 0 results or feedback! We're down hill with no drain. East av and Wilson st	Anonymous
Make sure that residents are actually clearing sidewalks and give out fines to those that don't it's a chronic issue every year	Anonymous
Disgusted on how bylaw tickets some but not others for snow removal. No reason when they drive through town on patrol the people who are constantly not clearing their sidewaks aren't ticketed. It's is all over the place with how you operate. Also can't ticket people if certain areas aren't cleaned on your behalf that town is responsible for.	Anonymous
Last year was the worst snow removal I've seen in the entire 14 years living in Blackfalds. It was sad, friends from other towns couldn't believe how bad it was here.	Anonymous
The snow removal of the town on residential streets is horrendous	Anonymous
My road was cleaned once last year it was a nightmare. The town needs to quit worrying about the bus route and parking lots so much and clear roads. It's a joke. This town is turning to garbage quickly.	Anonymous
This survey is a push for more taxes to get a basic service that is already being paid for by EVERYONE! How about removing snow proactively before it becomes a issue and requires more time,effort,energy and resources. Better use of man power, seeing 5 people standing around watching while one person works isn't cost effective. Use your head	Anonymous

Large ruts and ice build up on the roadways last season prevented runoff during the freeze thaw stage of season. This resulted in large sections of ice build up in areas where roads/sideways dipped. Despite residents trying to deice the footpaths the melt simply could not run off due to the ice build up left on the roads leading to blocked drains.	Anonymous
you need to plow first then sand ... not the other way way around You need to plow more often.. all streets not just once a year like our street Ask in your survey if people are ok with plowing and not removing the snow ... instead have odd even yearly where the snow is piled	Anonymous
If raising taxes is required perhaps you should look at lowering your pay.	Anonymous
Being from YYC, Iâm darn proud and pleased of how Blackfalds clears snow!! YYC could learn a lot from you. You folks are amazing. Iâm very glad I bought a home here.	Anonymous
More snow removal is necessary. Also, Blackfalds needs to implement way better ice-removal strategies as well: some residential neighbourhoods have areas on streets that naturally accumulate pools of meltwater (ie: bottoms of inclined streets), and multiple intersections (ALL roads leading to schools) become extremely slippery d/t heavy traffic.	Anonymous
I am not in favour of raising taxes for anything. We already pay an incredibly high amount of taxes, and the services we receive are not in proportion at all. There should be more frequent snow removal, and better ice control, not the scarce scattering of dirt/gravel that we currently get. The intersections are always incredibly slippery.	Anonymous
I live on a close last year we had snow plowed once not until February this isnât acceptable where does my tax money go from snow removal if we donât get any??	Anonymous
Closes, or Cul-de-sacs, typically have higher appraised homes and thus pay significantly more in taxes yet see the least snow removal. Regardless of the snow removal policy it is UNACCEPTABLE that Closes have not received snow removal at least ONCE these past couple of winters. Snow removal is the ONE service we ALL use. 8" of snow pack is ridiculous	Anonymous
Depending on the amount of snow fall should be watched on a yearly basis. Some years we have more which should warrant more snow plowing . If we have less then less snowplowing set a budget if there is a surplus leave it within that budget for one full year to evaluate the snowfall the next year. So if we have more one year we will have extra .	Anonymous
Unsure why there is a zone 5 made up of residential streets. I live in a zone 5 area and we are lucky to see a plow once a year. Very frustrating at the end of a close with no front yards to pile the snow up-vehicles constantly get stuck in these areas every year. Town should survey circle and roads with only driveways to reassign their priority	Anonymous
Snow removal has been an absolute joke the past couple of years. We pay high taxes for a reason and it would be appreciated to see the money spent where its actually needed	Anonymous
PLOW MORE RESIDENTIAL Completely unacceptable that my road was not done ONCE last year!	Anonymous
I am on a priority 4 route and our street was never plowed all season. The snow did get packed down and wasn't too bad to drive down. Then the town started dropping sand and salt in areas which made the road treacherous to drive on as it caused huge random holes in the snow pack that was not icy. Belly scrapes would have helped to even the road out	Anonymous
Town snow removal makes no sense crews are dispatched <input type="checkbox"/> 3 separate times in our area for snow removal if they even <input type="checkbox"/> Remove the snow on our street had only happened once in 4 years and based on land values we pay some of the highest taxes in town for no services <input type="checkbox"/>	Anonymous
I biggest complaint is the builder empty lots they never come clear the snow. I've been shoveling 3 empty lots by my house because builder comes. This is Krest and true line homes. Called .multiple times never any response or help. You guys should fine them instead of the people trying to park in front of there house!!	Anonymous
When I came here 20 years ago the Broadway ave hill was always maintained. Now there is hardly every any sand being put down and if there is it's in a ridiculous spot where it helps no one. Usually just at the bottom. Used to get sanded from top to bottom. Especially by the school.	Anonymous
I live on a #4 route and it was plowed a total of 3 times in 2 years (once last year, twice the year before). I'm not sure when the priority was put in place, but plowing frequency was higher in previous years. How many times per year is budgeted for this priority, and what is done with extra budget when clearing is under budget?	Anonymous
Taxes SHOULD NOT have to increase top get a roadway plowed AT LEAST ONCE a year. If anything other services should be reduced as needed. It is unbelievable that the Town's first instinct is always to raise taxes. with 4" high curbs the current 8" snow pack requirement lacks any good common sense & poses a significant public safety risk. Be better!	Anonymous



I think the Town has done a decent job of snow removal. Many people complain about the residential areas, however, having lived in several different towns/cities in the Province I have to say Blackfalds has the best residential snow removal compared to others.	Anonymous
When the sander is out sanding intersections, bends, roads etc, they really need to start sooner, sanding right before you get to the stop sign is not enough. Also, for example, sanding in the middle of the road in crescents is not sufficient. We do not drive around the bend in the middle of the road, sand is not getting spread out	Anonymous
We have lived in Blackfalds for 2 years now and often try to go for daily walks with our daughter if we can (weather permitting). That being said, our daughter is still in a stroller. Many houses did not shovel their walkways throughout the last two winters we have been there and nothing was done about it. It is hard to push a stroller in snow.	Anonymous
Quit spending money on what I feel unnecessary stuff. Rebranding, signs around town. Are taxes are out of control. Address real issues	Anonymous
Vintage close didn't get done once this past winter .. do it really matter	Anonymous
I think we pay enough in taxes, and our snow should be cleared from in town streets more than twice a winter	Anonymous
Fines need to be issued for people who fail to shovel their sidewalks within 48 hours. I walk the dog every day and some houses don't shovel all winter. It makes quite the dangerous mess when it starts to melt during the day and freeze at night.	Anonymous
It would be nice for closes to see a snow plow more than once. Some of the streets are impassable for most of the winter which is disheartening, considering what we pay for taxes compared to other municipalities.	Anonymous
Plowing is almost pointless if it's done a few days after a big snowfall. With how much we pay in taxes there should be more than enough to clear the roads before major ice build up.	Anonymous
Aurors heights needs more attention and stop brushing public sidewalk snow onto the side walk that people have to do themselves	Anonymous
Snow removal is less important than sanding. The ice on the roads is much more of a hazard than snow buildup.	Anonymous
Honesty the town has done a pretty piss poor job as a whole. If the entirety of the towns budget was handled better, the dollar would go much further. You hold people accountable for 48 hour sidewalk clearing.... yet the town sits backs and laughs at the people complaining (rightfully so) online... I'm out of space now to finish my thoughts	Anonymous
There was zero Plowing done in Morris Court until spring snow pack was over edge of the sidewalk totally unacceptable for \$4500 in taxes each year	Anonymous
We use the trails a lot in the winter as most residents are not good at shovelling. On the weekends it is difficult depending on the snow fall to use the trails as they are not maintained then. It would me nice to see more corner lots of residents to actually shovel that more as well, not just the front of their home. Maybe a fine would make it	Anonymous
I can't park in the back alley during snow removal as its never plowed. I have to park on a different street altogether because I don't have a garage. I think this is unacceptable. Back alleys need to be plowed as well.	Anonymous
I feel like the town does a decent job overall but do think there is room for a but more removal to avoid such big ruts.	Anonymous
Street corners everywhere in town need to be sanded daily during the winter especially when there is snowfall. The corner of Broadway and park street by the park area very slippery year after year. Turning left off Broadway you slip down towards the ditch. Sanding in the most important in my eyes.	Anonymous
It's great how you expect the homeowners to have the sidewalks out front of their property cleared within 48hrs of a snow fall yet the town did not even clear the snow from my road once last year on westview crescent the snow removal efforts of the town of Blackfalds is a joke	Anonymous
My street did not get plowed at all last winter. We had difficulty getting out of the parking spot in front of our house on more than one occasion. Not happy at all that my tax dollars go towards other streets getting plowed several times a season but we are lucky to get plowed once!	Anonymous
When I first moved here in 2016 it seemed like the road plowing and snow maintenance occurred more often, and last year it seemed like it barely happened at all when I moved here I justified the already high property tax rate to receiving better services from the municipality such as snow maintenance but I cannot make the same justifications	Anonymous
Last season our street did not get cleared once. I believe as tax payers all streets should be cleared at least once throughout the season prior to streets that have already been cleared are cleared again.	Anonymous
This survey does not address the fact that there was some roads that only seen a plow once before spring.	Anonymous
Chinook street did not get plowed once last year	Anonymous
My biggest concern is that road maintainace and snow removal seems to be put on the back burner, or delayed or 'willing to wait until the province does it' every year. And it's not considered a big deal by the city at the expense of our vehicles, which we are already taxed for enough. Seems like yearly the town will try to cut every corner possible	Anonymous

I live on a Zone 5 street. Past years our street was plowed ONCE for the season. This past year it was NEVER done at all. Our tax dollars are used to help pay for plowing, our street should be done more. It is always a mess and hard to get down after a big snow fall, and is STILL ignored. If we are not getting the service we should not be paying	Anonymous
Iâm astonished at how bad the snow removal is here in blackfalds. Iâve never lived in any town where snow plowing is non existent on not just residential streets but main roads too. □	Anonymous
Itll be nice if back alleys are taken care of too in a timely manner, not wait for snow/ice to thaw and then froze up again.	Anonymous
I feel they should get onto people not shovelling their sidewalks within the 48 hours rental units rental houses are terrible for it and those people should be ticketed or the landlords be ticketed for it!!!!□	Anonymous
The trails should be the last plowed if at all. NOT before the streets. Town parking lots should be done after roads are cleared.	Anonymous
no notification on West Wood Dr. when they are going to plowing to remove vehicles our road is done last and cars are parked on it because itâs just a spur the moment the town decides to plowing Very rarely do they have signs up sanding should be done prior to 7 am with children on their way to school the roads and intersections	Anonymous
Don't forget the surveys at the back of the town morris court had no snow removal for the 2019/2020 season I pay HIGH taxes in this town, and don't feel they're justified. why would you implement a text system when you could use that proposed budget to plow the roads in the first place. We need better budgets or lower taxes	Anonymous
I think the town does a great job. We just need to look to our neighbors to the south the residential streets are very poor in the winter.	Anonymous
Sand and salt at more intersections, was almost in 3 wrecks last winter because of complete lack of sand/salt	Anonymous
No	Anonymous
We should of taken the money that was wasted on lowering the speed limit signage and spent it on snow removal!	Anonymous
Our taxes are outrageous. My street was plowed once this year, the snow was so deep I had to be in 4x4 constantly and prayed no one was coming because if I had to slow down I'd get stuck. IN A TRUCK with brand new WINTER tires, ridiculous!	Anonymous
So, if you are planing to plow less residential street whoever that live on that street should get property tax brake especially on the routh5 ( yellow zone ). Fyi route 5 ( yellow zone ) never get plowed at all in the passed 3 years that I have lived in Blackfalds. So, to increase the taxes so that my steer will get plow is BS. □	Anonymous
Snow removal needs to be seriously addressed!! Glad this survey is going around and hope the town will pay attention to what the taxpayers are asking for!	Anonymous
Culs de sac should be a higher priority. Less traffic to pack the snow down . They are small and don't take lots of time to clear. Even pile into the bulb and haul later.	Anonymous
Iâd like to see our streets plowed more but I do not think our taxes need to go up. We used to have our street plowed 2-3 times per year 8-10 years ago. and we paid way less tax. this past year it was plowed once!!! Also builder owned lots should clear their sidewalks or be fined	Anonymous
End of Womacks and Broadway, is treacherous, always icy □	Anonymous
This also includes the sharp turn on broadway going towards spray park □	Anonymous
There needs to be more enforcement on sidewalk plowing for residents, as well trails need to be plowed on the weekends and after large snow falls.□	Anonymous
Every road way and intersection, they are always all so icy and no matter how slow you go you still slide through.□	Anonymous
Also, I think for people with alley garbage pick up, I think it should be changed to pick up in front of house as we are Morris court was only plowed once the entire winter of 2019. Was extremely dissatisfied with the rough roads in and around our area	Anonymous
For how minor route 5 consists of, that should be abandoned in the snow removal plan.	Anonymous
You guys literally suck. like come on.	Anonymous
I wish that snow removal would happen more often	Anonymous
More enforcement on sidewalks around town that home owners are responsible for is needed. Manybhome have never touched their sidewalks for many years. Have almost fallen many times or have to walk on the road.	Anonymous
Follow up with current bylaws of residential and business owners responsibility to remove snow within bylaw timeline. There are some people that never shovel their sidewalks creating dangerous conditions for residences. The town of Blackfalds has a shovel your sidewalk bylaw, enforce it. Otherwise why bother to have any bylaws	Anonymous
The roads are horrible! Do better! Plow more, less chemical. Hire more employees. Spend less on unnecessary things. Ex. fireworks, xmas decorations, new signage re-branding. Fix potholes in the summer to make plowing easier and creating less damage to the road. Remove snow the day of, or next day. Use some common sense.	Anonymous
Look over snow removal pricing. We have to be getting gouged since they never seem to plow! I dont know what that portion of my taxes go to this but its rediculous. We have high enough taxes as it is. The roads ALWAYS have snow and my street never gets plowed. Disappointed in the lack of service being provided.	Anonymous
Our road wasn't plowed once last year. morris court	Anonymous

We have lived here for the past 8 years and the snow removal has gotten progressively worse since then. At first, snow removal on our street was frequent enough that snow did not build up and/or cause huge ruts at the end of our driveway and the rest of the Close. The past several years we are lucky to have it cleared once per season.	Anonymous
May be best to look at snow removal in other communities. Blackfalds has a lot of homes that have street parking only. I would suggest informing residents of the schedule and providing a regular schedule. □ When you say tax increases are needed to do these things, maybe the town needs to revisit their spending and make cuts to the admin team.	Anonymous
The residential streets are not plowed enough. Our taxes are high. We live where there is heavy snowfall. There have been Winters I couldn't drive a car in Blackfalds (but could in Red Deer and Lacombe), and I was constantly getting stuck on our streets. Allocate the taxes for adequate snow removal. - Blackfalds citizen of almost a decade.	Anonymous
I found that the town needs to do the side walk where back alley come out and when you have a light snow year and you plow my road three times ones in December and two times in march tell me your just spending the budget how about save it for bad years so you can balance out like run a five year cycle would work way better	Anonymous
This survey sounds like another tax raise initiative. That is the last thing we need; is more taxes. Albertans are hurting financially; does the Mayor, Town Council and Administrators know this. I sometimes wonder, when one considers the major expense the Town is incurring with this stupid arena expansion.	Anonymous
I am in favour of more frequent snow removal as needed on lower priority streets like mine, WITHOUT an increase of taxes. Snow removal has drastically decreased and taxes increased in the past 8 years. We are lucky if our street is cleaned once per winter, which causes huge build up of snow and ruts that are higher than my clean sidewalk! Dangerous	Anonymous
I am in favour of plowing in vehicles left on the road, or towing them to a safe place and ticketing the owner	Anonymous
Current mayor is a joke.... just wanting more taxes !!! leave our small community the way it is and stop trying to make it city like.	Anonymous
Didn't plow our street once last winter, but it's great to see the community hall parking lot done every single time it snows! But cant even fit two cars down our street from the ruts. Get your priorities straight.	Anonymous
Why are the areas marked priority 4 and 5 the last to be plowed especially when some of these are so busy with parents bringing/picking up students from the IREC. These are areas that sometimes never are plowed.	Anonymous
Plain and simple, snow removal services have gone downhill drastically in town. Do NOT hire pebble pushers again as they spend more time smoking then doing snow removal. The way the town has grown and with the increased tax base there is no reason for streets not being done in a timely manner.	Anonymous
our taxes our already unreasonably high for the size and counselor refuses to use taxpayer money to clear roads of snow. Now you conduting a punitive survey by way of threat of rise in taxes. After only 1 year of living here we are already dying to move out of this town due to the uncontrollable circus. So long town council and your money sucking.	Anonymous
Only had street plowed once all winter I live in older park of town we DO not matter	Anonymous
Change your snow plow rules. You didnt even remove snow last year, extremely unhappy with this towns snow removal it is absolutely unacceptable.	Anonymous
We dont need to raise taxes for snow removal Just disperse money better If town spends more on removal put up less flowers in spring or xmas decorations Kind of an idea	Anonymous
Do it only when needed! Some years it's not even needed to be done at all!	Anonymous
You talk about the option of more snow removal at the cost of higher taxes but yet the consensus of people in this town is that you didn't clear their streets once last winter. I am also one of those people. So I pay taxes for a road that doesn't get cleared but yet if I pay more taxes you might clear my road? Start with clearing every road in town	Anonymous
Clear streets more often	Anonymous
Please implement strict enforcement of the 48 hour policy and use fees to supplement snow removal cost. Please	Anonymous
Nothing other than it needs to be done way more and better than it usually is	Anonymous
No. However I believe that homeowners should be held more responsible when they don't get their sidewalks shoveled. Many of my neighbours in the community will leave their sidewalks unshoveled and icy until spring.	Anonymous
The town needs to stop wasting tax payer money on frivolous signage and other things that are useless.there was never an issue with snow clearing when it was contracted out to local companies to help build our community. Since the town board has change the taxes have gone up with the useless spending and everything that matters has suffered.	Anonymous
Use our tax money for things like snow removal... not an arena that only some people use. M6 tax dollars are going towards something neither I nor my kids will use.. we get crappy service when it snows, alleys get no attention, vacant lots do not get sidewalks cleared a day the city does not clear sidewalks at end of the alleys. That is not in us	Anonymous



I think the snow removal in our town is by far better than most other towns I drive to or have lived in (small towns and large cities across Western Canada). I don't know why some negative people on Facebook think we have poor snow removal, where did they live before?	Anonymous
Iâm on Charlton Ave. Itâs a priority 4. I have a disabled son who is picked up by a special needs bus for school. In the winter the bus gets stuck unless I shovel the road myself. During the 2019/2020 winter season my street wasnât plowed once, I should not be required to pay the same amount as a priority 2 as they have better service.	Anonymous
The non snow removal last season was terrible why pay taxes on a service that does not happen your to quick to take my money but not provide the service.	Anonymous
More control needs to be put into place to monitor if roads are actually getting cleaned. As well as changing the cleaning need not only to how much snow pack there is and include how many ruts are in the roadway which are clearly caused by people putting snow from their driveways on to the road.	Anonymous
I am on a Priority 4 road. Our road was not plowed at all last year. I was going down from the snow packed road onto my driveway, which had to be cleared. This created a ice problem on the sidewalk during the melting season. I don't know if the curbs are higher than 8" (trigger for plowing). The trigger should be the same height as the curb. No towing at all. Just plow around them and they can get themselves shovelled put. It will happen once.	Anonymous
I like our policy better than Red Deer's please don't turn our streets into a hazzard with ruts and ice and terrible spring time issues	Anonymous
I love on a new street in blackfalds and the snow removal on our road was very poor last winter (Palmer Circle) I'm hoping snow removal on our street will be more frequent this winter	Anonymous
When it's icy out please sand major roadways at 6am.	Anonymous
The corner of Vista trail and Womacks is always icy with more sand needed. Also when the town plots the snow on that corner it makes it difficult to see vehicles coming from the South. Plowing when there is very little snow on the road ways or in Town Facility parking lots seems to be a waste of tax payer money. Wait till there is sufficient snow.	Anonymous
Need to ticket people who clearly never clear sidewalks in a walker and have slipped many times because of problem houses never cleaning sidewalks	Anonymous
We live in a small close that does not typically see city help. Lakeview close could use a scrape out more often rather than being forgotten	Anonymous
Thank you for your service town employees	Anonymous
Very poor residential snow clearing over the past 3 winters	Anonymous
Am extremely disappointed in the Town	Anonymous
Cleaning routes 5 more than once a year. Making sure that pedestrian crossings are cleaned so people can safely cross the streets.	Anonymous
I have fallen twice this past year on a side that the city I think is responsible for. Side walk directly across from Arlen close east side of vista trail	Anonymous
Iâm a priority 5 street and we didnât get our street cleaned once last winter and we had to drive up onto the road to exit our driveway due to the build up.	Anonymous
Last winter our close did not have any snow removed. The year before 2018 the close was cleared 2 times. It would be nice to see the 2 clearings returned in 2020. Iâm aware that closes are in priority 5, they still get ruff after multiple snow falls.	Anonymous
This survey does not offer enough variables and forces a slant on answers (you either support the way or it is or are completely against it). The town should look at hiring third party contractors to assist when needed. Town council committed to no tax increase in the budget. The overpaid cao should take a pay cut instead of raising taxes.	Anonymous
Concidering the high rate of tax I pay. I would expect at least regular removal of snow from all roadways.	Anonymous
As a note. This survey is very hard to understand. Least likely/ most likely?? Did you meant most preferred/ least preferred??	Anonymous
The snow removal needs to be removed with 48 hours of the snow falling!!!	Anonymous
Side streets need to be done more often . My street was done once at the end of the year when snow was already beginning to melt . That's a waste of money when it's done at the end of the year instead of throughout . Something needs to be done about the people that don't shovel their sidewalks in a timely manor also.	Anonymous
Better monitoring of residents who Do NOT shovel sidewalks within the time frame of a snow fall and giving out fines. Last year was awful for trying to go for walks , so many residents barely shoveled their sidewalks it would be icy and piled up.	Anonymous
Would like to see the bylaw for snow removal within 48 hrs on sidewalks betfer inforced. Lots of people in down let the sidewalks get bad before doing anything about it	Anonymous
We pay enough taxes. Raising our taxes for snow removal will be silly considering we paid taxes last year and only got snow removal twice the entire season.	Anonymous

I live on aspen lakes blvd and there are a few houses that never shovel and when they do it's been so packed down it's just a mess and gets slippery. The town needs to hand out more tickets and warnings to people.	Anonymous
Plow the damn roads way more than what you do!	Anonymous
Trails and sidewalks are fine, however the roads are atrocious in the winter. I would be fine with plowing the roads and not removing snow or removing snow once a year. Putting sand on top of snow is useless, it does not help going up the hills when it's snow covered and slippery. Plow the roads and let people shovel their snow.	Anonymous
We pay the taxes to have our snow cleared so please use it as such. As well as enforcing the clearing of sidewalks after 48 hours from end of snowfall.	Anonymous



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

8.6

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**MEETING DATE:** October 13<sup>th</sup>, 2020

**ORIGINATED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** 2021 Capital Budget

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**BACKGROUND:**

The 2021 Capital budget has been prepared for first review and comment. The presentation of the Capital budget ahead of the Operating budget will assist in the focus on key decisions for Capital projects for the upcoming year.

**DISCUSSION:**

The 2021 Capital Budget includes new budgeted dollars in order to complete the new plan. Administration has carried through the projects identified in the 10-year capital plan as well as additional projects to accommodate changes in operation demands. These additional projects include:

- |  |           |
|--|-----------|
| - Water/Wastewater Tie in (Operations Shop)      | \$100,000 |
| - Annual Pavement Replacement                    | \$150,000 |
| - Bylaw Enforcement Vehicle                      | \$70,000  |
| - Asset Management Software (FCM Grant)          | \$46,500  |
| - Work Order Software (Operational Efficiencies) | \$54,700  |

Administration is seeking Council's input to the proposed capital budget prior to approval later in the year.

**FINANCIAL IMPLICATIONS:**

Appendix A list a total of 17 projects requiring new funding or additional funding in order to be completed. Council had previously endorsed the combining of the Womack Rd and Gregg St Realignment as a joint project to be tendered together with the Eagle Builders Arena parking lot to achieve efficiencies including that of costing.

Appendix B list all project details and justification. It is noted that in the 2020 Capital budget, Administration pushed back all fleet replacement.



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
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The 2021 Capital budget is funded from the following sources:

- Rollover Reserve	\$ 1,843,779
- General Capital Reserve	\$ 1,936,950
- Wastewater Reserve	\$ 60,750
- Water Reserve	\$ 60,750
- Streets Reserve	\$ 150,000
- Gas Tax Fund	\$ 2,218,467
- MSI Capital	\$ 2,800,000
- Small Communities Fund	\$ 1,956,221
- Municipal Stimulus Funding	\$ 1,204,000
- FCM Grant (Asset Management)	\$ 25,000
- Offsite Levies – Recreation	\$ 150,000
- Lacombe County	\$ 18,750

<b>Total</b>	<b>\$12,424,667</b>
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The funding of the current Capital Budget has changed significantly over the previous 2020 plan. Administration will be utilizing all available grants (GTF & MSI Capital) before deploying funds in the general capital reserve or other reserves. All 2020 current and carry over projects will be presented upon Q4 Variance Report with year-end figures.

Administration will be seeking input and direction relative to the 2021 Capital Budget to assist in meeting the budget schedule as previously developed.

Attachments:

Appendix A – 2021 Capital Projects  
Appendix B – 2021 Project Details & Justifications

**APPROVALS**

  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director

# APPENDIX A - 2021 Capital Projects

2021 Capital Budget				Funding Sources								
Projects	Rollover	New Funding	Total Funding	Rollover Reserve	General Capital Reserve	Wastewater Reserve	Water Reserve	Streets Reserve	FGT	MSI Capital	SCF	Other
<b>Engineered Networks</b>												
Womack Rd & Gregg St Realignment /												
Eagle Builders Centre Parking Lot	500,000	2,218,467	5,518,467	500,000					2,218,467	2,800,000		
East Area Storm	1,343,779	1,956,221	3,300,000	1,343,779							1,956,221	
Duncan Ave & Leung Rd		2,000,000	2,000,000		796,000							1,204,000
Water/Wastewater Tie In (Operations Shop)		100,000	100,000			50,000	50,000					
Annual Pavement Replacement		150,000	150,000					150,000				
<b>Vehicle Replacement</b>												
Ford 1 ton 4x4 (PW) Replace 2008 Unit		90,000	90,000		90,000							
F- 150 1/2 ton Command Unit Replace												
Existing - Fire		70,000	70,000		70,000							
<b>Vehicle - New</b>												
Bylaw Enforcement		70,000	70,000		70,000							
<b>Equipment - Replacement</b>												
Grader		325,000	325,000		325,000							
Tandem Truck		280,000	280,000		280,000							
Ice Resurface		125,000	125,000		106,250							18,750
SCBA - Replacement		42,000	42,000		42,000							
AFRRCS Radios		53,000	53,000		53,000							
Asset Management Software		46,500	46,500			10,750	10,750					25,000
Work Order Software		54,700	54,700		54,700							
<b>Land Improvements - New</b>												
Playground		150,000	150,000									150,000
Annual Trail Development		50,000	50,000		50,000							
	<b>1,843,779</b>	<b>7,780,888</b>	<b>12,424,667</b>	<b>1,843,779</b>	<b>1,936,950</b>	<b>60,750</b>	<b>60,750</b>	<b>150,000</b>	<b>2,218,467</b>	<b>2,800,000</b>	<b>1,956,221</b>	<b>1,397,750</b>

## Engineered Networks

### **1. Womack Rd & Gregg St Realignment / Plaza/Parking Lot (\$5.51M)**

The Womacks Road and Gregg Street realignment is a critical part of the Town's overall transportation network. The primary objectives of this project are to upgrade the roadway to a future four-lane undivided roadway to accommodate increased traffic volumes, relocate the CPR crossing to provide safer sight-lines and turning movements, and to significantly improve the geometry at the intersection of Highway 2A, which will ultimately be one of the busiest arterial intersections in Blackfalds in the long term future.

The existing Broadway roadway will be closed to vehicle traffic to accommodate the parking lot in conjunction with the construction of a major east-west link of Womacks to Gregg Street. This project will connect residents, visitors and businesses to major destinations. This pedestrian friendly plaza/parking lot and roads project is needed as the existing geometric configuration of Broadway Avenue/ Gregg and Womacks does not allow for proper large vehicle access.

Existing centerline off-set alignment at the intersection of Highway 2A and Gregg St is also being revised. The Eagle Builders Centre (Multiplex) expansion requires a portion of the closed Broadway roadway for parking and pedestrian activities. A fence adjacent to the CP rail ROW will also be installed. Overhead and underground shallow utilities and drainage need to be updated and safe and proper traffic and pedestrian access across the rail tracks will be ensured.

### **2. East Area Storm (\$3.3M)**

The East Area Storm Project is critical to providing effective stormwater drainage in the 723 ha of development land located in the east portion of Blackfalds while protecting naturally occurring wetlands. The linear wetland is being constructed under the Province's Wetland Replacement Directive where the proposed constructed wetlands are offsetting the compensation requirements for wetland replacement under the Provincial Wetland Policy.

The Town is finished with construction of Phase 1a and b – installation of a storm trunk, outside of the Municipal boundaries as well as some temporary ditching work within the Town boundaries. This work was done over the past winter to minimize the environmental impact of construction while allowing this area to be dewatered in anticipation of this next phase.

Phase 2a, will provide stormwater detention and water quality treatment within Town lands in the form of half of the system of engineered linear wetlands. The remainder of the SCF grant will also be used under this next phase. Though the work does form an important part of the Town's drainage system, the completed design of the linear wetlands will be done in two phases, to spread the costs of this system over a longer period. The projected cost of the next phases is the current budget of \$3.3M. With an existing \$3.2M needed in future years (2026) will support the linear wetlands, vegetation and landscaping and dredging the existing drainage channel south of Blackfalds.

Phase 2a and Phase 3 are planned to be ready to be tendered and constructed this winter/spring.

### **3. Duncan Ave & Leung Rd (\$2.0M)**

The construction of a new 360-metre-long connector road (Duncan Ave) is planned to go through All Star Park from Vista Trail to Leung Road.

This work will involve underground improvements for the future facilities and High School south of the existing middle school on Leung Road.

Leung Road will also be upgraded to a semi-urban roadway with a bus pull off adjacent to the High school site to accommodate the increase in traffic use in the area. Future phase improvements would include the remaining southern and northern portion of Leung Road to be upgraded to semi urban roadway in 5 plus years.

#### **4. Operations Facility Water/Wastewater Tie In (\$100K)**

As per the Town's Water & Sewer Bylaw, the Operations Centre requires a connection into the existing municipal water and wastewater system along Duncan Avenue. The building is currently on a well and a septic tank with overflow field on the west side of Building A. Council were made aware of this situation at the time of purchase of the property.

The existing system is under sized for the amount of people working at the Operations Centre. The water quality of the well is poor at best with large amounts of H<sub>2</sub>S that make the water smell unpleasant and fluoride levels above the maximum allowed by drinking water quality standards.

The septic field was not installed to meet this level of demand. The services will allow us to use the wash bay and associated buildings to their full potential.

#### **5. Annual Pavement Replacement (\$150K)**

We have identified a number of concrete and asphalt roadway assets that require repair or improvements each year. These funds will be used to do asphalt overlays at key intersections, sidewalk and curb and gutter repairs and accessibility improvements across town. This plan will be further detailed and prioritized under our AM Program when fully implemented. This amount allows the Town to do about a single block of roadway overlays and concrete repairs and will assist the Town in ensuring that our road systems remain in good condition.

### **Vehicle - Replacement**

#### **6. Ford 1 ton 4x4 Replacement of 2008 Unit (\$90K)**

Require replacement of the existing 2008 ¾ ton truck. Existing truck is past its useful life expectancy. The replacement 1-ton unit will be a multi application field service unit.

#### **7. F-150 ½ ton Command Unit Replacement (\$70K)**

Replacement scheduled of the current unit (2011). Originally schedule for replacement in 2020. With the addition of the Deputy Chief the existing unit will be still utilized within the Fire Department. The new unit will be outfitted with decaling, emergency lights and AFRRC's radio for use on emergency incidents, fire inspections, hauling of dirty fire equipment from emergency scenes and day to day activities.

### **Vehicle – New**

#### **8. Bylaw Enforcement (\$70K)**

A new Municipal Enforcement (Bylaw) vehicle is an essential addition to the department.



Currently the fleet consists of two vehicles which are coming up for replacement, a Ford Taurus and a Ford Explorer. 2020 has seen the addition of a new officer as of the middle of October. The departments current vehicles will not adequately serve a four-officer unit.

The new vehicle proposed will be a truck, which will allow officers to pick up various found items such as bicycles and either return them to owners or bring them back to the office without having to borrow a vehicle from a second department.

The new vehicle will also allow for situations when three officers are working allowing them the opportunity to set up check stops providing the town with a higher level of enforcement. The addition of a third vehicle will also ensure two vehicles are always available for town enforcement needs, keeping in mind maintenance, travel for training and other activities which may come up. The projected cost will provide for a fully equipped enforcement vehicle, including radio, computer and light system.

### **Equipment - Replacement**

#### **9. Grader (\$325K)**

The town requires a replacement of the existing volva motor grader. Current grader unit is undersized for operational needs and is past useful life expectancy. Repairs and maintenance cost have been escalating to keep current unit in working order. If retained significant repairs would have to take place.

#### **10. Tandem Truck (\$290K)**

The Town is due to replace the existing tandem truck. Existing tandem is past its useful life expectancy. Pricing includes belly plow, sander, tank, all custom modifications to operate unit.

#### **11. Ice Resurfacers (\$125K)**

The original Zamboni was purchased in 2008 and needs to be replaced. Now with the twin arena opening in September 2021, it is important that we purchase this so it can maintain both ice surfaces. The old Zamboni will be used as back up if a failure were to happen. Usually this machine will last ten years. Our ice maintenance is well known throughout Central Zone due to high skilled facility operators

#### **12. SCBA – Replacement (\$42K)**

This is the third year to replace the existing SCBA units utilized by the Fire Services. This purchase will complement the new units purchased from 2019 and 2020. With the current COVID situation this will allow the issuing of SCBA face masks to each member reducing the risk of cross contamination between the members. The 3-year replacement schedule will be completed in 2021.

#### **13. AFRRCS Radios (\$53K)**

2020 update, to date Protective Services, has purchased 18 portable AFRRCS radios for the Fire Department and one base station in the past two years. 2021 is the third year scheduled for the upgrade to the AFRRC's radios this will complete the portable radio upgrade for the fire department members. This will ensure that all members will be able to communicate clearly and effectively with the Bluetooth capabilities of the SCBA and enhancing the range of the

### Equipment – New

#### **14. Asset Management Software (\$46.5K)**

As part of the Town's strategic approach to the implementation of asset management across the organization, the need for an asset management software solution has been made a priority by council. An AM software solution will help the Town effectively budget for effective resource allocation, and the ongoing operational, maintenance and capital project needs across the organization. Funding has included \$25k from the FCM Grant application

#### **15. Work Order Software (\$54.7K)**

As part of the Town's strategic approach to the implementation of asset management across the organization, the need for a work order system that compliments the asset management software solution has been made a priority by Administration.

A work order system that connects with the asset management system will allow the Town to track operation and maintenance costs to individual assets, and both internal and external (contractor) resource time allocated to the completion of tasks. Identifying how much time, budget and resources are spent on asset maintenance will allow the Town the sustainably budget for planned asset operations, maintenance, replacement and disposal. A work order system will also increase accountability for time, resources and budget.

The Business Case and Budget outlines the proposed strategic implementation of an AM software program and associated AM Work Order System that meets the long-term needs of the organization while addressing immediate needs. An AM software solution will help the Town effectively budget for effective resource allocation, and the ongoing operational, maintenance and capital project needs across the organization.

### Land Improvements – New

#### **16. Aurora Heights Playground (\$150K)**

This project is part of playground development agreement with developers where we receive recreation levies through their development. We will work with the developer and Recreation Board to develop a theme for that area, the North East corner of community. The playgrounds around Blackfalds are well known around the Central Alberta area, due to the unique themes and accessibility for all community members.

#### **17. Annual Trail Development (\$50K)**

The annual trail development will be split into two projects in 2021, a new additional trail and refurbishing of an existing trail. We will be repairing trails at Centennial Park (\$14,000), as the roots are coming through the pavement (safety concern) and the second project will be building a trail connection from East Point Drive up to McKay Ranch trail (\$36,000).

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**MEETING DATE:** October 13<sup>th</sup>, 2020

**PREPARED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** 10-year Capital Budget

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**BACKGROUND:**

Each year, legislation requires a Municipality to develop long term capital plans. Generally, Administration provides the annual capital budget and the 10-year capital plan to Council at the budget workshops in November. This year, the plan is presented at a similar time as last year for Council's review and consideration.

**DISCUSSION:**

The 10-year Capital Plan, as presented, highlights several projects that will assist with current Community needs and the sustainability of Town infrastructure. The plan has included the continuation of the Gregg Street realignment project together with the Eagle Builders Centre Parking Lot / Plaza, Duncan Ave upgrades and the next phase of the East Area Storm Main.

The presentation of the 10-year capital plan has changed to include the broad functional areas (Engineered Structures, Facilities etc.) and it has also divided the functional areas into further classification. The classification includes both Asset Replacement and New Assets. Spending on existing infrastructure will be classed under the replacement, whereas items listed under New will include all new Infrastructure that is needed. These changes to the plan will help tie the Asset Management strategy to the 10-year capital plan. The document will clearly identify what is required to replace and maintain existing infrastructure.

**Changes of the 10-year plan:**

Engineered Structures – Networks System Replacement

- Combined Gregg St Realignment and Eagle Builders Parking/Plaza in 2021
- Moved Cottonwood Drive Project to 2026 from 2024
- Moved East Railway back to 2023
- Added Annual Pavement Replacement
- Moved General Intersection upgrades from 2025 to 2026
- Added Pavement Quality Study in 2022

Engineered Structures – Network Systems New

- Added Phase of East Area Storm System 2021
- Moved North West Storm project to 2022
- Added Duncan & Leung Road Project 2021
- Added Utility Tie Project in 2021

Engineered Structure – Replacements

- Moved Broadway Reservoir & Pump Station to 2024

Engineered Structure – New

- Moved Aurora Heights Lift station to 2024
- Moved Stanley St lift station to 2025 from 2024



**TOWN OF BLACKFALDS  
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**Facility – Replacement**

- Added lower Civic building renovations to 2023

**Vehicle – New**

- Added additional Bylaw Enforcement Vehicle for 2021
- Added additional Transit vehicle for 2022

**Equipment – Replacement**

- Moved John Deere Wheel Loaded back from 2021 to 2022
- Moved forward Volvo Motor Grader to 2021 from 2024
- Added Chemical Control System in 2022
- Added 84" Angled Broom in 2022
- Added 200 Gallon Fertilizer Sprayer in 2022

**Equipment – New**

- Added Asset Management Software in 2021
- Added Work Order System in 2021
- Added Side Mount Fail Mower in 2022

**Land Improvements – Replacement**

- Added Prairie Ridge Playground updates in 2022

**Land Improvements – New**

- Moved Branding signage back to 2022

**FINANCIAL IMPLICATIONS:**

The total plan includes \$64.63 Million in spending over the 10-year period funded by the following resources:


Annual Grant Programs	\$ 25.18M
Project Specific Funding	\$ 1.47M
Developer/Offsite Levies	\$ 2.80M
Reserve Contributions	<u>\$ 35.07M</u>
<b>Total</b>	<b>\$ 64.52M</b>

The current 10-year plan has not identified any debt borrowing and as a result, the Town will peak at 56% of the 2019 Statutory Debt Limit. Debt Servicing is expected to reach 23% of the limit at \$1.97M in principle and interest payments per year.

**Attachments:**

- *Appendix A - 10-Year Capital Plan Expenses*
- *Appendix B – 10-Year Capital Plan Funding*

**APPROVALS**

  
\_\_\_\_\_  
CAO Myron Thompson

  
\_\_\_\_\_  
Department Director

Appendix A  
Town of Blackfalds  
Capital Expenditures  
2021-2030

Town of Blackfalds  
Multi Year Capital Program  
Capital Expenditure Summary  
2021-2030

		10 Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
		Total										
<b>Engineered Structures</b>												
<u>Networks</u>												
Replacement		20,107,173	5,668,467	2,038,706	2,750,000	2,150,000	3,150,000	1,750,000	150,000	2,150,000	150,000	150,000
New		12,700,000	5,400,000	2,000,000	-	-	2,100,000	3,200,000	-	-	-	-
Subtotal		32,807,173	11,068,467	4,038,706	2,750,000	2,150,000	5,250,000	4,950,000	150,000	2,150,000	150,000	150,000
<u>Major Assets</u>												
Replacement		5,800,000	-	-	-	5,800,000	-	-	-	-	-	-
New		12,550,000	-	-	-	2,800,000	2,000,000	-	5,250,000	-	-	2,500,000
Subtotal		18,350,000	-	-	-	8,600,000	2,000,000	-	5,250,000	-	-	2,500,000
<b>Buildings</b>												
Replacement		200,000	-	-	200,000	-	-	-	-	-	-	-
New		2,000,000	-	-	-	1,000,000	-	1,000,000	-	-	-	-
Subtotal		2,200,000	-	-	200,000	1,000,000	-	1,000,000	-	-	-	-
<b>Equipment &amp; Machinery</b>												
Replacement		4,345,000	825,000	587,000	710,000	588,000	340,000	330,000	300,000	160,000	-	505,000
New		236,700	101,200	135,500	-	-	-	-	-	-	-	-
Subtotal		4,581,700	926,200	722,500	710,000	588,000	340,000	330,000	300,000	160,000	-	505,000
<b>Land Improvements</b>												
Replacement		65,000	-	65,000	-	-	-	-	-	-	-	-
New		3,010,000	200,000	410,000	600,000	1,200,000	50,000	200,000	200,000	50,000	50,000	50,000
Subtotal		3,075,000	200,000	475,000	600,000	1,200,000	50,000	200,000	200,000	50,000	50,000	50,000
<b>Vehicles</b>												
Replacement		2,573,578	160,000	655,000	90,000	160,000	43,000	55,000	950,000	32,000	182,078	246,500
New		940,000	70,000	70,000	-	-	-	-	-	-	800,000	-
Subtotal		3,513,578	230,000	725,000	90,000	160,000	43,000	55,000	950,000	32,000	982,078	246,500
<b>Total</b>												
Replacement		33,090,751	6,653,467	3,345,706	3,750,000	8,698,000	3,533,000	2,135,000	1,400,000	2,342,000	332,078	901,500
New		31,436,700	5,771,200	2,615,500	600,000	5,000,000	4,150,000	4,400,000	5,450,000	50,000	850,000	2,550,000
Total		64,527,451	12,424,667	5,961,206	4,350,000	13,698,000	7,683,000	6,535,000	6,850,000	2,392,000	1,182,078	3,451,500

Town of Blackfalds  
Multi Year Capital Program  
Engineered Structures - Network System Replacements  
2021-2030

Project	From	To	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
South Street Improvement				32			1,000,000	1,000,000	2,000,000					
Womack Rd & Gregg St Realignment / Parking Lot	Womack Rd	Gregg St	Road - Surface	32	5,518,467	1,028,706								
Cotton Wood Drive	Cotton Wood Dr	RR 27-0	Road - Surface	32						1,000,000		2,000,000		
East Railway	Broadway Ave	South Street	Road - Surface	32			1,000,000	1,000,000	1,000,000					
Annual Pavement Replacement	Various	Various	Road - Surface	32	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Water Main Twinning			Water Mains	41		750,000								
General Intersection Upgrades	Various	Various	Road Surface	32			600,000			600,000				
Pavement Quality Study	Various	Various	Study	32		110,000								
					<b>5,668,467</b>	<b>2,038,706</b>	<b>2,750,000</b>	<b>2,150,000</b>	<b>3,150,000</b>	<b>1,750,000</b>	<b>150,000</b>	<b>2,150,000</b>	<b>150,000</b>	<b>150,000</b>



Town of Blackfalds  
Multi Year Capital Program  
Engineered Structures - Network System New  
2021-2030

Project	From	To	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
East Area Storm	East Blackfalds	Blackfalds Lake	Storm Mains & Services	37	3,300,000					3,200,000				
North West Storm		Lacombe Lake	Storm Mains & Services	37		2,000,000								
Duncan Ave & Leung Rd	Duncan Rd	Leung Rd	Road - Surface, Subsurface, Curbs & Gutters	32	2,000,000				2,100,000					
Utility Tie in	Operations Facility		Water, Sewer	41/42	100,000									
					<b>5,400,000</b>	<b>2,000,000</b>	-	-	<b>2,100,000</b>	<b>3,200,000</b>	-	-	-	-

Town of Blackfalds  
Multi Year Capital Program  
Engineered Structures - Replacement  
2021-2030

Project	Location	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Twinning Sanitary Mains	Highway 2A	Upgrading Sanitary mains	Mains	42				1,000,000						
Water Reservoir	Broadway	Reservoir & Pump Station	Reservoir	41				4,800,000						
					-	-	-	5,800,000	-	-	-	-	-	-

Town of Blackfalds  
Multi Year Capital Program  
Engineered Structures - New  
2021-2030

Location	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Aurora Heights	New Sanitary Lift Station	Lift Station - Force Main	42				2,800,000						
Stanley St	New Sanitary Lift Station & Force Main	Lift Station - Force Main	42					2,000,000					
I 13	New Sanitary Lift Station & Force Main	Lift Station - Force Main	42							5,250,000			2,500,000
North East	New Reservoir & Pump House	Water Main	41				2,800,000	2,000,000	-	5,250,000	-	-	2,500,000
				-	-	-							

Town of Blackfalds  
Multi Year Capital Program  
Facility Replacement  
2021-2030

Building	Project	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Civic Centre	Renovations	Lower floor Renovations	Building Improvement				200,000							
					-	-	200,000	-	-	-	-	-	-	-

Town of Blackfalds  
Multi Year Capital Program  
Facility - New  
2021-2030

Building	Project	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
New	Snow Storage Facility	New Snow Dump facility	Storage	32				1,000,000						
Arts & Culture	School Gym facility	New Building addition	Building		-	-	-	1,000,000	-	1,000,000	-	-	-	-

Town of Blackfalds  
Multi Year Capital Program  
Vehicle Replacement  
2021-2030

Project	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Ford 1 ton 4x4 (PW)	Replacement of 2008 Unit	Vehicle	Infrastructure	90,000									
Ford 1/2 ton Crew 4x4 (PW)	Replacement of 2014 Unit	Vehicle	Infrastructure							40,000			
Ford 1/2 ton 4x4 - Ext. (PW)	Replacement of 2011 Unit	Vehicle	Infrastructure				45,000						
Ford 1 ton c/w winch (PW)	Replacement of 2012 Unit	Vehicle	Infrastructure					43,000					
Ford F350 1 ton (PW)	Replacement of 2016 Unit	Vehicle	Infrastructure									51,000	
Ford F350 1 ton DUMP (PW)	Replacement of 2008 Unit	Vehicle	Infrastructure		75,000								
Chevrolet Silverado 1500 1/2 Ton (PW)	Replacement of 2016 Unit	Vehicle	Infrastructure									38,078	
Freightliner Pumper	Replacement of Engine #1	Vehicle	Fire		580,000								
Freightliner Rescue Unit	New	Vehicle	Fire							800,000			
F- 150 1/2 ton Command Unit	Replacement	Vehicle	Fire	70,000									
Brush Truck 3/4 ton	Replacement of 2009 Unit	Vehicle	Fire									60,000	
Ford Taurus - Replace existing	Replacement of 2013 Unit	Vehicle	Bylaw			70,000							
Ford Explorer (Enforcement)	Replacement of 2014 Unit	Vehicle	Bylaw				70,000						
Ford F-350 1 ton- Crew-4x4 (CSD)	Replacement of 2008 Unit	Vehicle	Recreation						55,000				
Ford F-150 1/2 ton Crew 4x4 (CSD)													
Chev Van Express 1500 (CSD)	Replacement of 2010 Unit	Vehicle	Recreation				45,000						
Ford F-250 3/4 ton 4x4 (CSD)	Replacement of 2006 Unit	Vehicle	Recreation			20,000							
Ford F-250 3/4 ton 4x4 (CSD)	Replacement of 2014 Unit	Vehicle	Recreation							55,000			
Chev 1/2 ton (CSD)	Replacement of 2015 Unit	Vehicle	Recreation							55,000			
Ford 1/2 ton crew cab & long box (CSD)											32,000		
Ford F-150 1/2 ton Super crew 4x4 (CSD)	Replacement of 2016 Unit	Vehicle	Recreation									33,000	
Ford F-150 1/2 ton Super crew 4x4 (CSD)	Replacement of 2017 Unit	Vehicle	Recreation										40,500
Ford F-150 1/2 ton Super crew 4x4 (CSD)	Replacement of 2018 Unit	Vehicle	Recreation										44,000
Ford F-150 1/2 ton Super CAB 4x4 (CSD)	Replacement of 2018 Unit	Vehicle	Recreation										39,000
Ford F-150 1/2 ton Super CAB 4x4 (CSD) WITH DUMP BODY	Replacement of 2018 Unit	Vehicle	Recreation										45,000
Ford F-550 Regular cab 4x4 WITH DUMP BOX (CSD)	Replacement of 2018 Unit	Vehicle	Recreation										78,000
				160,000	655,000	90,000	160,000	43,000	55,000	950,000	32,000	182,078	246,500

Town of Blackfalds  
Multi Year Capital Program  
Equipment Replacement  
2021-2030

Project	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
John Deere 544H Wheel Loader	Replacement of 2000 Model	Heavy Construction Equipment	Infrastructure		250,000								
Cat 930K Wheel Loader (PW)	Replacement of 2015 Model	Heavy Construction Equipment	Infrastructure										225,000
Volvo Motor Grader (PW)	Replacement of 2008 Model	Heavy Construction Equipment	Infrastructure	325,000									
Hydro Vac Unit Tandem Truck (PW)	Replacement of 2010 Model	Heavy Construction Equipment	Infrastructure						330,000				
Elgin Street Sweeper (pw)	Replacement of 2012 Model	Heavy Construction Equipment	Infrastructure			280,000							
RPM 217 Snow Blower - Loader mount (PW)	Replacement of 2012 Model	Heavy Construction Equipment	Infrastructure			125,000							
International Tandem Truck (PW)	Replacement of 2007 Model	Heavy Construction Equipment	Infrastructure								160,000		
International Tandem Truck (PW)	Replacement of 2000 Model	Heavy Construction Equipment	Infrastructure	280,000									
International Tandem Truck (PW)	Replacement of 2015 Model	Heavy Construction Equipment	Infrastructure										
Case SV250 Skid Steer (PW)	Replacement of 2011 Model	Heavy Construction Equipment	Infrastructure		75,000								160,000
Bobcat T650V Skid Steer (PW)	Replacement of 2014 Model	Heavy Construction Equipment	Infrastructure					60,000					
Motor Grader (PW) (additional)	Additional unit	Heavy Construction Equipment	Infrastructure					280,000					
Backhoe Excavator (PW) (fleet addition)	Additional unit	Heavy Construction Equipment	Infrastructure			160,000							
International Terra Star 3 Ton Truck (CSD)	Replacement of 2012 Model	Heavy Construction Equipment	Recreation										120,000
Genie lift Z45/25 (CSD)	Replacement of 2005 Model		Recreation				120,000						
Mower Zero Turn John Deere Z900R (CSD)	Replacement of 2017 Model	Turf Equipment	Recreation				18,000						
Toro Ground master 4WD 5910-D Mower (CSD)	Replacement of 2017 Model	Turf Equipment	Recreation				150,000						
Zamboni Ice Resurface (CSD)	Replacement of 2010 Model	Ice Resurface	Recreation	125,000									
Bobcat A770 Skid Steer (CSD)	Replacement of 2009 Model	Heavy Construction Equipment	Recreation			70,000							
Kubota RTV 900 Utility Vehicle (CSD)	Replacement of 2008 Model	Mobile Equipment	Recreation		25,000								
Bobcat 3400 XL Utility Vehicle (CSD)	Replacement of 2012 Model	Heavy Construction Equipment	Recreation		22,000								
Tool Cat Utility Vehicle (CSD)	Replacement of 2016 Model	Mobile Equipment	Recreation			75,000							
Toro 4010-D	Replacement of 2015 Model	Turf Equipment	Recreation		120,000								
SCBA - Replacement			Fire	42,000									
AFRRCS Radios	Replacement Radios	Radio Communications	Fire	53,000									
Indoor Play space	Replacement of existing Play structure	Play Equipment	Abbey				300,000						
Fitness Equipment (7 Yr Cycle)	Replacement of Existing Equipment	Exercise Equipment	Abbey							300,000			
Chemical Control System	Replacement of existing	Abbey Pool	Abbey		82,000								
84" Angle Broom	Replacement of existing	Turf Equipment	Parks		8,000								
200 Gallon Fertilizer Sprayer	Upgrading from 60 Gallon	Turf Equipment	Parks		5,000								
				825,000	587,000	710,000	588,000	340,000	330,000	300,000	160,000	-	505,000



Town of Blackfalds  
Multi Year Capital Program  
Equipment - New  
2021-2030

Project	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Solar Program	Solar Panels for Community Centre	Solar			125,000								
Asset Management	AM Software	Software	41/42/32	46,500									
Work Order System	Software	Software	All	54,700									
Side Mount Flail Mower	Replacement of exisiting	Mower	72		10,500								
				101,200	135,500	-	-	-	-	-	-	-	-

Town of Blackfalds  
Multi Year Capital Program  
Land Improvements - Replacement  
2021-2030

Project	Location	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Playground	Prairie Ridge	Updates to Playground	Playground	72	-	65,000	-	-	-	-	-	-	-	-

Town of Blackfalds  
Multi Year Capital Program  
Land Improvements - New  
2021-2030

Project	Location	Description	Asset Type	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rebranding	Various	Replacement of Signage	Signage	EDO		100,000	50,000							
Diamond 5	All Star Park	New Diamond 5	Sports Field	72		260,000								
Football Field	All Star Park	Football Field at new highschool	Sports Field	72			500,000							
Running Track	All Star Park	Running Track at new high school	Sports Field	72				1,000,000						
Parks & Playground		TBD		72	150,000			150,000		150,000	150,000			
Trails	Various	Annual Trail Development		72	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
					<b>200,000</b>	<b>410,000</b>	<b>600,000</b>	<b>1,200,000</b>	<b>50,000</b>	<b>200,000</b>	<b>200,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

Appendix B  
Town of Blackfalds  
Capital Funding  
2021-2030

**TOWN OF BLACKFALDS**  
Capital Financing Summary  
2021-2030

	<u>2021</u> <u>Forecast</u>	<u>2022</u> <u>Forecast</u>	<u>2023</u> <u>Forecast</u>	<u>2024</u> <u>Forecast</u>	<u>2025</u> <u>Forecast</u>	<u>2026</u> <u>Forecast</u>	<u>2027</u> <u>Forecast</u>	<u>2028</u> <u>Forecast</u>	<u>2029</u> <u>Forecast</u>	<u>2030</u> <u>Forecast</u>
<b>Total Capital Expenditures \$ 64,527,451</b>	\$ 12,424,667	\$ 5,961,206	\$ 4,350,000	\$ 13,698,000	\$ 7,683,000	\$ 6,535,000	\$ 6,850,000	\$ 2,392,000	\$ 1,182,078	\$ 3,451,500
<b>Total Funding Sources</b>										
<u>Grants</u>										
Annual Programs	6,974,688	2,602,566	2,075,000	2,941,000	2,739,000	2,750,000	150,000	2,150,000	150,000	2,650,000
Project Specific Funding	1,204,000	39,000	75,000	150,000	-	-	-	-	-	-
<u>Third Party Contributions</u>										
Developer Built Infrastructure & Offsite Levies /Donations	150,000	-	-	150,000	-	2,350,000	150,000	-	-	-
<u>Reserves</u>										
Contributions from Reserves	4,095,979	3,319,640	2,200,000	10,457,000	4,944,000	1,435,000	6,550,000	242,000	1,032,078	801,500
<u>Debt</u>										
Proposed New Debt - Project Specific	-	-	-	-	-	-	-	-	-	-
Funding Shortfall	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Debt Summary</u>										
Current Debt Balance (as of 2020 less payments)	13,811,067	22,411,978	20,994,324	19,543,653	18,059,191	16,866,481	16,268,830	15,655,720	15,026,749	14,381,509
Additional Debt Balance (less payments)	<u>-1,108,089</u>	<u>-1,417,655</u>	<u>-1,450,671</u>	<u>-1,484,462</u>	<u>-1,192,711</u>	<u>-597,651</u>	<u>-613,110</u>	<u>-628,970</u>	<u>-645,241</u>	<u>-661,933</u>
Accumulated Debt	12,702,978	20,994,324	19,543,653	18,059,191	16,866,480	16,268,830	15,655,720	15,026,749	14,381,509	13,719,576
Statutory Debt Limit (2019 Audited)	37,393,806	37,393,806	37,393,806	37,393,806	37,393,806	37,393,806	37,393,806	37,393,806	37,393,806	37,393,806
% Used of Statutory Limit	<b>34%</b>	<b>56%</b>	<b>52%</b>	<b>48%</b>	<b>45%</b>	<b>44%</b>	<b>42%</b>	<b>40%</b>	<b>38%</b>	<b>37%</b>
Annual Impact on Operating Budget*	<u>2021</u> 1,452,395									
Tax Supported	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301
Water Rate Supported	1,452,395	1,979,359	1,979,359	1,979,359	1,654,721	1,034,529	1,034,529	1,034,529	1,034,529	1,034,529
Sewer Rate Supported	-	-	-	-	-	-	-	-	-	-
Total (Interest & Principal)	<u>1,452,395</u>	<u>1,979,359</u>	<u>1,979,359</u>	<u>1,979,359</u>	<u>1,654,721</u>	<u>1,034,529</u>	<u>1,034,529</u>	<u>1,034,529</u>	<u>1,034,529</u>	<u>1,034,529</u>
Annual Debt Servicing	1,452,395	1,979,359	1,979,359	1,979,359	1,654,721	1,034,529	1,034,529	1,034,529	1,034,529	1,034,529
Debt Servicing Limit (2019 Audited)	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301	6,232,301
% Used	<b>23%</b>	<b>32%</b>	<b>32%</b>	<b>32%</b>	<b>27%</b>	<b>17%</b>	<b>17%</b>	<b>17%</b>	<b>17%</b>	<b>17%</b>

**TOWN OF BLACKFALDS****Debt Summary****2021-2030**

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<b><u>Existing Debt</u></b>										
<b><u>Principal</u></b>										
Opening Balance - Total	13,811,067	12,702,978	11,569,564	10,410,239	9,224,407	8,337,791	8,053,888	7,762,369	7,463,030	7,155,662
Annual Payments - Tax	1,108,089	1,133,415	1,159,325	1,185,833	886,615	283,903	291,519	299,339	307,369	315,614
Annual Payments - Water	-	-	-	-	-	-	-	-	-	-
Annual Payments - Sewer	-	-	-	-	-	-	-	-	-	-
Added Debt	-	-	-	-	-	-	-	-	-	-
Closing Balance - Total	12,702,978	11,569,564	10,410,239	9,224,406	8,337,791	8,053,888	7,762,369	7,463,030	7,155,662	6,840,048
<b><u>Interest</u></b>										
Annual Interest - Tax	344,306	318,980	293,070	266,562	241,141	223,661	216,046	208,226	200,196	191,951
Annual Interest - Water	-	-	-	-	-	-	-	-	-	-
Annual Interest - Sewer	-	-	-	-	-	-	-	-	-	-
Total	344,306	318,980	293,070	266,562	241,141	223,661	216,046	208,226	200,196	191,951
<b><u>New Debt</u></b>										
<b><u>Principal</u></b>										
Opening Balance - Total	-	9,709,000	9,424,760	9,133,414	8,834,785	8,528,689	8,214,942	7,893,350	7,563,719	7,225,847
Annual Payments - Tax	-	284,240	291,346	298,630	306,095	313,748	321,591	329,631	337,872	346,319
Annual Payments - Water	-	-	-	-	-	-	-	-	-	-
Annual Payments - Sewer	-	-	-	-	-	-	-	-	-	-
Closing Balance - Total	-	9,424,760	9,133,414	8,834,785	8,528,689	8,214,942	7,893,350	7,563,719	7,225,847	6,879,528
<b><u>Interest</u></b>										
Annual Interest - Tax	-	242,725	235,619	228,335	220,870	213,217	205,374	197,334	189,093	180,646
Annual Interest - Water	-	-	-	-	-	-	-	-	-	-
Annual Interest - Sewer	-	-	-	-	-	-	-	-	-	-
Total	-	242,725	235,619	228,335	220,870	213,217	205,374	197,334	189,093	180,646
Existing Debt - P&I	1,452,395	1,452,395	1,452,395	1,452,395	1,127,756	507,564	507,564	507,564	507,564	507,564
New Debt P&I	-	526,965	526,965	526,965	526,965	526,965	526,965	526,965	526,965	526,965
	1,452,395	1,979,359	1,979,359	1,979,359	1,654,721	1,034,529	1,034,529	1,034,529	1,034,529	1,034,529

**TOWN OF BLACKFALDS**  
Current Debt Detail  
2021-2030

Bylaw #	Debenture #	Original Amount	Issue Date	Term	Interest Rate	PMT	Mature Date	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Abbey Centre</b>	1207/16	4002146	5,040,000	2016-12-15	9	2.1950%	\$ 620,191.54	2025-12-15									
Opening Balance - Tax								2,921,709	2,362,597	1,791,146	1,207,083	610,129					
Annual Payments - Tax								559,111	571,451	584,063	596,954	610,129					
Closing Balance - Tax								2,362,597	1,791,146	1,207,083	610,129	- 0					
Interest - Tax								61,080	48,740	36,128	23,238	10,063					
<b>Police Building</b>	1208/16	4002147	2,380,000	2016-12-15	8	2.092%	\$ 324,638.50	2024-12-15									
Opening Balance - Tax								1,239,502	939,232	632,647	319,615						
Annual Payments - Tax								300,270	306,585	313,032	319,615						
Closing Balance - Tax								939,232	632,647	319,615	- 0						
Interest - Tax								24,368	18,054	11,606	5,023						
<b>South Street Improvements</b>	1215/17	4002662	\$ 675,781	2019-12-15	20	2.68%	\$43,870.21	2039-12-15									
Opening Balance - Tax								649,856	623,419	596,272	568,396	539,773	510,383	480,203	449,215	417,395	384,721
Annual Payments - Tax								26,438	27,147	27,875	28,623	29,391	30,179	30,989	31,820	32,674	33,550
Closing Balance - Tax								623,419	596,272	568,396	539,773	510,383	480,203	449,215	417,395	384,721	351,171
Interest - Tax								17,432	16,723	15,995	15,247	14,479	13,691	12,881	12,050	11,197	10,320
<b>Multi-Plex Expansion</b>		\$ 9,000,000		2020-12-15	25	2.05%	\$463,694.27	2045-12-15									
Opening Balance - Tax								9,000,000	8,777,731	8,549,499	8,315,145	8,074,505	7,827,409	7,573,685	7,313,155	7,045,636	6,770,941
Annual Payments - Tax								222,269	228,232	234,354	240,641	247,096	253,724	260,530	267,519	274,695	282,064
Closing Balance - Tax								8,777,731	8,549,499	8,315,145	8,074,505	7,827,409	7,573,685	7,313,155	7,045,636	6,770,941	6,488,877
Interest - Tax								241,425	235,463	229,340	223,054	216,599	209,970	203,164	196,175	188,999	181,630
<b>Principal</b>																	
Opening Balance - Tax								13,811,067	12,702,978	11,569,564	10,410,239	9,224,407	8,337,791	8,053,888	7,762,369	7,463,030	7,155,662
Annual Payments - Tax								1,108,089	1,133,415	1,159,325	1,185,833	886,615	283,903	291,519	299,339	307,369	315,614
Closing Balance - Tax								12,702,978	11,569,564	10,410,239	9,224,406	8,337,791	8,053,888	7,762,369	7,463,030	7,155,662	6,840,048
<b>Interest</b>																	
Interest - Tax								344,306	318,980	293,070	266,562	241,141	223,661	216,046	208,226	200,196	191,951
								12,702,978	11,569,564	10,410,239	9,224,406	8,337,791	8,053,888	7,762,369	7,463,030	7,155,662	6,840,048



**TOWN OF BLACKFALDS**  
 2020 and Projected 10 Year Debt Detail  
 2021-2030

Project	Asset Type	Loan Date Date	Term	Interest Rate	PMT	Original Debt	Mature Date	Department	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Multiplex</b>	Building	2021-12-31	25	2.50%	253,776	4,675,666	2046-12-31	72										
Opening Balance - Tax										4,675,666	4,538,782	4,398,475	4,254,661	4,107,251	3,956,156	3,801,284	3,642,540	3,479,828
Annual Payments - Tax										136,884	140,307	143,814	147,410	151,095	154,872	158,744	162,713	166,780
Closing Balance - Tax										4,538,782	4,398,475	4,254,661	4,107,251	3,956,156	3,801,284	3,642,540	3,479,828	3,313,047
Interest - Tax										116,892	113,470	109,962	106,367	102,681	98,904	95,032	91,064	86,996
<b>Library</b>	Building	2021-12-31	25	2.50%	273,189	5,033,334	2046-12-31											
Opening Balance - Tax										5,033,334	4,885,979	4,734,939	4,580,124	4,421,438	4,258,785	4,092,066	3,921,179	3,746,019
Annual Payments - Tax										147,355	151,039	154,815	158,686	162,653	166,719	170,887	175,159	179,538
Closing Balance - Tax										4,885,979	4,734,939	4,580,124	4,421,438	4,258,785	4,092,066	3,921,179	3,746,019	3,566,481
Interest - Tax										125,833	122,149	118,373	114,503	110,536	106,470	102,302	98,029	93,650
<b>Summary</b>																		
<b>Principal</b>																		
Opening Balance - Tax									-	9,709,000	9,424,760	9,133,414	8,834,785	8,528,689	8,214,942	7,893,350	7,563,719	7,225,847
Annual Payments - Tax									-	284,240	291,346	298,630	306,095	313,748	321,591	329,631	337,872	346,319
Closing Balance - Tax									-	9,424,760	9,133,414	8,834,785	8,528,689	8,214,942	7,893,350	7,563,719	7,225,847	6,879,528
<b>Interest</b>																		
Interest - Tax									-	242,725	235,619	228,335	220,870	213,217	205,374	197,334	189,093	180,646

**TOWN OF BLACKFALDS**  
**Capital Grant Summary**  
**2021-2030**

		<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
		<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>
	Population	10,506	10,716	10,930	11,149	11,372	11,599	11,831	12,068	12,309	12,555
<b>Annual Capital Funding Program</b>											
<b>Federal Gas Tax Fund</b>											
	Opening Balance	1,627,717	0	0	35,384	525	972	96,791	418,489	1,052,924	510,766
	Prior Year Carry Over										
	Annual Contributions	590,750	602,565	614,617	626,909	639,447	652,236	665,281	678,586	692,158	706,001
	Annual Withdrawals	- 2,218,467	- 602,566	- 650,000	- 591,000	- 639,000	- 750,000	- 150,000	- 2,150,000	- 150,000	- 150,000
	Closing Balance	0	- 0	- 35,384	525	972	- 96,791	418,489	- 1,052,924	- 510,766	45,235
<b>Municipal Sustainability Fund (MSI Capital) &amp; Basic Municipal Transportation Grant</b>											
	Opening Balance	866,709	29,172	8,365	529,098	141,561	4,024	33,513	1,928,950	3,891,413	5,853,876
	Prior Year Carry Over										
	Annual Contributions	1,962,463	1,962,463	1,962,463	1,962,463	1,962,463	1,962,463	1,962,463	1,962,463	1,962,463	1,962,463
	Annual Withdrawals	- 2,800,000	- 2,000,000	- 1,425,000	- 2,350,000	- 2,100,000	- 2,000,000	-	-	-	- 2,500,000
	Closing Balance	29,172	- 8,365	529,098	141,561	4,024	- 33,513	1,928,950	3,891,413	5,853,876	5,316,339
<b>Small Communities Fund</b>											
	Opening Balance	1,956,221	0	0	0	0	0	0	0	0	0
	Prior Year Carry Over										
	Annual Contributions	-	-	-	-	-	-	-	-	-	-
	Annual Withdrawals	- 1,956,221	-	-	-	-	-	-	-	-	-
	Closing Balance	0	0	0	0	0	0	0	0	0	0
<b>Grant Funding Closing Balance</b>		<u>\$ 29,173</u>	<u>-\$ 8,365</u>	<u>\$ 493,715</u>	<u>\$ 142,087</u>	<u>\$ 4,997</u>	<u>-\$ 130,304</u>	<u>\$ 2,347,440</u>	<u>\$ 2,838,489</u>	<u>\$ 5,343,110</u>	<u>\$ 5,361,575</u>
<b>Summary of Grant Transactions - Annual Programs</b>											
	Annual Contributions	2,553,213	2,565,028	2,577,080	2,589,372	2,601,910	2,614,699	2,627,744	2,641,049	2,654,621	2,668,464
	Annual Withdrawal	- 6,974,688	- 2,602,566	- 2,075,000	- 2,941,000	- 2,739,000	- 2,750,000	- 150,000	- 2,150,000	- 150,000	- 2,650,000
<b>Project Specific Funding Programs</b>											
	Lacombe County	-	39,000	75,000	150,000	-	-	-	-	-	-
<b>Total Project Specific Grant Funding</b>		<u>\$ -</u>	<u>\$ 39,000</u>	<u>\$ 75,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**TOWN OF BLACKFALDS**  
Reserve Balance Summary  
2021-2030

Reserve Account	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast
<b>ROLL OVER</b>										
Opening Balance	11,460,568	-	-	-	-	-	-	-	-	-
Prior Year Carry Over	9,987,741	-	-	-	-	-	-	-	-	-
Annual Contributions	370,952	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	1,843,779	-	-	-	-	-	-	-	-	-
Closing Balance	-	-	-	-	-	-	-	-	-	-
<b>GENERAL CAPITAL</b>										
Opening Balance	2,520,625	2,158,425	1,859,925	1,924,925	1,732,925	453,925	683,925	1,048,925	2,471,925	3,104,847
Prior Year Carry Over	-	-	-	-	-	-	-	-	-	-
Annual Contributions	1,640,000	1,665,000	1,665,000	1,665,000	1,665,000	1,665,000	1,665,000	1,665,000	1,665,000	1,665,000
One Time Contributions/Withdrawals	2,002,200	1,963,500	1,600,000	1,857,000	2,944,000	1,435,000	1,300,000	242,000	1,032,078	801,500
Closing Balance	2,158,425	1,859,925	1,924,925	1,732,925	453,925	683,925	1,048,925	2,471,925	3,104,847	3,968,347
<b>INFO SYSTEMS</b>										
Opening Balance	160,722	160,722	160,722	160,722	160,722	160,722	160,722	160,722	160,722	160,722
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	160,722	160,722	160,722	160,722	160,722	160,722	160,722	160,722	160,722	160,722
<b>CIVIC</b>										
Opening Balance	86,458	86,458	86,458	86,458	86,458	86,458	86,458	86,458	86,458	86,458
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	86,458	86,458	86,458	86,458	86,458	86,458	86,458	86,458	86,458	86,458
<b>POLICE</b>										
Opening Balance	109,200	109,200	109,200	109,200	109,200	109,200	109,200	109,200	109,200	109,200
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	109,200	109,200	109,200	109,200	109,200	109,200	109,200	109,200	109,200	109,200
<b>FIRE</b>										
Opening Balance	20,113	20,113	20,113	20,113	20,113	20,113	20,113	20,113	20,113	20,113
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	20,113	20,113	20,113	20,113	20,113	20,113	20,113	20,113	20,113	20,113
<b>STREETS</b>										
Opening Balance	789,309	639,309	103,169	496,831	496,831	496,831	496,831	496,831	496,831	496,831
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	150,000	536,140	600,000	-	-	-	-	-	-	-
Closing Balance	639,309	103,169	496,831	496,831	496,831	496,831	496,831	496,831	496,831	496,831
<b>TRANSIT</b>										
Opening Balance	63,800	71,800	9,800	17,800	25,800	33,800	41,800	49,800	57,800	65,800
Annual Contributions	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
One Time Contributions/Withdrawals	-	70,000	-	-	-	-	-	-	-	-
Closing Balance	71,800	9,800	17,800	25,800	33,800	41,800	49,800	57,800	65,800	73,800
<b>STORM SEWER</b>										
Opening Balance	178,018	178,018	178,018	178,018	178,018	178,018	178,018	178,018	178,018	178,018
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	178,018	178,018	178,018	178,018	178,018	178,018	178,018	178,018	178,018	178,018
<b>LAND &amp; BUILDINGS</b>										
Opening Balance	950,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Annual Contributions	350,000	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
<b>PARKS</b>										
Opening Balance	129,816	129,816	129,816	129,816	129,816	129,816	129,816	129,816	129,816	129,816
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	129,816	129,816	129,816	129,816	129,816	129,816	129,816	129,816	129,816	129,816
<b>RINK</b>										
Opening Balance	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
<b>ARENA</b>										
Opening Balance	190,060	190,060	190,060	190,060	190,060	190,060	190,060	190,060	190,060	190,060
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-

**TOWN OF BLACKFALDS**  
Reserve Balance Summary  
2021-2030

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Reserve Account	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Closing Balance	190,060	190,060	190,060	190,060	190,060	190,060	190,060	190,060	190,060	190,060
<b>HALL</b>										
Opening Balance	49,947	49,947	49,947	49,947	49,947	49,947	49,947	49,947	49,947	49,947
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	49,947	49,947	49,947	49,947	49,947	49,947	49,947	49,947	49,947	49,947
<b>ALL STAR PK</b>										
Opening Balance	12,125	12,125	12,125	12,125	12,125	12,125	12,125	12,125	12,125	12,125
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	12,125	12,125	12,125	12,125	12,125	12,125	12,125	12,125	12,125	12,125
<b>Field House</b>										
Opening Balance	738,375	738,375	738,375	738,375	738,375	738,375	738,375	738,375	738,375	738,375
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	738,375	738,375	738,375	738,375	738,375	738,375	738,375	738,375	738,375	738,375
<b>COMM SERV SHOP</b>										
Opening Balance	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Annual Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
<b>UTILITIES</b>										
<b>Water</b>										
Opening Balance	5,096,260	6,185,590	6,574,920	7,714,250	4,053,580	5,192,910	6,332,240	2,221,570	3,360,900	4,500,230
Prior Year Carry Over	-	-	-	-	-	-	-	-	-	-
Annual Contributions	1,139,330	1,139,330	1,139,330	1,139,330	1,139,330	1,139,330	1,139,330	1,139,330	1,139,330	1,139,330
Operating Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	- 50,000	- 750,000	-	- 4,800,000	-	-	- 5,250,000	-	-	-
Closing Balance	6,185,590	6,574,920	7,714,250	4,053,580	5,192,910	6,332,240	2,221,570	3,360,900	4,500,230	5,639,560
<b>Wastewater</b>										
Opening Balance	2,816,330	3,235,378	3,704,426	4,173,474	842,522	688,430	219,382	249,666	718,714	1,187,762
Prior Year Carry Over	-	-	-	-	-	-	-	-	-	-
Annual Contributions	469,048	469,048	469,048	469,048	469,048	469,048	469,048	469,048	469,048	469,048
Operating Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	- 50,000	-	-	- 3,800,000	- 2,000,000	-	-	-	-	-
Closing Balance	3,235,378	3,704,426	4,173,474	842,522	- 688,430	- 219,382	249,666	718,714	1,187,762	1,656,810
<b>Solid Waste</b>										
Opening Balance	1,274,858	1,427,675	1,606,513	1,785,351	1,964,189	2,143,027	2,321,865	2,500,703	2,679,541	2,858,379
Prior Year Carry Over	-	-	-	-	-	-	-	-	-	-
Annual Contributions	152,817	178,838	178,838	178,838	178,838	178,838	178,838	178,838	178,838	178,838
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	1,427,675	1,606,513	1,785,351	1,964,189	2,143,027	2,321,865	2,500,703	2,679,541	2,858,379	3,037,217
<b>Total Available Reserves</b>	16,709,011	16,849,587	18,109,803	11,113,019	9,629,235	11,654,451	8,564,667	11,782,883	14,211,021	16,869,737
Opening Balance	26,662,584	16,709,011	16,849,587	18,109,803	11,113,019	9,629,235	11,654,451	8,564,667	11,782,883	14,211,021
Annual Contributions	4,130,147	3,460,216	3,460,216	3,460,216	3,460,216	3,460,216	3,460,216	3,460,216	3,460,216	3,460,216
Prior Year Carry Over	-	-	-	-	-	-	-	-	-	-
Operating Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	- 4,095,979	- 3,319,640	- 2,200,000	- 10,457,000	- 4,944,000	- 1,435,000	- 6,550,000	- 242,000	- 1,032,078	- 801,500
Closing Balance	26,696,752	16,849,587	18,109,803	11,113,019	9,629,235	11,654,451	8,564,667	11,782,883	14,211,021	16,869,737

**TOWN OF BLACKFALDS**  
**Offsite Levies Balance Summary**  
**2021-2030**

	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast
<b>Transportation</b>										
Opening Balance	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029
Prior Year Carry Over										
Expected Contributions										
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029	- 1,440,029
<b>SIGNALIZATION</b>										
Opening Balance	701,571	701,571	701,571	701,571	701,571	701,571	701,571	701,571	701,571	701,571
Prior Year Carry Over										
Expected Contributions										
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	701,571	701,571	701,571	701,571	701,571	701,571	701,571	701,571	701,571	701,571
<b>STORM SEWER</b>										
Opening Balance	- 1,263,282	- 1,263,282	- 1,263,282	- 1,263,282	- 1,263,282	- 1,263,282	- 3,463,282	- 3,463,282	- 3,463,282	- 3,463,282
Prior Year Carry Over										
Expected Contributions										
One Time Contributions/Withdrawals	-	-	-	-	-	- 2,200,000	-	-	-	-
Closing Balance	- 1,263,282	- 1,263,282	- 1,263,282	- 1,263,282	- 1,263,282	- 3,463,282	- 3,463,282	- 3,463,282	- 3,463,282	- 3,463,282
<b>WATER</b>										
Opening Balance	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682
Expected Contributions										
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682	2,529,682
<b>SEWER</b>										
Opening Balance	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365
Expected Contributions										
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365	- 2,259,365
<b>P&amp;D Survey Network Reserve</b>										
Opening Balance	38,523	38,523	38,523	38,523	38,523	38,523	38,523	38,523	38,523	38,523
Expected Contributions										
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	38,523	38,523	38,523	38,523	38,523	38,523	38,523	38,523	38,523	38,523
<b>PARKS &amp; RECREATION</b>										
Opening Balance	- 237,542	- 387,542	- 387,542	- 387,542	- 537,542	- 537,542	- 687,542	- 837,542	- 837,542	- 837,542
Prior Year Carry Over										
Expected Contributions										
One Time Contributions/Withdrawals	- 150,000	-	-	- 150,000	-	- 150,000	- 150,000	-	-	-
Closing Balance	- 387,542	- 387,542	- 387,542	- 537,542	- 537,542	- 687,542	- 837,542	- 837,542	- 837,542	- 837,542
<b>FACILITIES</b>										
Opening Balance	475,181	475,181	475,181	475,181	475,181	475,181	475,181	475,181	475,181	475,181
Expected Contributions										
One Time Contributions/Withdrawals	-	-	-	-	-	-	-	-	-	-
Closing Balance	475,181	475,181	475,181	475,181	475,181	475,181	475,181	475,181	475,181	475,181
<b>Total Available Offsite Levies</b>	615,581	615,581	615,581	465,581	465,581	- 1,884,419	- 2,034,419	- 2,034,419	- 2,034,419	- 2,034,419
Opening Balance	- 15,232	- 165,232	- 165,232	- 165,232	- 315,232	- 315,232	- 2,665,232	- 2,815,232	- 2,815,232	- 2,815,232
Prior Year Carry Over										
Expected Contributions	-	-	-	-	-	-	-	-	-	-
One Time Contributions/Withdrawals	- 150,000	-	-	- 150,000	-	- 2,350,000	- 150,000	-	-	-
Closing Balance	- 165,232	- 165,232	- 165,232	- 315,232	- 315,232	- 2,665,232	- 2,815,232	- 2,815,232	- 2,815,232	- 2,815,232

**From:** [Richard Poole](#)  
**To:** [Mike LoVecchio](#)  
**Cc:** [Myron Thompson](#); [Sean Barnes](#); [Lisa Brown](#); [Council 2017-2021](#)  
**Subject:** RE: 2020 CP Holiday Train  
**Date:** September 25, 2020 8:31:56 AM  
**Attachments:** [image002.png](#)

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Good morning Mike:

Our community will understand this decision. It is a shame that Covid has affected so many of our wonderful events.

I would like to thank you on behalf of our Town Council and citizens for your continued support of the Food bank. I will miss the train ride and the opportunity to give our thankyou in person.

Have a great day.

**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:** Mike LoVecchio <Mike\_LoVecchio@cpr.ca>

**Sent:** September 24, 2020 11:26 AM

**To:** Richard Poole <rpoole@blackfalds.com>

**Subject:** 2020 CP Holiday Train



September 24, 2020

Mayor Richard Poole  
 Town of Blackfalds  
 PO Box 220  
 Blackfalds AB T0M 0J0

via email: [richard@blackfalds.com](mailto:richard@blackfalds.com)

Dear Mayor Poole:

I am writing to inform you that Canadian Pacific (CP) has made the decision to hold a virtual holiday themed concert for the 2020 CP Holiday Train season, instead of running our typical CP Holiday Train program. This difficult decision is necessary to protect the health and safety of our neighbours and employees, given the ongoing global health threat posed by the COVID-19 pandemic.

CP intends to resume the traditional CP Holiday Train tour in 2021.

This year CP will donate to all communities that the program benefits, including communities that typically receive the CP Holiday Train in alternating years.

CP launched the Holiday Train in 1999. Every year since, it has traveled across Canada and the northern U.S. to raise money, collect food and draw attention to the important work of local food banks. In its first 21 years, the CP Holiday Train program raised C\$17.8 million and collected 4.8 million pounds of food for local food banks in communities along CP's network.

Live music and entertainment has always been part of the CP Holiday Train show. To keep that tradition alive, CP will produce a virtual benefit concert. We will share details of this concert in the coming weeks on our social media channels.

If you have any questions about this year's CP Holiday Train virtual program, please reach out to us at [Holiday\\_Train@cpr.ca](mailto:Holiday_Train@cpr.ca).

The CP Holiday Train relies on the generous support of great communities like yours. I look forward to your community's engagement and support with our virtual program this year.

Sincerely,



Mike LoVecchio  
Director Indigenous Relations and Government Affairs  
Canadian Pacific  
General Yard Office  
1670 Lougheed Highway  
Port Coquitlam BC V3B 5C8  
778 772-9636  
[mike\\_lovecchio@cpr.ca](mailto:mike_lovecchio@cpr.ca)

----- IMPORTANT NOTICE - AVIS IMPORTANT ----- Computer viruses can be transmitted via email. Recipient should check this email and any attachments for the





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
September 8, 2020 Commencing at 6:00 P.M.**

8.9

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on September 8, 2020 at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 6:00 p.m.

**MEMBERS PRESENT:**

Jamie Hoover  
Laura Svab  
Will Taylor  
Vince Wolfe  
Amanda DeBoer

**REGRETS:**

None

**PUBLIC ATTENDING**

Daren McIntosh, Odin Car Detailing

**ATTENDING:**

Patty Urban, Development Officer II

**REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:**

Meeting called to order at 6:00 p.m. by Chairperson Hoover.

Chairperson Hoover advised the Board and Administration that, in accordance with the AHS COVID-19 guidelines and social distancing, the maximum number of people permitted in the Council Chambers is restricted to fifteen (15).

**EMERGENCY EXITS**

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

**AGENDA APPROVAL**

**RES. 24-20**

Member Svab moved to approve the September 8, 2020 agenda presented.

**BUSINESS ARISING FROM MINUTES:**

None

**BUSINESS:**

**5.1 Application 183-20  
Home Based Business, Major – Auto Detailing Operation  
Discretionary Use within R-1M Residential Single Dwelling Medium Lot District  
42 Westglen Boulevard (Plan 952 4614, Block 4, Lot 6)**

Daren McIntosh of Odin Auto Detailing was in attendance to answer any concerns of the Board.

Administration provided an overview of the proposed Home-Based Business, Major for the operation of an auto detail business.





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
September 8, 2020 Commencing at 6:00 P.M.**

The Board had a lengthy discussion on the proposed use, business intensity, purpose of the Home-Based Business and adjacent landowner concerns received and the following:

- engine washing and exterior washing of vehicles with potential to have vehicle washing off site;
- cleaning products utilized in the business and environmental impact;
- traffic congestion and parking of vehicles prior to and after detailing;
- wastewater, its containment and infrastructure contamination caused from this use and how it could be mitigated;
- noise caused from equipment used in operation when on front parking pad;
- ventilation system within attached garage, use of hot water and concerns on mold;
- ss operator driving vehicles to a car wash to wash versus washing on site;
- reviewing options for a more suitable location for the business as a whole;

Moved by Member Taylor that the Municipal Planning Commission REFUSE the application for the operation of an Auto Detailing business at 42 Westglen Boulevard (Lot 6, Block 4, Planning 952 4614) for the following reason(s):

1. The proposed use is consistent with 'vehicle cleaning' and contravenes Part 9.1 (1) states "Uses that would typically not be approved as a Home-Based Business uses include vehicle or equipment storage or cleaning"
2. The proposed business is beyond the intent and purpose of a Home Based Business Major in a residential area as this use is not compatible with purpose and intention of the R-1M Residential Single Dwelling Medium Lot District and could and should be located in a more suitable area.

Daren McIntosh approached the Board to address the concerns and answer questions relative to the business citing that:

- an inflatable pad could be utilized under vehicles to catch all wastewater and residues while washing vehicles and engine cleaning. The wastewater collected would then be pumped into a 300-gallon holding tank which would be disposed of in a regulated facility.
- research would be conducted as to where to take any hazardous waste to ensure it is properly disposed of;
- that an electric pressure washer would be utilized as it would emit less noise and that all other detailing/cleaning would occur within the detached garage.
- driving customer vehicles to a car wash facility to wash is not an option.
- there was the acknowledgment of all concerns expressed from the adjacent landowner responses and that he would ensure that all issues are addressed;
- the business would operate from the attached garage with no exterior or engine washing and that traffic be regulated by only having one vehicle on site at any given time.
- a more suitable location would be sought out where the operation could be relocated within one year.

Member Taylor Withdrew the motion.

**RES. 25-20**

Member Wolfe moved that the Municipal Planning Commission APPROVE the application submitted by Daren McIntosh for an Auto Detailing operation at 42 Westglen Boulevard (Lot 6, Block 4, Plan 952 4614) exclusive of exterior and engine washing and that the permit be restricted to one (1) year, subject to the following conditions.

1. This development permit is for the operation of an Auto Detailing operation, exclusive of exterior and engine washing, operating Monday through Friday 8:00 a.m. to 5:00 p.m. and Saturdays 9:00 a.m. to 5:00 p.m., by appointment only and not exceeding two (2) visits daily.
2. The applicant shall contact Robert Cote, Town of Blackfalds Fire Chief at 403-885-4144 to ensure that all matters related to ventilation equipment and fire safety are addressed.





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
September 8, 2020 Commencing at 6:00 P.M.**

3. The applicant shall ensure that there is not more than one vehicle on the premises at any given time.
4. The applicant shall ensure that no exterior or engine washing occurs from the site at any time.
5. The applicant shall ensure that all auto detailing occurs within the attached garage.
6. The applicant shall ensure that there is no contamination of surface or ground water caused from this use. All extracted water collected from interior cleaning the holding tank shall be disposed of in a regulated facility.
7. 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;
8. 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;
9. The clients utilize the off-street parking as provided for on the front driveway at all times.
10. Applicant is required to obtain a business license for the Town of Blackfalds
11. Any change in use or intensification of the Home-Based Business shall require re-application;
12. The Home Based Business shall not, in the opinion of the Municipal Planning Commission, generate noise, 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;
13. The Home Based Business does not exempt the applicant from compliance with any federal or provincial regulation, or any municipal Bylaw or regulation
14. The Home Based Business, Major is valid for a time period not exceeding one (1) year from the date of approval.

**CARRIED**

**5.2 Application 173-20**

**Home Based Business, Major – Hair Salon**

**Discretionary Use within R-1L – Residential Single Dwelling Large Lot District  
4603 Stanley Street (Plan 1765 TR, Block 24, Lot 2A)**

Administration provided background information on the application.

**RES. 26-20**

Moved by Member Svab that the Municipal Planning Commission APPROVE the application for a Home Based Business – Major as described in Development Permit D 173-20 for a Hair Salon at 4603 Stanley Street (Lot 2A, Block 24, Plan 1765 TR) subject to the following conditions being met to the satisfaction of the Development Officer:

1. This development permit is for the operation of a Hair Salon within the upper level of the dwelling unit, operating Tuesday through Saturday (9:00 a.m. to 5:00 p.m.), by appointment only and not exceeding five (5) visits daily.
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 clients utilize the off-street parking as provided for on the front driveway and/or the rear parking, at all times
5. Applicant is required to provide AHS approval prior to obtaining a business license from the Town of Blackfalds;
6. Applicant is required to obtain a business license for the Town of Blackfalds





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
September 8, 2020 Commencing at 6:00 P.M.**

7. Any change in use or intensification of the Home-Based Business shall require re-application;
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;
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**

**5.3 Application 179-20**

**Home Based Business, Major – Beauty Salon  
Discretionary Use within R-1L Residential Single Dwelling Large Lot District  
2 Palisades Street (Plan 082 8475, Block 7, Lot 31)**

Administration provided background information on the application.

Member Wolfe requested clarification on the on-street parking shown on the site plan provided within the application.

Administration advised that pursuant to the Land Use Bylaw that parking requirements for any Home-Based Business must be off street.

**RES. 27-20**

Moved by Member Taylor that the Municipal Planning Commission APPROVE the application for a Home Based Business – Major as described in Development Permit D 179-20 for a Beauty Salon at 2 Palisades Street (Lot 31, Block 7, Plan 082 8475) subject to the following conditions being met to the satisfaction of the Development Officer:

1. This development permit is for the operation of a Beauty Salon within the upper level of the dwelling unit, operating Monday through Friday (9:00 a.m. to 4:00 p.m.), by appointment only and not exceeding three (3) visits daily.
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 clients utilize the off-street parking as provided for on the front driveway and/or the rear parking, at all times
5. Applicant is required to provide AHS approval prior to obtaining a business license from the Town of Blackfalds;
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 shall require re-application;
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;
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**

**ADOPTION OF MINUTES**

**6.1 Minutes of August 11, 2020**



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
September 8, 2020 Commencing at 6:00 P.M.**

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**RES. 28/20**

Member Svab moved to approve the minutes of August 11, 2020 as presented.

**CARRIED**

**ADJOURNMENT**

Chairperson Hoover adjourned the meeting at 6:38 p.m.

A handwritten signature in blue ink, appearing to read "James Hoover", written over a horizontal line.

**CHAIR**

A handwritten signature in blue ink, appearing to read "Ruben", written over a horizontal line.

**SECRETARY**



## TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

CIVIC CENTRE  
5018 WAGHORN ST

September 2, 2020

8.10

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held on September 2, 2020 at the Civic Cultural Centre, Blackfalds, Alberta commencing at 6:30 pm.

### MEMBERS PRESENT:

Public at Large:

Kimberley Sommerville, Erin Davis, Dena Thomas,  
Jennifer Myslicki

Lacombe County Council Appointee:

Barb Shepherd

Town of Blackfalds Council Appointee:

Marina Appel, Will Taylor

### ATTENDING:

Sean Barnes

Community Services Director

Jeff Heindel

Parks and Facilities Manager

Rick Kreklewich

Abbey Centre General Manager

Shelby Stuart

Communications Coordinator

### PUBLIC ATTENDING:

### ABSENT:

## AGENDA

### 1. RECREATION, CULTURE AND PARKS BOARD MEETING

#### 1.1 CALL TO ORDER – 6:30 PM – CIVIC CULTURAL CENTRE

- The regular meeting was called to order by Chair Thomas at 6:31 PM.

### 2. AGENDA APPROVAL

#### 2.1 AGENDA FOR THE SEPTEMBER 2<sup>nd</sup>, 2020 RECREATION, CULTURE AND PARKS BOARD MEETING

- The agenda for the September 2<sup>nd</sup>, 2020 meeting was presented.

#### RES. 41/20

Member Shepherd moved to approve the agenda for the September 2<sup>nd</sup>, 2020 meeting as presented.

**MOTION CARRIED UNANIMOUSLY**

### 3. DELEGATION

None



## TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

CIVIC CENTRE  
5018 WAGHORN ST

September 2, 2020

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#### 4. BUSINESS ARISING FROM THE MINUTES

##### 4.1 MEMBER K. STUART MEMBERSHIP

###### **RES. 42/20**

Member Sommerville moved that the Recreation, Culture and Parks Board accept the resignation of member Kody Stuart, and send forward to Council for final approval, with regrets

***MOTION CARRIED UNANIMOUSLY***

#### 5. BUSINESS

##### 5.1 BIKE SKILLS PARK

- Member Barnes explained that the Bike Skills Park is well used, however, due to the poor weather, it has had to be closed several times. There are 10-12 employees that are working on the park for days at a time trying to get it back to normal.
- It is a maintenance-heavy park for the Town to operate
- Previous years do not compare to this year, largely because the weather this year has been consistently poor
- Total staff hours for maintaining the park equals to \$39,650.00
- Is it possible to create a group of volunteers (sub-committee) to come out and help maintain the park?

###### **RES. 43/20**

Member Sommerville moved that the Recreation, Culture and Parks Board direct Administration to see what the 2021 season brings in regards of cost and maintenance.

***MOTION CARRIED UNANIMOUSLY***

##### 5.2 2021 SPECIAL EVENTS

- Member Barnes explained that CSD Events Programmer position will not be continuing in 2021
- Staff is looking at cancelling Winterfest 2021 in order to save funds
- Cancelling Light Up Blackfalds is not an option. Residents love it, staff are proud of it and visitors come out to see the lights.
- There is a committee looking at giving funds for community members/organizations to run events.

###### **RES. 44/20**

Member Appel moved that the Recreation, Culture and Parks Board approve the reduction of a special event in the 2021 budget.

***MOTION CARRIED UNANIMOUSLY***





## **TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD**

**CIVIC CENTRE  
5018 WAGHORN ST**

**September 2, 2020**

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### **6. ACTION CORRESPONDENCE**

N/A

### **7. INFORMATION**

#### **7.1 MULTI-PLEX EXPANSION - UPDATE**

- Member Barnes shared that Eagle Builders is now the naming sponsor of the building which will now be named the Eagle Builder Centre/Eagle Centre
- Walls and roof for the arena will be done and installed by November 15
- There will be a tour on September 15 at 2:00pm at Eagle Builders in the Industrial Drive area
- An RFP will be coming to council for approval in order to get a company to knock down the adjacent townhouses (done by November). We need to have the site cleared for the parking lot and the new road on Gregg Street
- Grand-Opening event planning has begun

#### **7.2 FALL PROGRAM AND ACTIVITY GUIDE**

- The Fall Program and Activity Guide is online only this season due to the rapidly changing environment caused by COVID-19

#### **7.3 D.I.D.S - UPDATE**

- Member Barnes explained that D.I.D.S is continuing their seat sponsorships for the Eagle Centre
- Fortis has received an advertising guide and they are looking at sponsoring something
- We are still actively looking for a library name sponsor

#### **7.4 BLACKFALDS CULTURE DAYS**

- Member Kreklewich provided the draft schedule for the Rec Board, Culture Days is spread out throughout the month of September and having many events available online
- The Town is hosting a drive-in movie and a firework show
- Lots of events, lots of community organizations coming together

#### **7.2 ARENA RE-OPENING**

- Member Heindel said the ice plant turns on tomorrow and ice will start being made after the long weekend.
- Met with Minor Hockey and Figure Skating on Sept 1 to go over some of the plans to open the rink during the pandemic – Minor hockey is working on their schedule
- The plan is to keep the doors shut until 15min before ice time – teams will have to show up game ready. 15 minutes to get onto the ice and then participate. 15 minutes to get off the ice and during that time staff will wipe down and sanitizing high touch points and cleaning as the shift goes on.



## **TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD**

**CIVIC CENTRE  
5018 WAGHORN ST**

**September 2, 2020**

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- We've asked for 30min between ice times and this will continue until Phase 3
- The plan is that spectators will have stickers on the floors and bleachers in order to help social distancing. We are trying to minimize the movement in the rink – if there are fans, we do have limits for those
- Jim Hurley Free Skate will be limited to 50 people
- AHS is allowing 50 participants and 100 spectators
- Planning to have two staff persons helping with enforcing these regulations as well as a volunteer

### **7.2 OPERATIONAL CAPITAL BUDGET**

- Member Barnes explained that the Operational Capital budget meeting will be held in October with dinner provided
- We don't know what's going to happen come 2021 – we will continue status quo for now
- The only increase that will be seen is for the arena
- Budget will be cut in certain places next year

### **7.4 PARKS AND FACILITIES - UPDATE**

- Member Heindel explained that the summer staff are on their way back to school – we have two more until the end of September
- Concrete has been poured in Willow Park ODR – the pad should be done, and the boards will be done. The plan is to have it functioning by this season
- We have a great crew, everything considered
- Slo-Pitch went forward this season and it has been pretty successful. There will be a two-week break and then the year-end tournament

### **7.4 ABBEY CENTRE - UPDATE**

- Member Kreklewich told the board that there have been some disgruntled guests at the Abbey Centre
- We had 40 people per two-hour block, with 7.6% of the time being at capacity of 100 people
- We did a great job with cleaning and sanitization periods – everyone chipped in
- There were staffing shortages, but Jeff's department helped out with those absences in custodial
- Indoor play space remains closed as per AHS
- Child minding will not re-open until Stage 3
- Laid off facility monitors due to not renting out equipment or facility rentals
- Taking bookings at the abbey centre with the field house and birthday parties – set blocks for birthday parties



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

CIVIC CENTRE  
5018 WAGHORN ST

September 2, 2020

- Staffing changes that have happened regarding fitness programmers, we are looking for three part-time fitness programmers. Then we will begin starting drop-in fitness programs; we will not be offering registered fitness programs. Only 4 available spots per program
- Opening up the walking track for \$2 track only in October which will be all day and any time
- Pool season ends on Monday, September 7 – we were very fortunate with our lifeguards this year

**8. APPROVAL OF INFORMATION ITEMS**

**RES. 45/20**

Member Shepherd moved that the Recreation Board accept the information items as presented  
***MOTION CARRIED UNANIMOUSLY***

**9. APPROVAL OF MINUTES**

- Kimberley was absent

**RES. 46/20**

Member Taylor moved that the Recreation Board accept the MINUTES for June 3<sup>rd</sup> meeting as amended

***MOTION CARRIED UNANIMOUSLY***

**10. ADJOURN**

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

**RES. 47/20**

Meeting adjourned at 7:55pm

***MOTION CARRIED UNANIMOUSLY***

*Kimberley Sommerville*  
DENA THOMAS, CHAIR

*Sean Barnes*  
SEAN BARNES, DIRECTOR OF COMMUNITY SERVICES

Next meeting scheduled for November 4, 2020 @ 6:30pm

Recreation, Culture and Parks Board  
Regular Meeting Agenda  
September 6<sup>th</sup>, 2020

Page 5 of 5

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING September 24, 2020

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### **COVID-19 Q&A**

Fire Chief Drayton Bussiere provided Council with an overview of the current COVID-19 pandemic and the situation in Lacombe County.

### **2021 PAVING PROGRAM**

Council approved a motion authorizing the County Manager to tender and award the paving projects for 2021. The estimated cost of the 2021 projects is \$5,225,908 and will be funded through the Main Road Reserve.

### **2021 BRIDGE PROGRAM**

Council adopted the five-year Bridge Management Plan. As part of the 2021 Bridge Program, Council approved the replacement of five bridge projects and the engineering and design of five other bridge structures. The estimated cost of the 2021 projects is \$4,034,900. Funding will be determined on grant availability, with the remainder to be funded from the Bridge Reserve.

### **MEDICINE RIVER WATERSHED SOCIETY – COUNCIL APPOINTMENT**

By resolution of Council, Councillor Dana Kreil was appointed as a Lacombe County representative to the Medicine River Watershed Society board.

### **LETTER OF RESIGNATION – ERIC JERRARD**

County accepted, with regret, a letter from Eric Jerrard advising of his resignation from the County's Subdivision and Development Appeal Board and Assessment Review Board. A letter of appreciation will be sent to Mr. Jerrard.

### **BYLAW NO. 1330/20 – STATUTORY ROAD CLOSURE**

Council gave first reading to Bylaw No. 1330/20, a bylaw of Lacombe County for the purpose of closing to public travel and disposing of portions of a public highway in accordance with Section 22 of the Municipal Government Act. A public hearing for this bylaw is set for October 22, 2020, starting at 9:00 a.m. at the Lacombe County Council Chambers.

**Next Regular Council Meeting is**  
**Thursday, October 8, 2020 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**Tuesday, October 6, 2020 – 9:00 a.m.**

**Lacombe County Administration Building**

**\*\*For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes, found online at [www.lacombecounty.com](http://www.lacombecounty.com), are posted on the website once they have been approved by Council.**



# City of Lacombe

## COUNCIL HIGHLIGHTS

September 14, 2020

### 5. Requests for Decision

#### 5.1 Airport Runway Paving Contract Award

Council advanced the Lacombe Regional Airport Runway Rehabilitation project from 2026/27 to 2020, and awarded it to Border Paving. Council advanced the project after receiving a provincial grant for 75% of the project, which has a total estimated value of \$814,600.

#### 5.2 76 Street Repair

Administration advised Council on measures taken to address the 76th Street Slope failure and requested authorization to prepare a tender package for competitive bidding and award the project tender to the lowest qualified bidder.

Council elected to proceed with the design and construction of the 76th Street Slope and Road Reconstruction project to a maximum of \$701,800+GST and authorized Administration to award the 76th Street Slope and Road Reconstruction project tender to the lowest qualified bidder.

#### 5.3 5404 56 Avenue Building Options

Council reviewed background information, estimated financial costs, and options for the municipal building (and land) at 5404 56<sup>th</sup> Avenue (Former Parkland Regional Library).

Council commissioned a licensed Real Estate Appraiser to provide an opinion on the probable market value of the land and building.

#### 5.4 Municipal Stimulus Program

Administration presented three recommend projects for the 'Municipal Stimulus Program.'

Council directed Administration to submit an application and enter into a 'Memorandum of Agreement' with the Government of Alberta for the Snow Storage Facility project and include the improvements in the 2021 Capital Budget.

Additionally, Council directed Administration to submit an application and enter into a memorandum of agreement with the Government of Alberta for the Highway 12 infrastructure improvement project – with a scope amended from that presented to fully utilize available grant funds but no further, and include the project in the 2021 capital budget.

Council chose not to use the Municipal Stimulus Program to fund the Lacombe Fire Hall project.

#### 5.5 2021 Capital Budget

Administration presented, for Council's consideration, the proposed 2021 Capital Budget.

## **5.6 Committee, Board and Commission Appointments**

Council voted to fill two vacancies for citizens-at-large for the following:

- One new term appointment to the Municipal Planning Commission
- One new term appointment to the City of Lacombe Library Board

Council voted to approve the appointment of Cherie Lynne Smawley to the City of Lacombe Library Board with a term ending September 14, 2023.

Additionally, Council voted to approve the appointment of Tyler Nowochin to the Municipal Planning Commission with a term ending September 14, 2023.

## **9. Motions Out of Camera**

### **9.1 Labour**

Council approved a temporary amendment to the Attendance and Leave Policy to expand the Family Responsibility Leave entitlement for the period of September 14, 2020 – June 30, 2021.

Council also directed Administration to consult with the Lacombe Police Association to reach an agreement to temporarily modify the collective agreement to allow for the expansion of Family Responsibility Leave entitlement for the period of September 14, 2020 – June 30, 2021.

### **9.2 Land**

Council directed Administration to facilitate the Lacombe Golf and Country Club application for a Community Organization Property Tax Exemption and continue pursuing a potential partnership with the Club.

### **9.3 Land**

Council directed Administration to develop a Memorandum of Understanding to facilitate the proposed use of the City's former lagoon site.

#### ***\*The next scheduled Council Meetings:***

- ***Monday, September 28, 2020, at 5 p.m. (Regular)***
- ***Monday, October 5, 2020, at 5 p.m. (Committee)***
- ***Tuesday, October 13, 2020, at 5 p.m. (Regular)***
- ***Monday, October 26, 2020, at 5 p.m. (Regular, Organizational)***





**REGULAR COUNCIL MEETING**  
**Monday, September 21, 2020 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street

**MINUTES**

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**MEMBERS PRESENT**

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

**ATTENDING**

Sean Barnes, Director of Community Services  
Preston Weran, Director of Infrastructure & Property Services  
Sue Bornn, Family & Community Support Services Manager  
Keith Wilson, IT Manager  
Cory Babey, Information Technology Analyst  
Lisa Brown, Executive Assistant

**REGRETS**

Myron Thompson, Chief Administrative Officer  
Justin de Bresser, Director of Corporate Services

**MEDIA**

None

**PUBLIC**

None

**REGULAR COUNCIL MEETING CALLED TO ORDER**

Mayor Poole called the Regular Council Meeting for September 25, 2020 to order at 7:00 pm.

**ADOPTION OF AGENDA**

Additions: None  
Deletions: Defer item 6.1 – CAO Report to the next Regular Meeting on October 13, 2020.

**Resolution No. 259/20**

Councillor Olfert moved that Council accept the September 21, 2020 agenda as amended.  
**CARRIED UNANIMOUSLY**

**DELEGATION**

None

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None

**BUSINESS**

**CAO Report**

The CAO Report was deferred to the next Regular Meeting.





**REGULAR COUNCIL MEETING**  
**Monday, September 21, 2020 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street

**MINUTES**

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**Request for Decision, Municipal Utility Temporary Penalty Relief Plan**

Acting CAO Barnes gave a brief verbal overview of the report.

**Resolution No. 260/20**

Councillor Taylor moved that Council accept the recommendation of Administration to temporarily waive municipal utility penalties, upon request, to the Town for Municipal Utilities for the period September to the end of 2020.

**CARRIED UNANIMOUSLY**

**Request for Decision, Records and Information Management Bylaw No. 1249.20**

Keith Wilson, IT Manager gave a brief verbal overview of the report.

**Resolution No. 261/20**

Deputy Mayor Stendie moved that Council give first reading to the Records and Information Management Bylaw No. 1249.20 as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Council Boards and Committees Policy and Procedure**

FCSS Manager Bornn gave a brief verbal overview of the report, noting all the questions and amendments to the policy from Council at the Standing Committee of Council Meeting on September 14, 2020.

**Resolution No. 262/20**

Councillor Appel moved that Council approve Council Board and Committee Policy No. 147.20 as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, FCSS 2020 Grant Funding Allocations**

FCSS Manager Bornn gave a brief verbal overview of the report.

**Resolution No. 263/20**

Deputy Mayor Stendie moved that Council accept the FCSS Board recommendation to allocate FCSS grant funding to the Iron Ridge Elementary Campus in the amount of \$5,600 for the School Social Work Program.

**CARRIED UNANIMOUSLY**

**Resolution No. 264/20**

Councillor Svab moved that Council accept the FCSS Board recommendation to allocate FCSS grant funding to the Iron Ridge Intermediate Campus in the amount of \$3,800 for the School Social Work Program.

**CARRIED UNANIMOUSLY**

**Resolution No. 265/20**

Councillor Olfert moved that Council accept the FCSS Board recommendation to allocate FCSS grant funding to the Iron Ridge Junior Campus in the amount of \$3,800 for the School Social Work Program.

**CARRIED UNANIMOUSLY**

**Resolution No. 266/20**

Councillor Hoover moved that Council accept the FCSS Board recommendation to allocate FCSS grant funding to the St Gregory the Great Catholic School in the amount of \$5,003.49 for the Family School Wellness Program.

**CARRIED UNANIMOUSLY**



## MINUTES

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### **Resolution No. 267/20**

Deputy Mayor Stendie moved that Council accept the FCSS Board recommendation to allocate FCSS grant funding to the St Gregory the Great Catholic School in the amount of \$1,796.51 for the Connect Parenting Program Supervisory Training.

**CARRIED UNANIMOUSLY**

### **Resolution No. 268/20**

Councillor Hoover moved that Council accept the FCSS Board recommendation to allocate FCSS grant funding to Big Brothers Big Sisters of Lacombe and District in the amount of \$5,000 for the facilitation of their programming in Blackfalds.

**CARRIED UNANIMOUSLY**

### **Request for Decision, Recreation, Culture and Tourism Board – Resignation from K. Stuart**

Director Barnes gave a brief verbal overview of the report.

### **Resolution No. 269/20**

Councillor Appel moved that Council accepts the resignation of Member Kody Stuart, with regrets.

**CARRIED UNANIMOUSLY**

### **Request for Decision, Culture Days Fireworks Special Event Permit**

Director Barnes gave a brief verbal overview of the report.

### **Resolution No. 270/20**

Councillor Olfert moved that Council approve the Special Event Application Permit for the Blackfalds Culture Day Fireworks planned for September 26, 2020.

**CARRIED UNANIMOUSLY**

## **ACTION CORRESPONDENCE**

None

## **INFORMATION**

- Multi-Plex Expansion project update – Director Barnes (verbal)
- Council Communication – Director Barnes
- Recreation, Culture and Parks Board Meeting Minutes for June 3, 2020
- FCSS Board Meeting Minutes for June 11, 2020
- Municipal Planning Commission Meeting Minutes for August 11, 2020
- Economic Development and Tourism Advisory Committee Meeting Minutes for January 6, March 2, and May 4, 2020
- Lacombe County Council Highlights for September 10, 2020
- City of Lacombe Council Highlights for September 14, 2020

### **Resolution No. 271/20**

Councillor Svab moved to accept the Information Items as information.

**CARRIED UNANIMOUSLY**

## **ROUND TABLE**

Mayor and Council shared meetings, events and activities attended for August - September 2020.

### **Resolution No. 272/20**

Councillor Olfert moved that Council accept the round table reports as information.

**CARRIED UNANIMOUSLY**



**REGULAR COUNCIL MEETING**  
**Monday, September 21, 2020 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street

**MINUTES**

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**ADOPTION OF MINUTES**

**Resolution No. 273/20**

Councillor Appel moved that Council accept the Minutes from the Regular Council Meeting on September 8, 2020 as presented.

**CARRIED UNANIMOUSLY**

**Resolution No. 274/20**

Councillor Taylor moved that Council accept the Minutes from the Standing Committee of Council Meeting on September 14, 2020 as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS FOR THE GOOD OF THE COUNCIL**

Mayor Poole asked Council to remain behind following the Regular Meeting to discuss upcoming virtual AUMA sessions.

**AJOURNMENT**

Mayor Poole adjourned the meeting 7:51 pm.

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Richard Poole, Mayor

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Myron Thompson, Chief Administrative Officer