



Town of Blackfalds  
**Regular Council Meeting**  
Civic/Cultural Center – 5018 Waghorn Street  
February 9, 2021 at 7:00 pm

## **AGENDA**

- 
1. **Call to Order**
  2. **Adoption of Agenda**
    - 2.1 Agenda for February 9, 2021
  3. **Delegation**

None
  4. **Public Hearing**

None
  5. **Business Arising from Minutes**
    - 5.1 None
  6. **Business**
    - 6.1 Request for Decision Letter to the Premier – Alberta Registry Service Concern (verbal)
    - 6.2 [Request for Decision – Proclamation – Black History Month](#)
    - 6.3 [Request for Decision Leung Road/Duncan Avenue Project – Award of Contract](#)
    - 6.4 [Request for Decision Enterprise Asset Management Software - Request for Proposal and Program Update](#)
  7. **Action Correspondence**
    - 7.1 [Municipal District of Bonnyville – Western Canadian Municipal Advocate](#)
    - 7.2 [Parkland Airshed Management Zone – Membership Request](#)
  8. **Information**
    - 8.1 [Report to Council Building and Development Permit Report – Jan 2021](#)
    - 8.2 [Report to Council Enforcement Services Monthly Report – Jan 2021](#)
    - 8.3 [Report to Council Wolf Creek School Division Ward Structure](#)
    - 8.4 [Report to Council Alberta Municipal Internship Program – Planning Intern](#)
    - 8.5 [Report to Council Gregg Street & Womacks Road Upgrades – Project Update](#)
    - 8.6 [Report to Council Eagle Builders Centre-Existing Arena Ice Operations Closure](#)
    - 8.7 [Municipal Planning Commission Meeting Minutes for November 10, 2020](#)
    - 8.8 [Recreation, Culture and Parks Board Meeting Minutes for January 6, 2021](#)
    - 8.9 [Lacombe County Council Highlights for January 28, 2021](#)
    - 8.10 [City of Lacombe Council Highlights for January 25, 2021](#)
  9. **Round Table Discussion**

None
  10. **Adoption of Minutes**
    - 10.1 Minute Amendments – RCM Jan 12 & SCC Jan18, 2021 – (verbal)
    - 10.2 [Minutes from Regular Council Meeting on January 26, 2021](#)
  11. **Notices of Motion**

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

None
  13. **Confidential**
    - 13.1 FOIP, Section 23
    - 13.2 FOIP, Section 19
  14. **Adjournment** – Verbal

***Future Meetings/Events:***

- No Council Standing Committee Meeting for February
- Regular Council Meeting – February 23, 2021



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

---

**MEETING DATE:** February 8, 2021

**PREPARED BY:** Myron Thompson, Chief Administrative Officer

**SUBJECT:** Black History Month

---

**BACKGROUND:**

Black History Month in Canada occurs in February and has annually since its inception in 1926. It was officially proclaimed in Alberta in 2017 – making Alberta the fourth province to officially recognize Black History Month.

The Town of Blackfalds has regrettably never formally acknowledged Black History Month. It is our duty as a municipality to be accepting of all cultures and races within our community. After further research, it seems there are only a few municipalities in Alberta who have formally adopted the proclamation including the City of Brooks and St. Albert.

The Black Lives Matter movement addressed the continuing concerns of racism still being present in our communities. Administration and Council must bring these issues to light and encourage equality and respect for those who live in Blackfalds. After Mayor Poole's acknowledgment of racism in Blackfalds at the Black Lives Matter Protest in June of 2020, encouraging participation will be a continuation of our support and dedication to this important movement.

**DISCUSSION:**

Black History Month is an opportunity for all Canadians to learn about the many contributions Black Canadians have made to Canada. This year's theme is The Future Is Now and pays tribute to the work Black Canadians and their communities are doing now.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council declare February as Black History Month.

**ATTACHMENTS:**

- *2021 Black History Month Proclamation*

**Approvals:**

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

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



# PROCLAMATION

- WHEREAS During Black History Month, we celebrate the many achievements and contributions made by Black Canadians, African Canadians, and Canadians of African descent to our economic, cultural, spiritual, and political development.
- WHEREAS In 1995, the Government of Canada officially recognized the importance of Black History Month and the Government of Alberta officially recognizing this month in 2017.
- WHEREAS Black History Month in Canada is essential as it educates Canadians, especially in Alberta, where few acknowledge that slavery once existed in Canada or that many of the British Loyalists who came here after the American Revolution were Black, or that Black History is Canadian History;
- WHEREAS Black History Month is a call to all residents to reflect on the cultural, scientific, political, and economic contributions of Black people to the development of Canada and the world; and
- WHEREAS While the observance of Black History Month calls our Nation's attention to the continued need to battle racism, this year's celebrations and recognition of Black History Month are especially significant as we reflect on the difficult conversations from last year that once again asked us to do our part to uproot systemic racism;
- NOW THEREFORE on behalf of Council, I, Mayor Poole of the Town of Blackfalds do hereby proclaim the month of February as Black History Month in Blackfalds, Alberta and I would like to encourage and urge all citizens to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful, and prosperous for all.

Dated this 9th of February, 2021



# TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

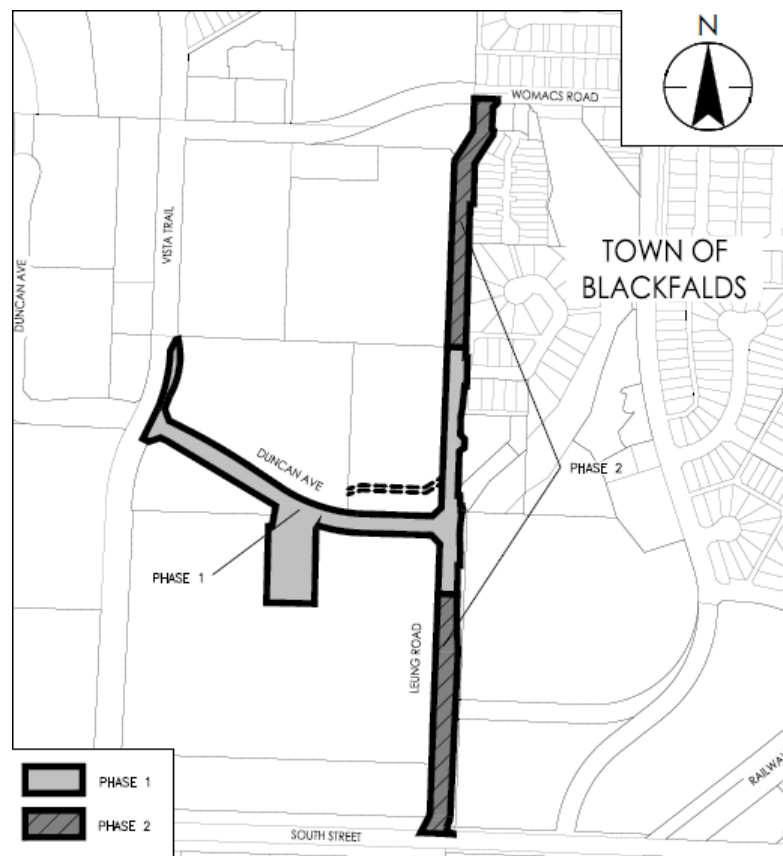
**MEETING DATE:** February 9, 2021

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

**SUBJECT:** Leung and Duncan Avenue Project Tender Award – Phase 1

## BACKGROUND:

During the 2021 Budget deliberations funds were allocated in the amount of \$2 million dollars to design and build a new 360 metre long connector road (Duncan Ave) planned to go through All Star Park from Vista Trail to Leung Road. This work will involve underground improvements for the future facilities and local improvements adjacent to the high school site south of the existing middle school on Leung Road. Leung Road will be upgraded to a semi-urban roadway with a bus pull off adjacent to the high school site to accommodate the increased traffic use in the area. Future phase 2 improvements would include the remaining southern and northern portion of Leung Road to be upgraded to semi-urban roadway this future phase is planned and already designed for the 2022 construction year. See figure below for phasing limits.





## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

---

### DISCUSSION:

The first phase of this project was posted on APC and the Alberta Construction Association web site on December 17, 2020 and closed on January 27, 2021 at 2:00 pm. We received 6 bids for the project, all in good order and all includes a 10% contingency but excludes G.S.T as per below:

Contractor	Sch A -Leung Rd- Ph1	Sch B - Duncan Ave	Sch C - Parking Lot	TOTAL (excl. GST)
DB Bobcat Services Ltd.	\$752,038.66	\$975,689.41	\$210,897.74	\$2,132,488.39
Border Paving Ltd.	\$771,015.03	\$974,448.63	\$216,619.88	\$2,158,291.89
Carbon Earthworks Ltd.	\$824,414.65	\$1,027,827.35	\$240,428.10	\$2,301,937.11
Central City Asphalt Ltd.	\$867,762.25	\$1,093,865.53	\$188,157.73	\$2,364,764.06
Pidherney's Inc.	\$857,777.94	\$1,066,535.50	\$234,297.31	\$2,374,471.83
Kichton Contracting Ltd.	\$1,697,742.50	\$2,138,301.70	\$300,555.30	\$4,546,959.45
<i>Stantec's Opinion of Probable Cost</i>	<i>\$825,897.50</i>	<i>\$1,062,938.00</i>	<i>\$219,979.50</i>	<i>\$2,319,696.50</i>

**\*\*\* Note – The above Total cost amounts include a contingency. DB Bobcat's contingency amount is \$193,862.58.**

As outlined above, and in the attached Stantec Consulting Letter of Award, DB Bobcat Services Inc. are the low bidders. This company has a good track record in Central Alberta and can complete this work. We would be looking at awarding Schedule A and B, with the future parking lot (Schedule C) being done in the 2022 phase 2.

The engineering, drawings, geotechnical and survey was completed for the entire phase 1 and phase 2 works, within the existing park area (future Duncan Roadway) and to the end of Leung Road, north and south because of the limits within the existing ROW, the lack of stormwater systems, access and traffic flow concerns, the existing adjacent school and existing and future park facilities planned in this area.

As noted in the table above Stantec's Opinion of Probable Cost for the project was \$2,319,696.50. This costing was developed following completion of the final design. The Town's budget estimate for this phase in the amount of \$2M was determined during the preliminary engineering work advanced last summer and had not included the parking lot expansion (Schedule C) which could be included in phase 2 of the project. The tender award before Council does not include the consulting and other fees to date to complete both phases or the inspections and contract administration for this first phase of construction. Further, with this improvement, comes shallow utility franchise upgrades to the power and gas along this roadway, which is the responsibility of the town to fund. These franchise improvements cannot be designed and truly costed until the school site



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

determines their power and gas requirements. This information regarding the shallow utilities will not be known for a number of months. These estimated costs below will be updated once we get this information. In addition, it has been determined that a portion of infrastructure costs should be apportioned to Alberta Infrastructure as it is specific infrastructure of benefit and forms part of the facility development. This would include school bus lay-by costs and sharing of costs for the storm line alignment through the school parking lot that provides storm drainage for the site. Administration is currently in discussions with Alberta Infrastructure on this matter where shared costs are assumed at a value of \$144,671.21.

Based on the effort and anticipated timeline of two months for construction, the known and estimated costs are further detailed in the table below as our budget is very tight.

<b>2021 Capital Expenses (known and estimated)</b>		
Phase 1 and 2 Engineering and Design (included Ph 1 and 2 Geotech Investigation, Survey, Design and Drawings. Also included Tendering and Award of phase 1)	\$138,863	Known
Ph. 1 Construction Inspection and Testing,	Approx. \$110,000	Estimated
Shallow Utility improvements	Approx. \$150,000	Estimated
Potential cost share funding from School site	-\$144,671.21	Known, but TBD by Province
<i>Subtotal of other Costs as indicated above (assuming funding coming from school site)</i>	<i>\$254,191.79</i>	<i>Estimated</i>
Award of Schedule A and B contract recommendation (including \$193,862.58 of Contingency or 11% of award)	\$1,727,728.07	Known
<b>Budget Expenses Total</b>	<b>\$1,981,919.86</b>	

**FINANCIAL IMPLICATIONS:**

Based on our estimate for the total project costs as per above, and unknowns around Fortis and other contributions potentially paid for from Alberta Infrastructure for apportioned infrastructure costs relative to the school site, we are on budget. Should estimated values be exceeded or funding from Alberta Infrastructure be denied Administration would bring this project budget back to Council for further discussion.



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

---

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council award Phase 1 of the Leung and Duncan Avenue Project work to DB Bobcat Services Inc. for \$1,727,728.07 excluding GST.
2. That Council approve additional project expenditures required, and as identified an upset and total project amount of \$2 million dollars.


**ALTERNATIVES:**

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

**ATTACHMENTS:**

- [Tender Award letter](#)
- [Tender Drawing Package](#)

**Approvals:**

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

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



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

---

**MEETING DATE:** February 9, 2021

**PREPARED BY:** Laura Thevenaz, Infrastructure Services Manager

**SUBJECT:** Draft Enterprise Asset Management Software Request for Proposal

---

**BACKGROUND:**

On June 9, 2020, we met with Council to review Administration's plans to move forward with the application to Federation of Canadian Municipalities (FCM) for Municipal Asset Management Program (MAMP) funding. Since then, the Town has been approved for up to \$38,435 to support various asset management activities in 2020/2021.

As part of the application, the Town applied for the maximum allowable grant amount of \$25,000 for an asset management software program. The Town has now moved into the next steps of its asset management program journey and will be advertising the Request for Proposal (RFP) for an Enterprise Asset Management Software solution.

**DISCUSSION:**

As per the current Council's direction, any RFPs that may impact service levels of our residents, are to be brought forward to Council for input and feedback prior to the RFP being finalized and posted by Administration. As such, Administration has attached a draft request for proposal for enterprise asset management software solution providers to provide services tailored to meet our current and future requirements for 3 years plus another optional 2 years extension.

The expected work includes providing an EAM solution, for items including but not limited to:

- Implementation of EAM software to manage Town assets hosted by Proponent for the Town. Data hosted within this register will not be converted to a proprietary format limiting future access to records. EAM is accessible to the Town 24/7/365 at 99% availability.
- EAM data register can support the management of municipal assets and store primary assets (stormwater, sewer, water, road, fleet, facilities, parks, trails, green infrastructure) asset attributes (type, material, dimensions, quantity, construction date, and metadata) and associated subsets.
- Lifecycle costing- capture of historic and projection of future lifecycle costs.
- Calculate asset depreciation using straight line, diminishing balance, output/service basis and units of production.
- Asset remaining life modelling
- Ability to schedule preventative maintenance tasks for assets and track and report on results.
-



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

- Provide a work order module that seamlessly integrates into the EAM system. The work order system must include the ability to track operations and maintenance costs associated with specific assets. Must include both internal, and external (contractor) resource time, materials, equipment time, etc.
- Ability to create, assign workflow, and track work order status is required.
- Software shows effect of maintenance on asset from work order completion is shown in asset performance/modelling
- Allow end user to view asset information within a GIS mapping interface

If this draft RFP is approved tonight, it will be advertised on Alberta Purchasing Connection (APC) and will close around March 11, 2021. We welcome Council's feedback and comments.

**FINANCIAL IMPLICATIONS:**

As part of the 2021 Capital Budget, \$101,200 (\$46,500 AM Software & \$54,700 Work Order Software) was approved. The final costs after implementation are anticipated to be less than this with the \$25,000 MAMP grant applied.

**ADMINISTRATIVE RECOMMENDATION:**

That Council approve the draft RFP for Enterprise Asset Management Software as presented to be posted on APC.


**ALTERNATIVES:**

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

**ATTACHMENTS:**

- *Draft RFP for Enterprise Asset Management Software*

**Approvals:**

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

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

# **Request for Proposal (RFP) for Enterprise Asset Management Software**

RFP NO.: 21-3212

DATE RFP ISSUED:  
**February 4, 2021**

CLOSING DATE AND TIME:  
**March 5, 2021 before 2:00 P.M. (Local Time)**

**Town of Blackfalds  
Box 220  
Blackfalds, AB  
T0M 0J0**



## TABLE OF CONTENTS

---

1.0	INTRODUCTION.....	3
2.0	BACKGROUND.....	3
3.0	DEFINITIONS .....	4
4.0	OPPORTUNITY.....	5
5.0	OBJECTIVE.....	5
6.0	GENERAL INSTRUCTIONS TO BIDDERS .....	6
7.0	PROPOSAL REQUIRED INFORMATION.....	7
8.0	PROPOSAL PRICES .....	7
9.0	DELIVERABLES.....	7
10.0	GENERAL.....	7
11.0	COMMITMENT AND LIMITATION OF LIABILITY.....	8
12.0	PROJECT SCHEDULE .....	9
13.0	PROPOSAL.....	9
14.0	EVALUATION CRITERIA .....	13
15.0	PROPOSALS.....	14
16.0	NEGOTIATION .....	16
17.0	PERFORMANCE, ACTS AND REGULATIONS.....	19
18.0	SPECIAL CONDITIONS OF PROPOSAL.....	22

SIGNATURE FORM .....	25
APPENDIX ‘A’ - SCOPE OF WORK .....	26
APPENDIX ‘B’ – SCHEDULE OF SERVICES .....	29

## 1.0 INTRODUCTION

---

This Request for Proposal (the “RFP”) is an invitation by the Town of Blackfalds (the “Town”) to experienced and qualified Asset Management vendors to submit **binding proposals** for the acquisition and implementation of an Enterprise Asset Management (EAM) software solution.

The base functionality of the EAM software system should allow the Town to maintain, support and improve business units across the organization by allowing users to leverage information and critical asset data for the general purposes of optimizing the useful life of assets in the most cost-effective way. The deterministic modeling of various asset life-cycle strategies, tracking and modelling condition and performance deterioration, establishment of KPI triggers, are key functionalities that would be required. Reporting outputs should allow for TCA reporting, and scenario modelling of asset profiles, to enhance and assist with capital and operational & maintenance budgetary decision-making.

## 2.0 BACKGROUND

---

Blackfalds is one of Canada’s youngest and fastest growing communities; with a population of approximately 12,000 in 2020. Ideally situated in Central Alberta, midway between Alberta’s two largest urban centres, Blackfalds retains the feel and security of a small-Town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As the population of Blackfalds increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long range capital and operating planning to address infrastructure planning and operating results.

The Town of Blackfalds is responsible for the operation, maintenance, and improvement of:

- 70.27 km of roadway.
- 69.88 km of sanitary pipeline network.
- 70.27 km of water pipeline network.
- 41.76 km of stormwater pipeline network.
- 40.12 km of trails.

- Approximately 8 Town-owned facilities.

### 3.0 DEFINITIONS

---

Throughout this Request for Proposal the following terminology will be used:

**“Additional Services”** means services requested by Town of Blackfalds not listed within this agreement.

**“Application Programming Interface (API)”** means a software intermediary to allow applications to interact with one another

**“Business Day”** means Monday to Friday, excluding holidays.

**“Business Hours”** means 8:30 a.m. to 4:30 p.m. MDT on Business Days.

**“Close of Proposals”** means 2:00 p.m. MDT on March 5, 2021.

**“Contract”** means the written agreement between the successful Vendor and the Municipality to provide Enterprise Asset Management Software contemplated by this RFP.

**“Council”** means Council of the Town of Blackfalds.

**“Enterprise Asset Management Software (EAM)”** the management of the maintenance of physical assets across the scope of an organization.

**“Evaluation Team”** means the individuals who will evaluate the Proposals on behalf of the Town.

**“Geographic Information System (GIS)”** is a spatial database that manages geographical data.

**“Key Performance Indicator (KPI)”** is a measurable performance value of a particular activity.

**“Town”** means the Town of Blackfalds.

**“Municipal Government Act”** means the Municipal Government Act, RSA 2000, c M-26 and its relevant regulations as amended from time to time.

**“Must”, “mandatory”, “required”, “shall”** means a requirement that must be met in substantially unaltered form in order for the Proposal to receive consideration.

**“OHS”** means Occupational Health and Safety.

**“Optional”** means a requirement not considered essential, but for which preference may be given.

**“Partners”** means Town of Blackfalds.

**“Proponent”** means a party signing and delivery of the Proposal documents to the Town.

**“Proposal”** means an offer by the Vendor to perform the Services in accordance with the Contract Documents and for the proposal price.

**“Request for Proposal (RFP)”** means the solicitation for the Enterprise Asset Management Software.

**“Services”** means the functions, duties, tasks and responsibilities to be provided by the Vendor as described in this RFP.

**“Should”, “desirable”** means a requirement having a significant degree of importance to the objectives of this RFP.

**“Vendor”** means an organization or a Consortium responding to this RFP with a proposal.

## 4.0 OPPORTUNITY

---

The Town of Blackfalds desires to enter into a professional contract with an Asset Management professional consultant to provide an Enterprise Asset Management (EAM) software solution hosted by the Proponent. The successful applicant will enter into a written contract with the Town of Blackfalds as prepared by the Town of Blackfalds. Should negotiations with the successful applicant be discontinued, the Town of Blackfalds reserves the right to open discussions with other applicants.

## 5.0 OBJECTIVE

---

The primary objective of this Request for Proposal (the “RFP”) is an invitation by the Town of Blackfalds (the “Town”) to submit **binding proposals** for the procurement of an EAM software solution.

## 6.0 GENERAL INSTRUCTIONS TO BIDDERS

---

Proposals specifically marked:

### **“Blackfalds Municipal Enterprise Asset Management Software Proposal”**

shall be received by the following:

Mrs. Laura Thevenaz  
Town of Blackfalds Civic / Cultural Centre  
5018 Waghorn Street, Box 220  
Blackfalds, AB T0M 0J0

Email submissions - Due to COVID-19, email submissions to Laura Thevenaz, [lthevenaz@blackfalds.com](mailto:lthevenaz@blackfalds.com) will be permitted.

Proposals shall include the following information:

- 6.1 Faxed Proposals will not be considered. Late submissions will not be considered.
- 6.2 The conditions herein constitute a part of the RFP and the Proponent acknowledges acceptance of these conditions and waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might affect the rights of the Town under this RFP by signing the Signature Sheet (see Page 25). Responses submitted that do not include a signed Signature Sheet will not be considered.
- 6.3 The main point of contact and communications regarding this RFP should be sent to the Infrastructure Services Manager – Laura Thevenaz – [lthevenaz@blackfalds.com](mailto:lthevenaz@blackfalds.com)
- 6.4 The Town will assume no responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to their meaning, the Proponent must notify the Town's contact above in writing with a request for the Town to issue a written addenda.
- 6.5 Each Proponent must make full disclosure of any personal or business relationships with any member of Town Council, any Executive Officer, or any Town staff member. Disclosure, if any, must be made in writing and accompany the Proponent's response.
- 6.6 The law applicable to this RFP is the law in force in the Province of Alberta.
- 6.7 All the terms and conditions of this RFP are assumed to be accepted by the Proponent, and incorporated in the Proposal, except those conditions and provisions which are expressly excluded by the Proposal.

- 6.8 Proposals shall be prepared at the sole cost of the Proponent and under no circumstances will the Town be responsible for these costs.

## **7.0 PROPOSAL REQUIRED INFORMATION**

---

- 7.1 The proposal, excluding the cover sheet shall be in English, no more than 20 single sided 8.5x11 inch pages, single spaced using font size 10 or larger font. A maximum of 2 of the 20 pages can be 11x17 if required. The appendix shall include relevant resumes, awards, letters of reference, past projects or other supplementary information pertaining to the proposal. Appendixes shall be no more than 30 single sided 8.5x11 inch pages single spaced, using font size 10 or larger.
- 7.2 The proposal shall highlight the primary contact and must also include a secondary contact for your company.
- 7.3 Proposals must include completed Appendix "A" and "B".

## **8.0 PROPOSAL PRICES**

---

- 8.1 All prices proposed shall be in Canadian Currency. If not stated otherwise, the Town will assume that prices quoted are in Canadian funds.
- 8.2 Prices will include all applicable taxes, duties and costs of providing the Service unless otherwise expressly stipulated. When suggesting subscription costs the Proponent will describe the costs as related to present associated industry rates.
- 8.3 Goods and Services Tax (GST) shall not be included in quoted prices.
- 8.4 Unless specified otherwise by the Proponent, the Town will assume the Proposal to be firm for acceptance within 90 days of Proposal closing.
- 8.5 The costs and work description shall be written in common language with descriptions manageable to a lay person.

## **9.0 DELIVERABLES**

---

- 9.1 Time shall be of the essence to complete the package of services by the successful Proponent and no extension of time given on any occasion will be deemed to be a general waiver of this condition.
- 9.2 The Proponent is expected to use all reasonable undertakings to make delivery at the time specified in the RFP or otherwise stated. If for any reason delivery is delayed, the Proponent shall be responsible for any loss or damage sustained by the Purchaser or any third party by reason of such delay, unless prior written consent from the Purchaser is given accepting delay.

## **10.0 GENERAL**

---

- 10.1** The Town may refuse to award a contract to a Proponent who has not complied with applicable Federal, Provincial or Municipal licensing regulations or bylaws or other requirements.
- 10.2** The Proponent shall obtain and pay for all permits and licenses required either by the Government of Canada, the Province of Alberta, the Town, or any other authority to enable the Proponent to do all things necessary to perform the Contract.
- 10.3** Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.
- 10.4** Any references in the RFP to statutes or regulations or to any Town bylaws are deemed to include the most recent amendments thereto or replacements thereof.
- 10.5** The successful Proponent hereafter shall be referred to as the “Consultant” as the context requires.

## **11.0 COMMITMENT AND LIMITATION OF LIABILITY**

---

- 11.1** Proponents are advised that no commitment or contractual obligations arise or are created under this RFP until such time as the successful Proponent receives official written confirmation of acceptance from the Town.
- 11.2** In no circumstances will a Proponent be entitled to consequential damages for any loss of profit or damage to reputation.
- 11.3** In no circumstances will a Proponent be permitted to limit their liability to an amount less than TWO MILLION (\$2,000,000.00) dollars.
- 11.4** In no circumstances will a Proponent be entitled to special damages.

The selected Proponent will carry a comprehensive general liability policy with a minimum limit of TWO MILLION (\$2,000,000.00) including products and completed operations and non-owned automobile liability to the same limits.

## 12.0 PROJECT SCHEDULE

---

Key Points in RFP Process	Date
Issuing Date of RFP	Thursday February 4, 2021
Registration Date Pre-bid Meeting	Tuesday, Feb 16, 2021 4:30 p.m. (Local Time)
Optional Pre-bid Meeting <i>Zoom Call</i>	Wednesday, Feb 17, 2021 from 10:00 a.m. to 11:00 p.m. (Local Time)
Deadlines for written questions	Friday, Feb 19, 2021 before 4:30 P.M. (Local Time)
Deadline for Issuing Addenda	Friday, February 26, before 4:30 P.M. (Local Time)
RFP Closing Date and Time	Friday, March 5, 2021 before 2:00 P.M. (Local Time)
Project Award Date (Tentative)	Friday, March 26, 2021
Project Kick-off Meeting Date (Virtual meeting)	Thursday, April 8, 2021

## 13.0 PROPOSAL

---

### 13.1 ACCEPTANCE OR REJECTION

**13.1.1** Any award will be subject to approval by Town Council.

**13.1.2** A Proposal may be rejected on the basis of the Proponents' past performance, financial capabilities, completion schedule or failure to comply with Federal, Provincial or Municipal legislation.

**13.1.3** The Town reserves the exclusive right in its sole discretion:

**13.1.4** To accept the Proposal which it deems to be most appropriate and to waive any deviations in the Proposal;

- 13.1.5** To accept the Proposal in part or in its entirety;
- 13.1.6** To accept a Proposal submitted as a partnership between 1 or more potential Proponents;
- 13.1.7** To reject all Proposals and to invite new Proposals for the services required;
- 13.1.8** To increase, decrease, delete, or vary any portion of the work;
- 13.1.9** To reject Proposals which in its opinion are clearly non-viable from an implementation, operational, environmental, scheduling, technological, or financial point-of-view;
- 13.1.10** To reject Proposals where there are significant omissions of required information as they relate to desirable requirements;
- 13.1.11** To reject Proposals which have conditions attached, which are not authorized by the RFP; and
- 13.1.12** To reject Proposals where there is a failure to provide satisfactory references or to meet servicing requirements.

## **13.2 ASSIGNMENT OF CONTRACT**

- 13.2.1** A Contractor shall not, without the prior written consent of the Town, which consent may be withheld at the sole discretion of the Town, assign or transfer in any manner whatsoever any or all the rights, liabilities, obligations, and benefits of the Contract. It shall; however, be a condition of any consent, if given, that the proposed assignee provide the Town with evidence satisfactory to the Town that the assignee can comply with the provisions of the Contract.

## **13.4 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

- 13.4.1** The Town acknowledges that a Proposal may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town acknowledges and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. The Town is, however, bound by the Freedom of Information and Protection of Privacy Act (Alberta) and all documents submitted to the Town will be subject to the provisions of this legislation.

## **13.5 PERFORMANCE AND EXCUSABLE DELAYS**

- 13.5.1** The Proponent may be evaluated periodically throughout the course of work or at the end of the project as the case may be. The Town will work with the Proponent to set key milestones, which may have financial implications for not meeting certain

milestones. Any evaluations will be shared with the Proponent with the goal of immediate and permanent resolution of any problems and concerns.

- 13.5.2** The Town and the Proponent will acknowledge that delays in performance under the understanding such may arise due to events beyond their reasonable control. Such delays will be excusable, and the relevant obligation suspended but only for such period of time as the cause for the delay remains beyond the reasonable control of the obligated party.

## **13.6 ENVIRONMENTAL CONSIDERATIONS**

- 13.6.1** Proponents are advised that the Town supports the purchase of products and services that will minimize any negative impact on the environment. The Town recognizes that procurement decisions by its employees can make a difference in pursuit of improving environmental performance. The Town will purchase environmentally preferred products or services whenever it is practical and can be obtained at a reasonable cost.

## **13.7 CLARIFICATION**

- 13.7.1** The Town reserves the right to seek clarification from any Proponent to assist in the evaluation of its Proposal.

## **13.8 NEGOTIATION**

- 13.8.1** The Town reserves the right to negotiate the terms of any Proposal with any Proponent. If the parties after having bargained in good faith are unable to conclude a formal agreement, the Town and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the Town may, in its discretion, contact other Proponents whose Proposals are considered by the Town suitable for the project and attempt to conclude a formal agreement with them.

## **13.9 RIGHT TO TERMINATE**

- 13.9.1** Any of the following occurrences or acts will constitute an event of default by the Proponent under the RFP and any resulting contractual agreement:
- 13.9.2** Non-performance or non-observance of any of its other covenants, agreements, or obligations hereunder, express or implied, continuing for fifteen (15) days after the Town has given the Proponent notice in writing to rectify the non-performance or non-observance. If the failure cannot be remedied within fifteen (15) days, then the Town in its discretion may extend the time period for rectification or terminate the agreement;
- 13.9.3** An assignment for the benefit of creditors or becoming bankrupt or insolvent,

taking the benefit of any legislation for the protection of a bankrupt or insolvent parties; or

**13.9.4** The appointment of a Receiver for the Proponent. In the event References are unsatisfactory, the Town will have the right to terminate the Contract immediately.

**13.9.5** Notwithstanding anything contained herein, the Town may, at any time during the term of any Contract arising as a result of this RFP, upon giving 30 days' notice to the Proponent, terminate the Contract if the Town is of the opinion that the services supplied by the Proponent are not of a standard satisfactory to the Town or that the Proponent no longer has the financial capability to perform its obligations under the subsequent contract.

**13.9.6** The Town in its sole discretion may terminate the Contract for reasons including, but not limited to, unethical or criminal activities by the Contractor upon giving 7 days notice to the Contractor.

#### **13.10 NO COLLUSION**

**13.10.1** Except as otherwise specified or as arising by reason of a provision of the RFP documents, no person either natural, or body corporate, other than the Proponent has or will have any interest or share in its Proposal or in any award or Contract arising out of this RFP. There must be no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted in response to this RFP.

**13.10.2** Each Proponent must certify in writing that it has no knowledge of the contents of other Proposals and have made no comparison of figures or agreement or arrangement, expressed or implied, with any other party in connection with the making of its Proposal.

#### **13.11 CONFLICT OF INTEREST**

**13.11.1** By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the Town to create a conflict.

**13.11.2** Any issues which may be perceived as conflicts of interest must be identified. If the Proponent declares an actual or potential Conflict of, the Proponent must provide details of the actual or potential conflict of interest when submitting the Proposal.

**13.11.3** If the Proponent does not identify an actual or potential conflict of interest when

submitting their Proposal, they will be deemed to declare that there was no conflict of interest in preparing its Proposal, and there is no foreseeable conflict of interest in performing the contractual obligations contemplated in the RFP.

### **13.12 EXECUTION OF FORMAL AGREEMENT**

**13.12.1** This RFP represents a definition of specific requirements only. It is not intended to be, nor should it be construed as, an offer to contract. The Town will consider each submitted response but assumes no obligation to act on any response. All submitted responses shall become the property of the Town. Only the execution of a written contract will obligate the Town in accordance with the terms and conditions of that contract.

**13.12.2** If the Proponent's document is accepted, the Proponent shall be required to enter into a formal Contract. The Proponent will in good faith and in a timely manner clarify any terms or provisions of the Contract if required, or negotiate if circumstances require, and finalize the Contract within 60 days.

**13.12.3** The complete RFP together with and subject to all the provisions contained therein, along with the Town's form of Contract, shall, when accepted and executed on behalf of the Owner, constitute a binding Contract between the Proponent and the Owner.

### **14.0 EVALUATION CRITERIA**

---

**14.1** The Town considers the following requirements of the package submission to be of primary importance in the evaluation of bids for this RFP. Weighting points will be allocated based on the Town's assessment of the submissions where exact numerical assessment (such as price) cannot be made. Only those requirements applicable to the bid and based on the submission will be considered. The intent is to acquire service that best meets the Town's overall requirements based on the anticipated total cost of project.

**14.2** Proposals that do not meet the following mandatory requirements shall be disqualified without further consideration, subject to any rectification.

#### ***REQUIREMENTS/CRITERIA: (ALL SUBMISSIONS WILL BE SCORED ON THE FOLLOWING CRITERIA). MANDATORY CRITERIA:***

**14.2.1** Each submission must be received on or before the closing deadline and be consistent with Submitting Proposal Instructions outlined in this RFP.

**14.2.2** Each submission must include a signed copy of the Submission Form completed in its entirety.

### 14.3 RATED REQUIREMENTS

Rated Criteria Category	Value	Score
Company Profile	5 %	
Project Management	20 %	
Software Functionality	30 %	
Training & Support	20 %	
Innovative and Valued Added Services	5 %	
References	5%	
Cost	15 %	
<b>Total Value</b>	<b>100 %</b>	

Please include the following information in sufficient detail in the Proposal submission in order for the rated requirements to be evaluated and scored. Ensure the following outline and numbering provided is used for ease of reference by evaluators:

Letter of Transmittal (cover)

1. Executive Summary
2. Company Profile
3. Project Management
4. Software Functionality
5. Training & Support
6. References
7. Cost
8. Completed Appendix A & B
9. Signed Insurance Signature Form

### 15.0 PROPOSALS

---

**Proposals are to provide the following in their submission:**

#### 15.1 EXECUTIVE SUMMARY

- 15.1.1** Provide a brief executive summary of the advantages of the proposed solution and how it will benefit the Town of Blackfalds.

#### 15.2 COMPANY PROFILE (5%)

- 15.2.1** Provide an overview of company with the number of years the company has been in the business of providing a similar service to municipalities. Provide company overall vision and mission.

**15.2.2** Provide the resumes and qualifications for key personnel that would be assigned to our account, including identification of the single point of contact at a managerial and operational level.

**15.2.3** Additional information that would be useful for the Towns evaluation process.

**15.3 PROJECT MANAGEMENT (15%)**

**15.3.1** Describe the project management strategy and methodology as well as providing an implementation plan schedule/timeline which adheres to the Towns timelines. This strategy and schedule should include but not be limited to the following.

- Project Planning Process
- Key dates and milestones
- Frequency of project meetings
- Status reporting
- Problem resolution

**15.4 SOFTWARE FUNCTIONALITY (30%)**

As part of the EAM software program requirements, the Town is seeking a solution that meets both its immediate needs, long term anticipated needs. See Appendix “A” for EAM software functionality requirements.

**15.5 TRAINING & SUPPORT (15%)**

**15.5.1** Describe the training options and level of service that will be associated with each. For example, in-person (tentative), webinar, existing white papers.

**15.5.2** Describe support options and level of service associated with each. For example, email, phone, live chat, in-person. Support to be available Monday to Friday 7-5 MST. Describe service options available to the Town after these hours.

**15.6 INNOVATIVE AND VALUE-ADDED SOLUTIONS (5%)**

**15.6.1** Proponents are encouraged to supply information on new and innovative modules and processes that they feel would be beneficial to the Town. The purpose of this evaluation component is to provide incentive in the evaluation process for innovative or value-added solutions that the Proponent proposes to bring to the Service.

**15.7 REFERENCES (5%)**

**15.7.1** The Town requires a list of references that have implemented a similar software solution. At least three (3) references, complete with the person to contact, their telephone number and email should be included with the Proposal.

**15.7.2** It is the Proponents' responsibility to ensure the availability and appropriateness of individual reference contacts. The Town reserves the right to contact any current or previous clients not specifically listed as a reference.

**15.7.3** The Town will not enter into a contract with any Proponent whose listed references, in the opinion of the Town, are found to be unsatisfactory.

## **15.8 COST PRICING (25%)**

**15.8.1** The Proposal shall include an itemized breakdown of charges for each service, module and/or product showing items such as project management, data migration and implementation, training, base software cost, annual support and maintenance. The proposal must identify the fee structure for the identified services over the entire life of the contract. The Town reserves the right to seek clarification on such information during the evaluation process.

**15.8.2** All prices proposed shall be in Canadian Currency. If not stated otherwise, the Town will assume that prices quoted are in Canadian funds.

**15.8.3** Provide a fixed total annual price in Canadian dollars, exclusive of GST.

**15.8.4** Pricing will include all costs necessary to complete the full scope of the software implementation. Provide annual costs after implementation. The Town will not be responsible for any additional costs or surcharges not identified.

## **16.0 NEGOTIATION**

---

The Town of Blackfalds reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

### **16.1 EVALUATION PROCESS**

#### **16.1.1 Step 1 – Initial Review of Mandatory Requirements**

**16.1.1.1** Step 1 will consist of a review of all the mandatory requirements to determine which Proposals comply. Proposals that do not meet mandatory requirements shall be disqualified.

#### **16.1.2 Step 2 – Rated Criteria Review**

**16.1.2.1** Step 2 will consist of a review of all compliant Proposals to determine the highest-ranking Proponent based on the rated criteria (excluding cost pricing), as set out in the Table 1. References provided may be used to re-evaluate and validate the Proposal

submission but will not be scored separately.

**Table 1: Initial Rated Criteria Review**

<b>Rated Criteria Category</b>	<b>Value</b>	<b>Score</b>
Company Profile	5 %	
Project Management	15 %	
Software Functionality	30 %	
Training & Support	15 %	
Innovative and Valued Added Services	5 %	
References	5 %	
<b>Total Value</b>	<b>75 %</b>	

#### **16.1.3 Step 3 – Pricing Review**

**16.1.3.1** Step 3 will consist of a review of the Proposal Pricing for the top-ranked Proponents from Step 2 to determine the Pricing score.

**Table 2: Cost Pricing Rated Criteria Review**

<b>Rated Criteria Category</b>	<b>Value</b>	<b>Score</b>
Cost Pricing	25%	
<b>Total Value</b>	<b>25%</b>	

#### **16.1.4 Step 4 – Total Points Review**

**16.1.4.1** Step 4 will consist of a review of the Total Point Score to determine the top-ranked Proponent based on the criteria set out below in Table 3:

**Table 3: Total Rated Criteria Review**

Rated Criteria Category	Value	Score
Company Profile	5%	
Project Management	15%	
Software Functionality	30%	
Training & Support	15%	
Innovative and Value-Added Services	5%	
References	5%	
Cost	25%	
<b>Total Value</b>	<b>100%</b>	

**16.1.5 Step 5 – Selection**

- 16.1.5.1** The top-ranked Proponent, as identified above, will receive a written invitation to enter into direct contract negotiations with the Town.
- 16.1.5.2** Evaluation scores and rankings are confidential and apart from identifying the top-ranked Proponent no details of the Proposal score or ranking of any Proponent will be released to any other Proponent.
- 16.1.5.3** Proponents should note that if the parties cannot execute a contract, the Town may invite the next-best-ranked Proponent to enter into negotiations. In accordance with the process rules of this RFP process, there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. This process shall continue until a contract is formalized, until there are no more Proponents remaining that are eligible for negotiations or until the Town elects to cancel the RFP process.

## 16.2 EVALUATION TABLE

**16.2.1 Requirements/Criteria** shall be evaluated in accordance with the following table and the weights assigned to each criteria:

<b>10</b>	Excellent. Exceeds the requirements of the criterion in superlative beneficial ways/very desirable.
<b>9</b>	Very Good. Exceeds the requirements of the criterion in ways which are beneficial to our needs.
<b>8</b>	Good. Exceeds the requirements of the criterion but in a manner which is not particularly beneficial to our needs.
<b>7</b>	Fully meets the requirements of the criterion.
<b>6</b>	Average. Adequately meets most of the requirements of the criterion. May be lacking in some areas which are not critical.
<b>5</b>	Barely meets most of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas which are not critical.
<b>4</b>	Poor. Addresses most, but not all, of the requirements of the criterion to the minimum acceptable level. Lacking in critical areas.
<b>3</b>	Poor to Very Poor
<b>2</b>	Very Poor. Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas.
<b>1</b>	Very Poor to Unsatisfactory
<b>0</b>	Does not satisfy the requirements of the criterion in any manner.

## 16.3 CREDIT CHECKS

**16.3.1** The Town reserves the right to request and receive financial information, credit checks, and performance securities from a Proponent or Contractor that will, in the Town's opinion, protect the Town's interests and/or demonstrate that the Proponent's or Contractor's business is financially sound. Failure to comply with such requests may result in a Proposal being rejected.

## 17.0 PERFORMANCE, ACTS AND REGULATIONS

---

### 17.1 ACTS & REGULATIONS

**17.1.1** The Proponent as the Contractor shall comply with all requirements of those federal, provincial, municipal or other governmental bodies, agencies, tribunals or authorities having jurisdiction and lawfully empowered to make and/or impose laws, bylaws, rules, orders or regulations with respect to meeting Contractor's obligations under a Contract, including, without limitation the following:

- Town of Blackfalds applicable bylaws

- Workers' Compensation Act
- Labour Relations Code
- Occupational Health and Safety Act
- Public Health Act
- Employment Standards Act
- Safety Codes Act
- Freedom of Information and Privacy Act

**17.1.2** The Proponent as the Contractor shall abide by all rules and regulations adopted by the Town and communicated from time to time in writing to the Contractor during the term of Contract.

**17.1.3** If the Contractor is of the opinion that the associated costs to the Contractor to comply with any such municipal policy are unreasonable and the parties are unable to agree to reasonable costs for which the Contractor is responsible, the Contractor may elect to terminate the contract in accordance with terms of, "Scope of Work" herein or to proceed to arbitration in accordance with provisions of the Arbitration Act of Alberta or other Provinces as deemed applicable and determine the reasonableness and the amount of the associated costs which the Contractor should bear.

## **17.2 PERFORMANCE**

**17.2.1** The Town requires written confirmation by a Proponent respecting the Proponent's commitment and ability to comply with legislative requirements and industry standards. The Proposal must respond specifically to the following:

- Confirmation that the Proponent will follow all policies and procedures of the Town;
- Prohibition against the Proponent entering into subcontracts without prior approval;
- Confirmation of the obligation to furnish evidence of compliance with all applicable workers' compensation legislation at designated intervals, including confirmation of personal coverage by owners of the business if the owners will be performing work; and,
- Confirmation of the Proponent's obligation to indemnify the Town for any losses, including fines or legal expenses, arising from health and safety liability.

## **17.3 INSURANCE REQUIREMENTS**

**17.3.1** The Proponent as the Contractor shall during the term of the Contract and at its own expense maintain with Insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta or other Provinces as deemed applicable and in forms satisfactory to the Town the following insurance policies:

**17.3.1.1** A Commercial General Liability insurance policy for bodily injury (including death) and property damage in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive limit for any one

occurrence and such policy shall:

- Include the Town of Blackfalds as an additional insured
- Include a cross liability clause;
- Products and Completed Operations Endorsement;
- Non-owned Automobile Liability Endorsement to limits of not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence.

**17.3.2** The said insurance policies shall include provision for the Town to be given thirty (30) days written notice prior to cancellation, and thirty (30) days prior notice of any material change.

**17.3.3** The Proponent as the Contractor shall provide documentary evidence in a form satisfactory to the Town of the above-mentioned insurance policy at inception of the Contract and at each renewal date thereafter or when requested by the Town.

**17.3.4** The Proponent as the Contractor and not the Town shall be responsible for any deductible that may apply in any of the said insurance policies.

**17.3.5** The insurance requirements detailed here are considered to be the minimum required by the Contractor. These limits may be exceeded by the Contractor without consultation with the Town.

**17.3.6** All policies of insurance shall include as additional insured the Town of Blackfalds, its Officers, administrators, assigns, employees, agents and contractors. Such liability insurance shall contain a cross liability clause whereby the insured indemnifies each insured as if a separate policy had been issued to each. A certificate of insurance evidencing the Town of Blackfalds being added as an additional insured on their policy with 30 days notice of change or cancellation of insurance.

**17.3.7** The Proponent covenants and agrees to indemnify and hold harmless the Town, its officials, officers, employees and agents from any and all liabilities, damages, costs, claims, suits or actions caused by or resulting from the work stipulated in the RFP or in the performance of the Contract.

#### **17.4 SECURITY CLEARANCE**

The purpose of this section is to ensure that ALL Contracted employees working on this project are free of Criminal Records and Convictions for offenses against Persons, or Property, for which they have not been pardoned. Authority to proceed with site work on behalf of the Town shall be withheld from all persons that have not fulfilled the Security Clearance requirements as specified within this section.

**17.4.1** The Contractor shall, at its sole expense, obtain security clearance from the R.C.M.P., and provide certified proof thereof, for all its employees assigned to work on-site, prior to that employee's commencement of work on Town identified sites.

**17.4.2** The Contractor SHALL:

- 17.4.2.1** NOT assign ANY person to perform work for the Town that is under the age of 16.
- 17.4.2.2** PRIOR TO permitting ANY employee to perform work on the Contractor's behalf within the Town's Buildings, cause that person to submit an accurate and fully completed Security Clearance. A photocopy of identification satisfactory to the Town (usually a Drivers License, Immigration or Passport Documents, or other Photo bearing identification) MUST be provided and accompany the Security Clearance Form.

## **18.0 SPECIAL CONDITIONS OF PROPOSAL**

---

### **18.1 REFERENCES**

- 18.1.1** Proposals must include a list of references with respect to the general reputation of the Proponent along with the Proponent's skills and qualifications necessary to diligently and properly perform the work in accordance with the Contract. References are to be from clients to whom the Proponent has supplied similar services. At least three (3) references, complete with the person to contact, their telephone number, and the type of products/services provided should be included with the Proposal.
- 18.1.2** The Town reserves the right to check the references of any and all Proponents at any time during the RFP evaluation process. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee to determine if a Proponent is compliant with this RFP.
- 18.1.3** The Town will not enter into a contract with any Proponent whose references, in the opinion of the Town, are found to be unsatisfactory.

### **18.2 LENGTH OF CONTRACT**

- 18.2.1** The successful Proponent will be invited to enter into contract negotiations with the Town for the provision of the Service for a two -year period, with the potential for additional 3 years of service provision dependent on performance. The anticipated start date is March 26, 2021, this date is not subject to change.

### **18.3 FUNDING**

- 18.3.1** The Proponents acknowledge that the Town cannot make financial commitments beyond the Town's current fiscal year or more than the projects specified grant. In this regard, it is understood by the Town and the Proponent that the Town shall annually make bona fide requests of its approving authority for appropriations of sufficient funds to make payments covered by any contract resulting from this RFP.
- 18.3.2** Should such funds not be approved by the approving authority, the Town shall notify

the Contractor that the request for funds has not been approved and of its intention to terminate the services so affected. Such termination shall take effect thirty (30) days from the date of notification and shall not constitute an event of default.

#### **18.4 NOTICE**

- 18.4.1** Notices in connection with the Contract will effectively be given if sent by registered mail or hand delivered to:

Town of Blackfalds Civic / Cultural Centre  
Attention: Mrs. Laura Thevenaz  
Town of Blackfalds Civic / Cultural Centre  
5018 Waghorn Street, Box 220  
Blackfalds, AB T0M 0J0

The Contractor shall provide an address for notices upon entering into the Contract with the Town.

Any Notice sent by registered mail will be considered as having been received seven (7) days after the mailing of such.

#### **18.5 OCCUPATIONAL HEALTH & SAFETY**

- 18.5.1** The Town reserves the right to request OHS documentation as deemed necessary including, but not limited to:

- Hazard Assessments
- Safety Plans
- Field Level Hazard Assessments

- 18.5.2** Unless travel is required for in-person meetings, the worksite location for the successful Proponent will be their primary office location. It is specifically drawn to the attention of the Proponent that all OHS Act requirements will be the responsibility of the Proponent provides in addition to other things that;

- Every employer and every Worker performing Work on the project complies with this Act and the regulations; and
- The health and safety of Workers on the project is protected.”

#### **18.6 TOWN PROVIDED INFORMATION**

All information provided to the Proponent including quantities or any other figures are accurate to the best of the Town’s knowledge. This information is intended to allow the Proponent to ascertain the scope of the Proposal. The actual figures may vary and the Town will not guarantee that this information is correct. Reliance on this information shall be at the

Proponent's own risk.

## **18.7 DATA CONFIDENTIALITY**

**18.7.1** Data provided to the Proponent may contain information of a personal nature. The Proponent shall ensure that all data storage, data transfers and reports have appropriate levels of security in place to ensure data confidentiality.

**18.7.2** Data provided to the Proponent is owned by the Town.

## **18.8 FIRM PRICE AND ESCALATION**

To be considered, all Proponents shall keep prices firm, for 90 days. Failure to comply with this requirement shall be cause for rejection of a Proposal. Alternative price Proposals will not be considered unless the Proponent first makes an offer based on firm pricing for the term of the contract.

## **18.9 TOWN OF BLACKFALDS BYLAWS**

Copies of the applicable Bylaws are available online via Town of Blackfalds website [www.blackfalds.com](http://www.blackfalds.com) for the information of the Proponents. Proponents acknowledge and agree that the Town may, from time to time, during the term of the Contract amend, repeal and/or replace the bylaws, as deemed appropriate.

## SIGNATURE FORM

The Undersigned Company represents and warrants that it is authorized to carry on business of this nature and that it is not disabled from performing the Contract if awarded by any law of Canada or of the Province of Alberta. The Undersigned also acknowledges receipt, understands, and has taken into consideration all the information presented in this Request for Proposal. The Undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the Company and to bind it to this Request for Proposal and Contract awarded pursuant to the Request for Proposal.

The Undersigned hereby acknowledges it has thoroughly reviewed and has complied with the documents making up this Request for Proposal, which may include, Instructions For Submitting Proposal, General Conditions Of Proposal, Special Conditions Of Proposal, all drawings and specifications as may be listed in and any amendments or addenda.

The Undersigned also authorizes the TOWN OF BLACKFALDS to contact any of the listed references submitted in their Proposal response.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Authorized Signature

**THIS FORM MUST BE RETURNED WITH RFP SUBMISSION**

## APPENDIX 'A' - SCOPE OF WORK

---

### THIS FORM MUST BE RETURNED WITH RFP SUBMISSION

The successful Proponent will provide the software and implementation of a solution that allows the Town the efficient and effective management of its assets. The Town reserves the right to omit future scope of work as required based on priorities, budget and other factors as deemed necessary. Implementation will be completed before October 29, 2021. Appendix "A" must be included with the RFP submission.

### **THE SCOPE OF WORK CONSISTS OF THE FOLLOWING:**

The expected work includes providing the implementation of software as needed which has the functionality to perform but not limited to the following key points:

Service Area	Immediate needs/Possible future	Qualified to provide? (y/n)	Key service provider (lead employee or sub-consultant)
<b>ASSET MANAGEMENT</b>			
Implementation of EAM software to manage Town assets hosted by Proponent for the Town. Data hosted within this register will not be converted to a proprietary format limiting future access to records. EAM is accessible to the Town 24/7/365 at 99% availability.	Immediate		
EAM data register can support the management of municipal assets and store primary assets (stormwater, sewer, water, road, fleet, facilities, parks, trails, green infrastructure) asset attributes (type, material, dimensions, quantity, construction date, and metadata) and associated subsets.	Immediate		
Initial batch data loading from existing Town GIS/TCA data into EAM software OR ability to have a live link from EAM software to GIS/TCA software databases.	Immediate		
Lifecycle costing- capture of	Immediate		

Service Area	Immediate needs/Possible future	Qualified to provide? (y/n)	Key service provider (lead employee or sub-consultant)
historic and projection of future lifecycle costs.			
Calculate asset depreciation using straight line, diminishing balance, output/service basis and units of production.	Immediate		
EAM software has ability to view asset and attribute information within an online GIS map interface.	Immediate		
Ability to conduct capital planning analysis to model proactive and reactive maintenance, rehabilitation/renewal events to analyze different financial scenarios and how event will affect lifespan.	Future		
Capital planning modelling with ability to generate funding scenarios and allocations for future asset management strategies. Renewals, replacements.	Future		
Asset remaining life modelling	Immediate		
Ability to schedule preventative maintenance tasks for assets and track and report on results.	Immediate		
Track debt schedules, reserves and balances.	Immediate		
Training for Town staff with software.	Immediate		
Ongoing support for software.	Immediate		
<b>WORK ORDER SYSTEM</b>			
Provide a work order module that seamlessly integrates into the EAM system. The work order system must include the ability to track operations and maintenance costs associated with specific assets. Must include both internal, and external (contractor) resource time, materials, equipment time, etc.	Immediate		

Service Area	Immediate needs/Possible future	Qualified to provide? (y/n)	Key service provider (lead employee or sub-consultant)
Ability to create, assign workflow, and track work order status is required.	Immediate		
Must be able to attach pictures to work order.	Immediate		
Software shows effect of maintenance on asset from work order completion is shown in asset performance/modelling	Immediate		
<b>GIS VIEWER</b>			
Allow end user to view asset information within a GIS mapping interface	Immediate		
Viewer is usable in office setting and in field with tablet or smart phone.	Immediate		
<b>PERMITS</b>			
Allow for future functionality expansion of EAM with module that allows processing of Town permit applications, including review, inspection, approval, issue. Permits and permit status must be able to be viewed in the software provided GIS viewer. Must provide reporting to meet legal requirements.	Future		

**THIS FORM MUST BE RETURNED WITH RFP SUBMISSION**

**APPENDIX 'B' – SCHEDULE OF SERVICES**

---

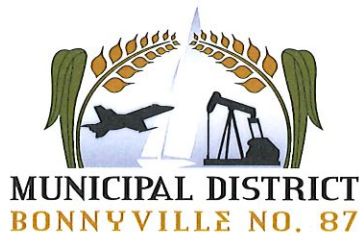
The successful Proponent will provide the software and implementation of a solution that allows the Town the efficient and effective management of its assets within the following timeframe. Implementation of EAM software will be completed **before October 29, 2021**. The Town reserves the right to alter these timelines as necessary. Appendix "B" must be included with the RFP Submission.

**THIS FORM MUST BE RETURNED WITH RFP SUBMISSION**

Activity	Date Required	Ability to meet deadline? (y/n)	Key service provider (lead employee or sub-consultant)
<b>ENTERPRISE ASSET MANAGEMENT</b>			
Project kickoff	April 8, 2021		
Existing databases analysis and review.	April 30, 2021		
Analysis of existing data. Gap Analysis of data.	May 21, 2021		
Data migration into EAM software	May 28, 2021		
Basic remaining lifespan generation from TCA/install data	June 11, 2021		
Basic condition assessment of assets generated from TCA information.	June 18, 2021		
Project Review (Tentative)	Late Q2/Early Q3, 2021		
<b>WORK ORDER SYSTEM</b>			
Workorder software integration	Late Q2/Early Q3 2021		
<b>GIS VIEWER</b>			
Ability to view assets, attributes, work-order status, permits status within GIS system	Late Q2/Early Q3 2021		
<b>CAPITAL PLANNING AND ANALYSIS (approval contingent on future funding &amp; needs)</b>			
Implementation of software to leverage asset data for	Q1 2022 (Tentative)		

Activity	Date Required	Ability to meet deadline? (y/n)	Key service provider (lead employee or sub-consultant)
optimised decision-making regarding Capital projects prioritization.			
<b>PERMITS (approval contingent on future funding &amp; needs)</b>			
Permit software integration with EAM	Q2 2022 (Tentative)		

**THIS FORM MUST BE RETURNED WITH RFP SUBMISSION**



RECEIVED

JAN 29 2021

AT THE OFFICE OF  
THE CAO / COUNCIL

January 20, 2021

Town of Blackfalds  
PO Box 220  
Blackfalds, AB T0M 0J0

Attn: Mayor and Council

**RE: Need for a Stronger Western Canadian Municipal Advocate**

The past few years have presented convincing evidence of the continued lack of advocacy and blatant disregard at the federal level for Western Canada's needs and one of its highly significant industries that impacts us all: the natural resources industry. Our Council here at the Municipal District of Bonnyville (M.D.) is beyond frustrated with this lack of effective representation that Western Canadian municipalities receive.

Currently, our only voice at the national table is that of the Federation of Canadian Municipalities (FCM). From their website, FCM states they "...advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs. Year after year, our work benefits every municipal government and taxpayer in Canada, and our programming delivers tools that help municipalities tackle local challenges."

**Question:** Do you feel that FCM advocates for the needs of your municipality or western Canada?

**Question:** Does the annual FCM Conference agenda/tours provide relevant value for your municipality?

**Question:** Are the needs of western Canada different than those of eastern Canada, and if so, is it time we entertain the idea of a WCM (Western Canadian Municipalities)?

To their credit, FCM did add a Western Economic Solutions Taskforce as one of their 15 program areas. Unfortunately, this initiative – which was created to mitigate the genuine alienation and hostility western Canadian municipalities experienced at the 2019 FCM Annual Conference held in Quebec City – has not produced any real results.

Our hope is that this letter will spark the much-needed conversation and potential solution to this long-standing issue. We sincerely request that you and your Council take the time to truly reflect on the level of service you are receiving from your current federal advocate. Are they truly the federal voice advocating for your citizens and your municipality?

The M.D. and many other communities across Alberta and western Canada are proud supporters and partners of the oil and gas industry. We wish to be a part of a solution that supports industry competitiveness rather than be forced to absorb Ontario's and Quebec's concepts of crippling changes that impact our municipal sustainability.

Thank you in advance for your Council's reflection on this topic and we look forward to hearing any feedback you may have.

Yours sincerely,



Greg Sawchuk  
Reeve

cc: Mr. Barry Morishita, President, Alberta Urban Municipalities Association  
Mr. Paul McLauchlin, President, Rural Municipalities of Alberta

/eq



**PAMZ** | Parkland Airshed  
Management Zone



January 22, 2021

Town of Blackfalds  
P.O. Box 220  
Blackfalds, AB  
T0M 0J0

Attn: Mayor Richard Poole & Council

Re: Parkland Airshed Management Zone 2021 Membership

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, provincial government departments, local government, and environmental non-government organizations and the public. It was formed in 1997 to monitor and manage air quality within the west central region of Alberta.

At this time we are extending an invitation to the Town of Blackfalds to join other local municipalities such as the City of Red Deer, Clearwater, Lacombe, Mountain View & Red Deer Counties, Bentley and others and join PAMZ. These municipalities have recognized the benefits of participating in a multi-stakeholder consensus-based process aimed at ensuring air quality in our region is maintained or improved into the future.

The year 2020, was a challenging year for PAMZ, as it was for all of us. PAMZ was able to maintain its regional air quality monitoring program throughout the year. All meeting of PAMZ's Board and various committees were switched from in-person to virtual formats. Public activities of the association, such as its Blue Skies Awards and Clean Air Day events were cancelled. Both events are being replanned for 2021, to also be held virtually.

The activities and accomplishments of PAMZ in 2020 will be published on-line in our Annual Report to the community during the second quarter of 2021. The 2019 Annual Report is freely available at: [https://pamz.org/wp-content/uploads/2020/07/PAMZ\\_2019AnnualReport\\_June2020\\_HR.pdf](https://pamz.org/wp-content/uploads/2020/07/PAMZ_2019AnnualReport_June2020_HR.pdf) In 2020, the Alberta Airsheds Council (AAC), of which PAMZ is a founding member, published its first ever Provincial Air Quality Report. This report was published with funding from all ten provincial airsheds and includes 2019 data from PAMZ. The AAC will publish its report on 2020 Provincial Air Quality during the second quarter of 2021. The 2019 report is freely available at: <https://www.albertaairshedsCouncil.ca/air-quality-report>.

We have taken the liberty of enclosing an invoice for the Town of Blackfalds's membership fee for 2021, should it decide to become a member of PAMZ. The fee is based on a per capita calculation that is detailed in the attached calculation sheet. If you have any questions about membership in PAMZ please contact the undersigned at your convenience.

Regards,

Kevin Warren  
Executive Director, PAMZ

*Feb 1, 2021*  
*R Poole 2/2/21*



**PAMZ** | Parkland Airshed  
Management Zone

# INVOICE

Invoice #: 2021-019  
Invoice Date: January 22, 2021

Town of Blackfalds  
P.O. Box 220  
Blackfalds, AB  
T0M 0J0

Attn: Accounts Payable

<u>Amount</u>	<u>Description</u>	<u>Price</u>
1	2021 PAMZ AQM Program Fees Town of Blackfalds	\$3,208.78

Sub -Total \$3,208.78

GST Number: 872803697

GST (5%) \$ 160.44

TOTAL \$3,369.21

Please Remit Payment to:

Parkland Airshed Management Zone  
Box 1020  
Sundre, AB  
T0M 1X0

Ph: 403.862.7046  
Email: [pamz@pamz.org](mailto:pamz@pamz.org)

## Town of Blackfalds

### 2021 PAMZ Fee Allocation

PAMZ 2021 Budget

\$619,246

PAMZ Non-Industrial Emissions

$$= \frac{\text{X } 14\%}{\$86,694}$$

Area      Municipal

In PAMZ      Population

2021 Fee

$$100\% \quad \text{X} \quad \underline{10,125} \quad \text{X} \quad \$86,694 \quad = \quad \text{\textbf{\$3,208.78}}$$

273,556

Zone Population

## 2021 PAMZ BUDGET FINAL

	2020 Budget	2021 Budget	
<b>REVENUE</b>			
EPEA Companies Fee For Service	\$317,074	\$290,918	-8%
Non-EPEA Companies Fee For Service	\$30,000	\$25,000	-17%
Municipalities Fee For Service	\$45,000	\$42,000	-7%
AEP Riverside O&M Contract	\$107,246	\$107,246	
AEP Lancaster O&M Contract	\$98,632	\$98,632	
AEP Community Engagement Branch 2019-20	\$30,000		
AEP Community Engagement Branch 2020-21	\$30,000		
AEP Community Engagement Branch 2021-22		\$30,000	
Previous Year Surplus	\$15,000	\$25,450	70%
	\$672,952	\$619,246	-8%
<b>EXPENSES</b>			
<b>ADMINISTRATION</b>			
Insurance	\$23,000	\$8,000	-65%
Meetings/Workshops	\$6,000	\$2,000	-67%
Office Supplies	\$6,900	\$6,900	
Auditor	\$7,000	\$7,500	7%
Secretarial	\$3,400	\$3,400	
Bookkeeping	\$250	\$250	
NGO & Public Expenses	\$1,000	\$1,000	
Miscellaneous/Other	\$1,000	\$2,000	100%
	\$48,550	\$31,050	-36%
<b>Communications</b>			
Advertising	\$600	\$600	
Annual Report	\$2,000	\$2,000	
Martha Kostuch Env. Education Fund	\$2,500	\$2,500	
Communications Committee	\$8,000	\$8,000	
Communications Consultant	\$12,000	\$12,000	
PAMZ Website Operating	\$1,800	\$1,800	
	\$26,900	\$26,900	
<b>MANAGEMENT</b>			
Management Fees	\$102,668	\$100,036	-3%
Management Expenses	\$6,728	\$4,000	-41%
	\$109,395	\$104,036	-5%
<b>BANK</b>			
Interest & Bank Charges	\$250	\$250	
	\$250	\$250	
<b>CORE AQM PROGRAM</b>			
Caroline Station Operation	\$84,637	\$87,634	4%
Martha Portable Station Operation	\$73,947	\$52,771	-29%
Lancaster Station Operation	\$75,988	\$74,513	-2%
Martha Site Prep & Power	\$3,938	\$2,500	-37%
Riverside Station Operation	\$81,394	\$81,278	
Passives Changeout	\$33,000	\$33,000	
Passives Analysis	\$34,404	\$34,404	
Parts	\$20,000	\$20,000	
Station Communications	\$2,430	\$1,676	-31%
Contingency	\$24,180	\$23,000	-5%
Call-out Surveillance	\$53,940	\$46,234	-14%
	\$487,857	\$457,010	-6%
<b>Sub-Total</b>	<b>\$672,952</b>	<b>\$619,246</b>	<b>-8%</b>
Capital Reserve (Start of Year)	\$41	\$367	
Capital Expenditures	\$0	\$0	
Capital Contributions	\$0	\$0	
Capital Reserve (Year-End)	\$41	\$367	
<b>TOTAL BUDGET</b>	<b>\$672,952</b>	<b>\$619,246</b>	



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

---

**MEETING DATE:** February 9, 2021

**PREPARED BY:** Terry Topolnitsky – Planning & Development Manager

**SUBJECT:** Development/Building Report for Jan Year to Date, 2021

---

**BACKGROUND:**

Attached is the Building Permit Comparison for 2019-2021 for the month of January 2021 year to date. We also have shown the comparison for the year to date figures for 2020 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 continued to separate the “Home Business” category out of the “other” designation and given it a separate line as its own category.

Attachments:

- *January 2021 Comparison Report*

**Approvals:**

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

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



# Town of Blackfalds Development/Building Permit Comparison 2019 to 2021

2020 YTD

	2019		2020		2021		January	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
<b>Residential</b>								
SFD	17	\$ 3,812,997.00	24	\$ 5,965,780.00	0	\$ -	2	\$ 529,000.00
Duplexes	4	\$ 670,000.00	12	\$ 3,053,876.00	0	\$ -	0	\$ -
Manufactured Home	3	\$ 274,000.00	1	\$ 55,000.00	0	\$ -	0	\$ -
4-plex	2	\$ 400,000.00	1	\$ 300,000.00	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	20	\$ 2,931,600.00	0	\$ -	0	\$ -	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>Total Res. Dwellings</b>	<b>46</b>	<b>\$ 8,088,597</b>	<b>38</b>	<b>\$ 9,374,656</b>	<b>0</b>	<b>\$ -</b>	<b>2</b>	<b>\$ 529,000</b>
Garage	10	\$ 206,500.00	23	\$ 556,400.00	0	\$ -	0	\$ -
Deck	9	\$ 38,000.00	8	\$ 32,400.00	0	\$ -	0	\$ -
Basement Reno	61	\$ 1,014,820.00	58	\$ 1,067,750.00	4	\$ 120,000.00	7	\$ 120,450.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	0	\$ -
Home Business	27	\$ -	30	\$ -	3	\$ -	5	\$ -
Other	52	\$ 1,331,760.00	58	\$ 989,561.17	0	\$ -	3	\$ 5,000.00
<b>Commercial</b>	<b>42</b>	<b>\$ 13,778,510.00</b>	<b>15</b>	<b>\$ 679,700.00</b>	<b>4</b>	<b>\$ 322,500.00</b>	<b>4</b>	<b>\$ 261,000.00</b>
<b>Industrial</b>	<b>6</b>	<b>\$ 38,400.00</b>	<b>5</b>	<b>\$ 459,900.00</b>	<b>1</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>Institutional</b>	<b>1</b>	<b>\$ 5,000.00</b>	<b>3</b>	<b>\$ 29,260,000.00</b>	<b>1</b>	<b>\$ 3,000.00</b>	<b>0</b>	<b>\$ -</b>
<b>Agricultural</b>	<b>1</b>	<b>\$ -</b>	<b>3</b>	<b>\$ 31,000.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>Public Facility</b>	<b>13</b>	<b>\$ 694,700.00</b>	<b>12</b>	<b>\$ 25,613,528.50</b>	<b>3</b>	<b>\$ 113,000.00</b>	<b>0</b>	<b>\$ -</b>
<b>TOTAL PERMITS</b>	<b>268</b>	<b>\$ 25,196,287.00</b>	<b>254</b>	<b>\$ 68,064,895.67</b>	<b>16</b>	<b>\$ 558,500.00</b>	<b>21</b>	<b>\$ 915,450.00</b>
<b>General Yearly Notes:</b>		1 - Grocery interior - 2,000,000		1 - 24,600,000 Multi-Plex expansion				
		1 - 7,000,000 Blackfalds Crossing Phase 1A		1 - 29,000,000 Wolf Creek High School				
		1 - McDonalds 2,100,000						

1-21	4-Jan-21	33 Valmont Street	R-1M	Residential	Basement Reno
2-21	4-Jan-21	73 Maclean Close	R-1M	Residential	Home Business
3-21	5-Jan-21	5004 Broadway Avenue	C-1	Commercial	Change in Use
4-21	5-Jan-21	5702 South Street	I-1	Industrial	Home Business
5-21	12-Jan-21	5000 Leung Road	PF	Institutional	Bore Hole Testing
6-21	12-Jan-21	112 Almond Crescent	R-1S	Residential	Basement Reno
7-21	13-Jan-21	14 Pine Crescent	R-1S	Residential	Home Business
8-21	15-Jan-21	5016 Gregg Street	R-MHP	Public Facility	Demolition
9-21	18-Jan-21	North of South Street	MR	Public Facility	Test pit digs (grading)
10-21	19-Jan-21	26 Whiterock Close	R-1M	Residential	Home Business
11-21	21-Jan-21	5008 Broadway Avenue	C-1	Commercial	Sign
12-21	21-Jan-21	152 Paramount Crescent	R-1M	Residential	Basement Reno
13-21	28-Jan-21	5014 Wagorn Street	PF	Public Facility	Interior Renovations
14-21	28-Jan-21	18 Churchill Place	R-1L	Residential	Basement Reno
15-21	28-Jan-21	5001 Aspen Lakes Blvd Unit 101 and 103	C-3	Commercial	Interior Renovations (Clinic and Pharmacy)
16-21	29-Jan-21	6001 Parkwood Road	C-2	Commercial	Sign



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

---

**MEETING DATE:** February 9, 2021

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

**SUBJECT:** Blackfalds Protective Services Monthly Report for January 2021

---

**BACKGROUND:**

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

**DISCUSSION:**

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

**FINANCIAL IMPLICATIONS:**

None

**Attachments:**

- *Municipal Enforcement: Statistics, January 2021*

**Approvals:**

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

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



## Blackfalds Protective Services

### January 2021 Monthly Report

#### **Protective Services**

##### **Town of Blackfalds Municipal Enforcement:**

During the month of January Municipal Enforcement officers were busy. 92 operational files were opened, requiring action or investigation by officers. During traffic stops 37 Violation tickets were issued and 128 warnings, totalling approximately \$10,500 in fines. During the month of January Enforcement Officers, approved 93 (Transportation Routing and Vehicle Information System) TRAVIS permits.

Officers actively worked together with Public Works to ensure vehicles were moved for snow clearing. Municipal Enforcement officers first make every effort to contact the owners of vehicles, prior to towing. During snow removal officers provided 76 verbal warnings, which involved contacting owners of vehicles through phone calls and door knocks requesting them to move their vehicles. 3 violation tickets were issued, and 2 vehicles towed when owners could not be located.

Officers continued to focus on safety within school zones, with traffic very congested during opening and closing hours of school. Traffic enforcement was a focus throughout the town with violation tickets and numerous warnings being issued on many residential roads.

Municipal Enforcement officers responded to 21 Animal Control bylaw complaints with 14 related to dogs, 6 cat complaints and one wild bird. The town's Animal Control contractor opened 10 of these complaints. Dog complaints were mainly related to barking and running at large. Three cats were caught in traps and the remainder were running at large complaints. Animal Control performed many proactive patrols within the community during their hours provided.

Officers worked on 3 COVID 19 related complaints with two being breaches of the Public Health regulations, warnings were provided after consultation with Alberta Health Services.

#### **Violation tickets issued.**

In total 37 violation tickets were issued:

- 15 speeding tickets,
- 1 uninsured vehicle on highway,
- 1 fail to produce registration,
- 2 operate motor vehicle without driver's license,
- 6 operate motor vehicle without registration,
- 1 fail to stop for stop sign,
- 3 for parking during prohibited hours,
- 2 fail to obey traffic control device,
- 1 fail to stop for school bus with red lights flashing,
- 1 operate motor vehicle without securing load,



## Blackfalds Protective Services

### January 2021 Monthly Report

- 3 drivers not wearing seat belts,
- 1 municipal ticket for dog barking.

Violations were spread out throughout the community, with many being on some of the smaller residential roads.

#### **Speed Signs:**

**Speed signs were located West bound on Park St. and West bound on Gregg St. during this reporting period.**

#### **Greg St West Bound:**

**From December 28<sup>th</sup> 2020 to January 26<sup>th</sup> 2021, there was 37,176 vehicles recorded.**

Average Speed:	42 km/hr.
10-20 km/hr in excess:	2,842 vehicles
20-30 km/hr in excess:	170 vehicles
30-40 km/hr in excess:	10 vehicles

**highest speed recorded at 83 km/hr.**

#### **Broadway Village East Exit on to Broadway Ave SB:**

**From January 9<sup>th</sup> to January 31<sup>st</sup> there was 40,360 vehicles recorded.**

Average speed:	49 km/hr.
10-20 km/hr in excess:	1486 vehicles
20-30 km/hr in excess:	135 vehicles
30-40 km/hr in excess:	10 vehicles
In excess of 40 km/hr:	10 vehicles

**highest speed recorded at 116 km/hr.**

**Municipal Enforcement Month End Report attached:**



## Blackfalds Protective Services

### January 2021 Monthly Report

#### **Blackfalds Fire Rescue**

During the month of January, the department split the members into two groups to ensure COVID 19 regulations could be maintained, training was alternated to every other week for each. The department finished vehicle extrication training and have moved their focus to search and rescue techniques.

The department continues to work with Alberta Health Services to have the three First Aid instructors provide their first course under supervision, this will be arranged in the coming year as COVID 19 course restrictions are still in place.

Rescue struts (Paratech) which the Association purchased have arrived and they have started to juggle equipment between the Rescue unit and Engine three to accommodate the new struts, while they wait for mounting brackets.

During the month of January, the department responded to fifteen incidents. Ten of these were alarms calls, 9 were cooking incidents and one was low batteries.

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

#### **Fire Department – January 2021 – INCIDENT SUMMARY – PAGE 1 of 1**

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0001	4	Alarm	202101041003	Corporate Limits	N/A	N/A
0002	5	Alarm	202101051758	Corporate Limits	N/A	N/A
0003	6	Medical	202101061630	Corporate Limits	N/A	EMS
0004	9	Motor Vehicle Incident	202101091337	Corporate Limits	Yes	EMS
0005	9	Alarm	202101091538	Corporate Limits	N/A	N/A
0006	13	Alarm	2021011300:50	Corporate Limits	N/A	N/A
0007	15	Alarm	202101151646	Corporate Limits	N/A	N/A
0008	16	Alarm	202101161732	Corporate Limits	N/A	N/A
0009	17	Mutual Aid	202101171620	Lacombe County	N/A	N/A
0010	19	Alarm	2021011918:26	Corporate Limits	N/A	N/A
0011	22	Motor Vehicle Incident	202101222241	Corporate Limits	Yes	EMS
0012	25	Alarm	202101251620	Corporate Limits	N/A	N/A
0013	26	Alarm	202101261404	Lacombe County	N/A	N/A
0014	26	Fire Vehicle	202101261719	Corporate Limits	Yes	Yes
0015	30	Alarm	2021300946	Corporate Limits	N/A	N/A



## Blackfalds Protective Services

### January 2021 Monthly Report

#### **Occupational Health & Safety**

On January 21st the Joint Occupational Health and Safety meeting was held. During January, Manager Morrison, Chief Cote and D/Chief Elder took training through AMSHA, the Health and Safety Management Systems Course and Health and Safety Auditing Course. Departments are continuing to populate CorePoint with safety and training documents.

#### **Blackfalds RCMP**

The RCMP office continues to be closed and access by appointment only, as well front staff and officers are alternating working from home, in efforts to ensure COVID 19 does not impact the operations of the detachment if there is exposure.

The RCMP had 139 occurrences for the town of Blackfalds. Some key files were as follows:

- Injury motor vehicle collision at Park Street & Highway 2A, charges were laid.
- Domestic call involving firearm – female charged with 4 Criminal Code counts and male with one, this matter is still before the courts.
- Flight from the police, which initiated in Lacombe county, with suspects being apprehended in Blackfalds, four Criminal Code charges as a result and 4 Transportation Safety Act charges as well.
- Possession of Stolen vehicle one male charged.
- Uttering threats complaint – male subject apprehended under the Mental Health Act.
- Bullying incident at one of the schools, no charges laid.

RCMP January month end Statistics were not available at this time.

#### **Emergency Management**

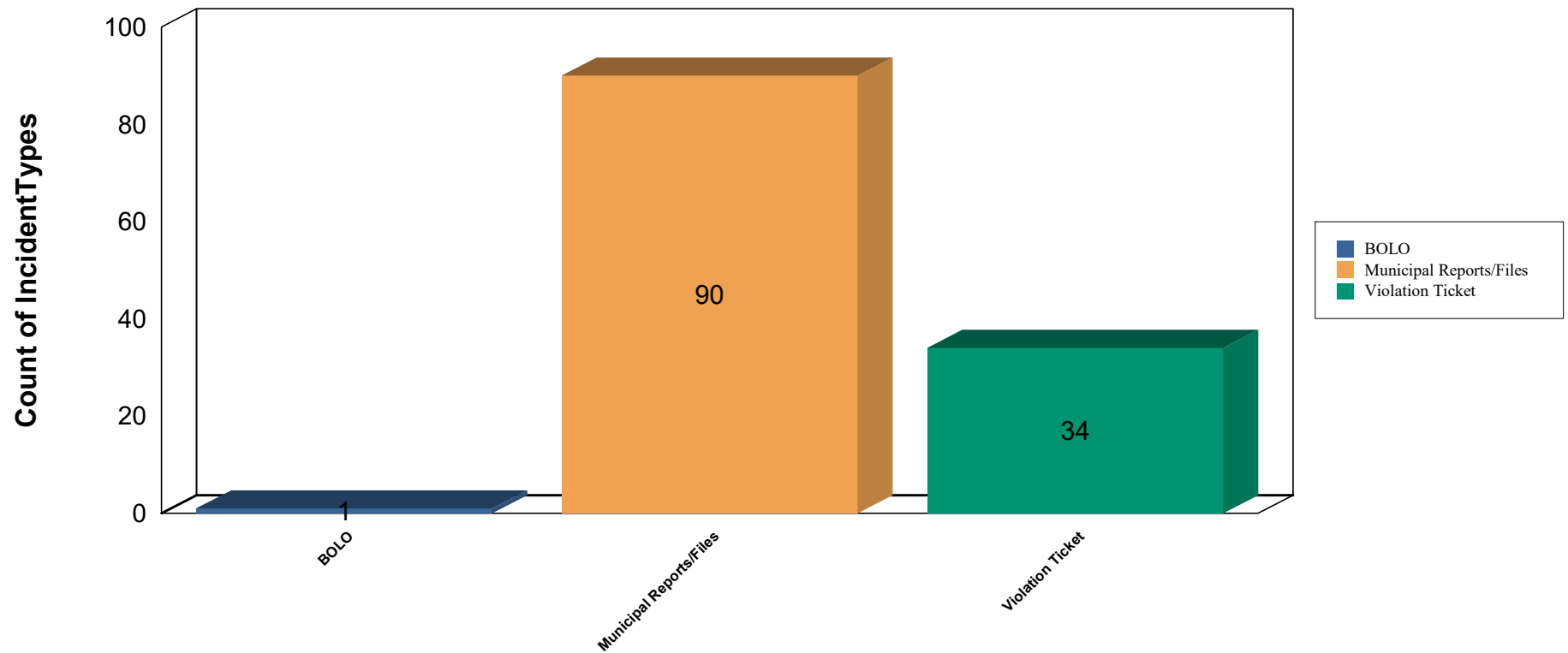
Manager Morrison has continued to keep current on Alberta's response to COVID 19 ensuring staff and council are made aware of any significant changes. He is continuing to prepare for the AEMA year end audit of Municipal Emergency Management programs, which will take place at the end of February with all our LREMP partners.

Ken Morrison

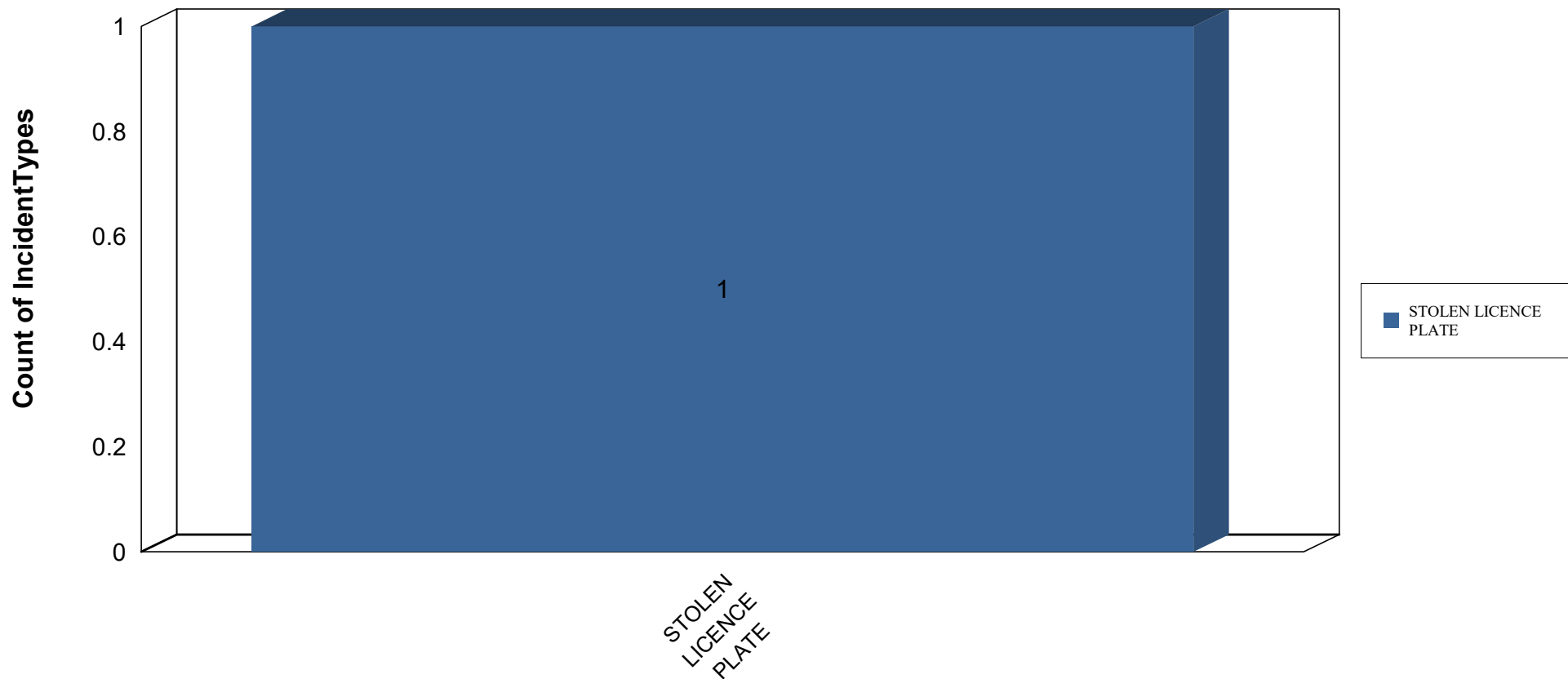
---

Emergency Management and Protective Services Manager

## Count of Reports Completed



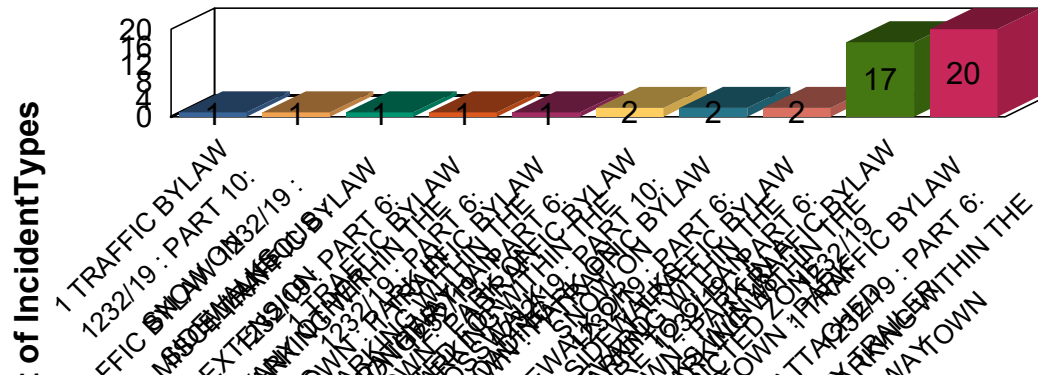
# Count of Incident Types



100.00% # of Reports: 1 BOLO STOLEN LICENCE PLATE

**Grand Total: 100.00% Total # of Incident Types Reported: 1 Total # of Reports: 1**

# Count of Incident Types



1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS	1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : PLACE EXTENSION CORD/ROPE/ANY OTHER ACROSS SIDEWALK/WALKWAY/PATHWAY
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING	1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON CROSSWALK
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD	1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN A RESTRICTED ZONE	1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY
1 TRAFFIC BYLAW 1232/19	1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

0.68% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS

0.68% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : PLACE EXTENSION CORD/ROPE/ANY OTHER ACROSS SIDEWALK/WALKWAY/PATHWAY

0.68% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING

0.68% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON CROSSWALK

0.68% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD

1.37% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS

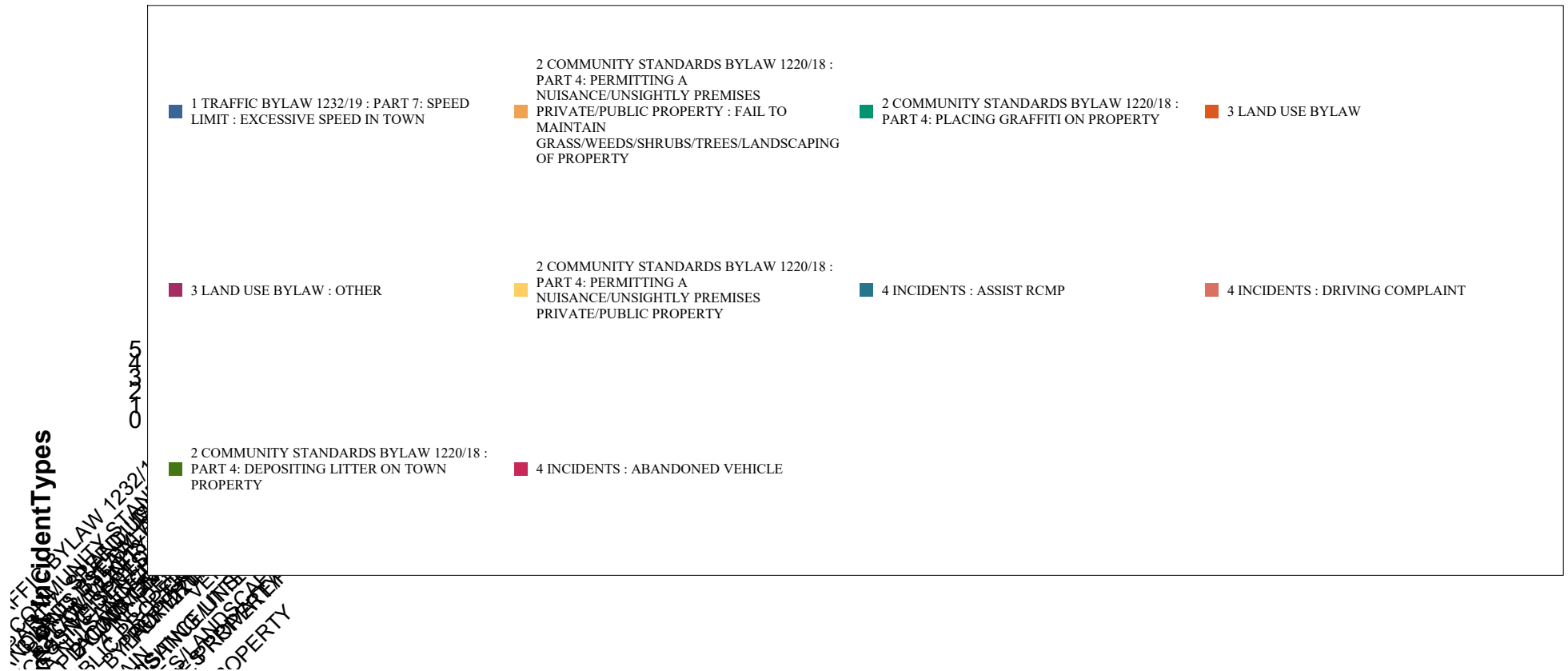
1.37% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN A RESTRICTED ZONE

1.37% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY

11.64% # of Reports: 17 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19

13.70% # of Reports: 20 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

# Count of Incident Types



0.68% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN

0.68% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY : FAIL TO MAINTAIN GRASS/WEEDS/SHRUBS/TREES/LANDSCAPING OF PROPERTY

0.68% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PLACING GRAFFITI ON PROPERTY

**0.68% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW**

**0.68% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : OTHER**

**1.37% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY**

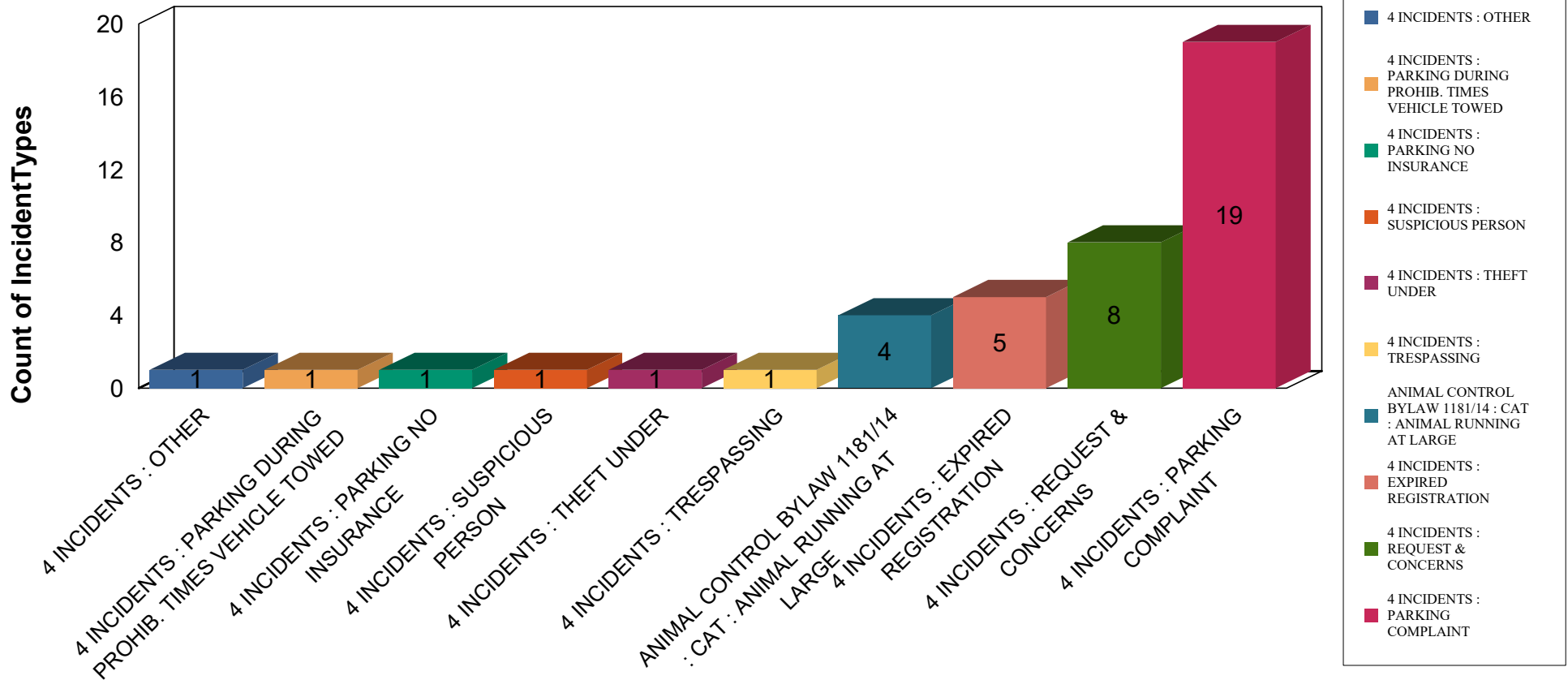
**1.37% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : ASSIST RCMP**

**1.37% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : DRIVING COMPLAINT**

**2.74% # of Reports: 4 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: DEPOSITING LITTER ON TOWN PROPERTY**

**3.42% # of Reports: 5 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE**

# Count of Incident Types



0.68% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OTHER

0.68% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : PARKING DURING PROHIB. TIMES VEHICLE TOWED

0.68% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : PARKING NO INSURANCE

0.68% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : SUSPICIOUS PERSON

0.68% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : THEFT UNDER

0.68% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRESPASSING

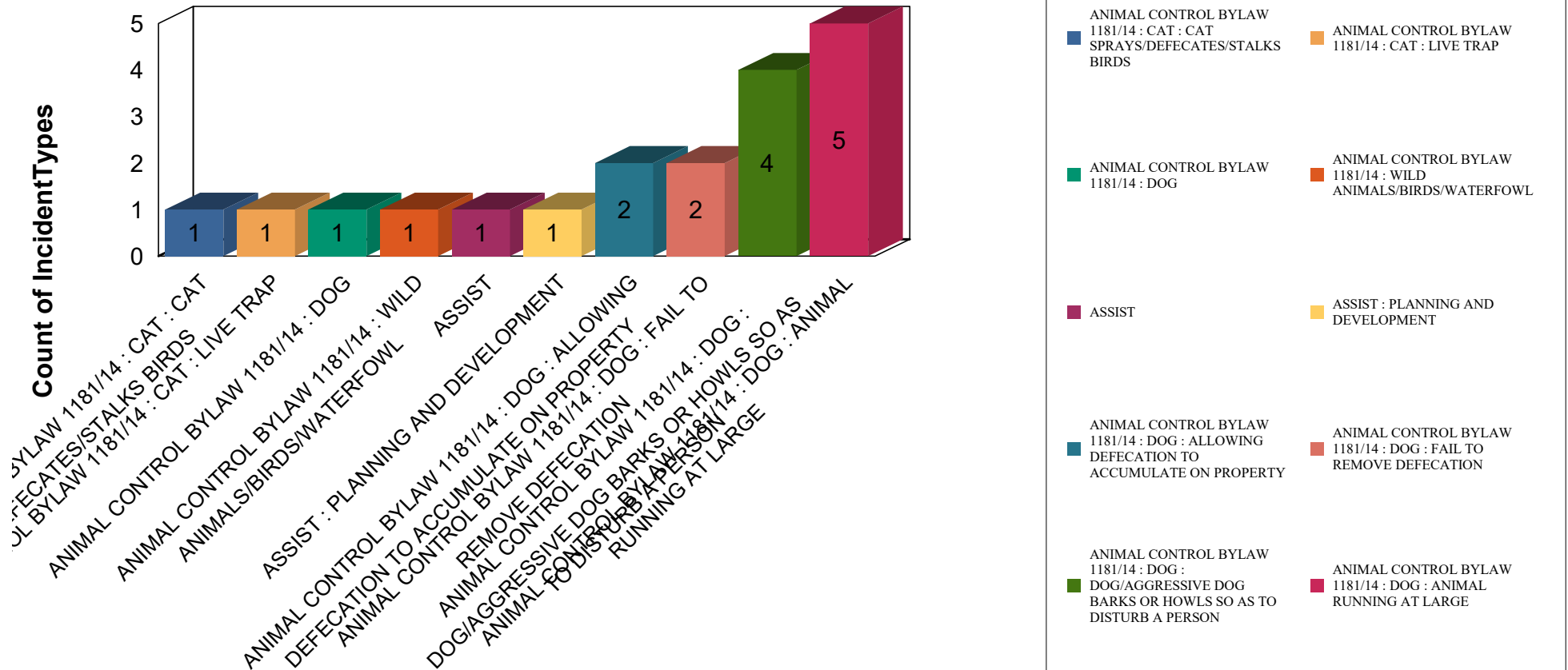
2.74% # of Reports: 4 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE

3.42% # of Reports: 5 Municipal Reports/Files 4 INCIDENTS : EXPIRED REGISTRATION

5.48% # of Reports: 8 Municipal Reports/Files 4 INCIDENTS : REQUEST & CONCERNS

13.01% # of Reports: 19 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

# Count of Incident Types



0.68% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : CAT SPRAYS/DEFECATES/STALKS BIRDS

0.68% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : LIVE TRAP

0.68% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG

0.68% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

0.68% # of Reports: 1 **Municipal Reports/Files** ASSIST

0.68% # of Reports: 1 **Municipal Reports/Files** ASSIST : PLANNING AND DEVELOPMENT

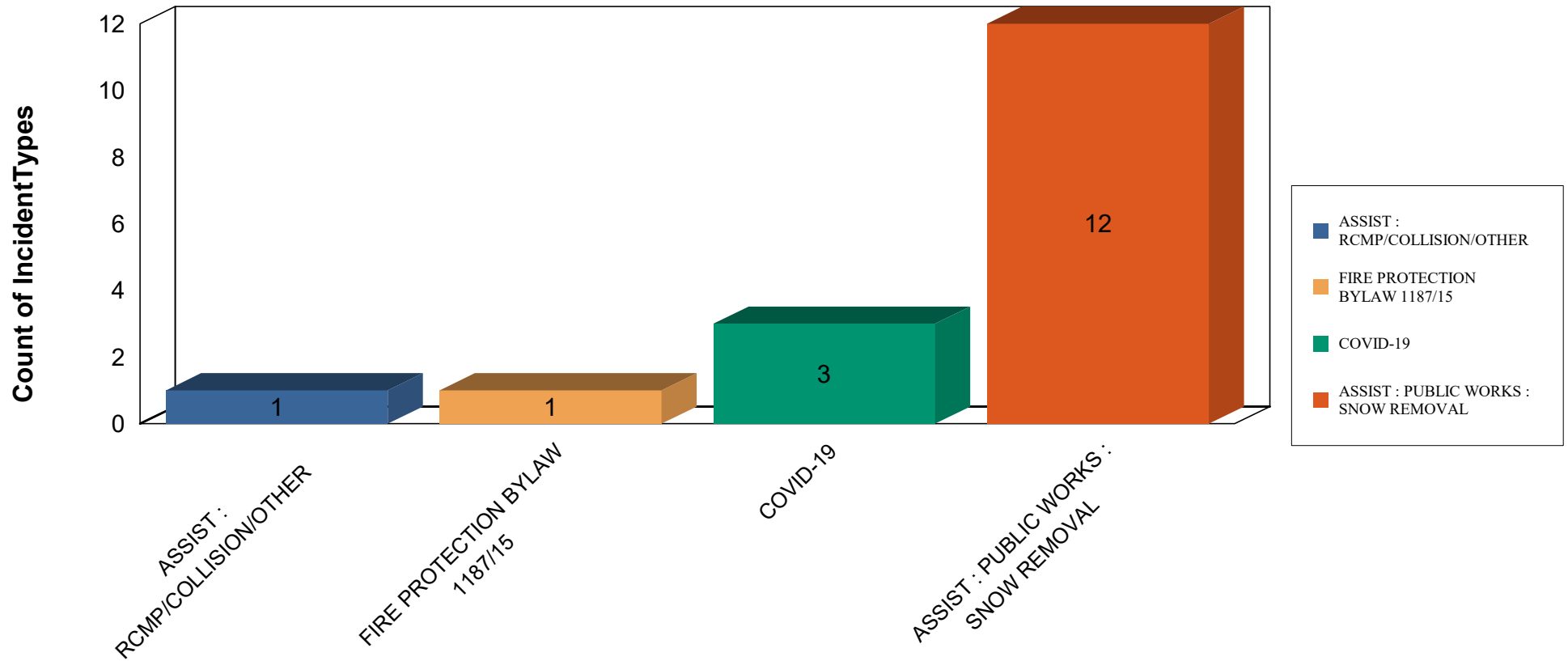
1.37% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ALLOWING DEFECATION TO ACCUMULATE ON PROPERTY

1.37% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : FAIL TO REMOVE DEFECATION

2.74% # of Reports: 4 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG/AGGRESSIVE DOG BARKS OR HOWLS SO AS TO DISTURB A PERSON

3.42% # of Reports: 5 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE

## Count of Incident Types



0.68% # of Reports: 1 Municipal Reports/Files ASSIST : RCMP/COLLISION/OTHER

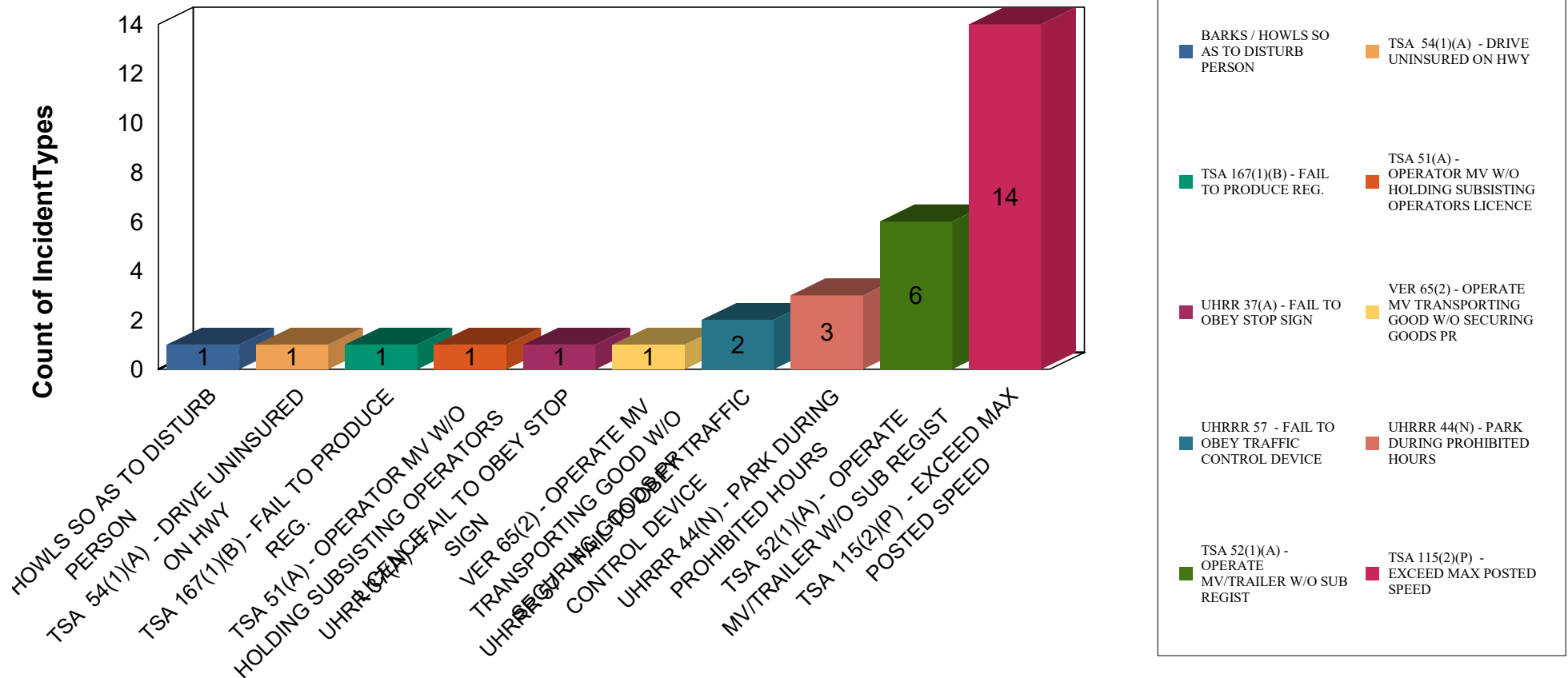
0.68% # of Reports: 1 Municipal Reports/Files FIRE PROTECTION BYLAW 1187/15

2.05% # of Reports: 3 Municipal Reports/Files COVID-19

**Grand Total: 100.00% Total # of Incident Types Reported: 146 Total # of Reports: 90**

---

# Count of Incident Types



2.94% # of Reports: 1 Violation Ticket BARKS / HOWLS SO AS TO DISTURB PERSON

2.94% # of Reports: 1 Violation Ticket TSA 54(1)(A) - DRIVE UNINSURED ON HWY

2.94% # of Reports: 1 Violation Ticket TSA 167(1)(B) - FAIL TO PRODUCE REG.

**2.94% # of Reports: 1 Violation Ticket** TSA 51(A) - OPERATOR MV W/O HOLDING SUBSISTING OPERATORS LICENCE

**2.94% # of Reports: 1 Violation Ticket** UHRR 37(A) - FAIL TO OBEY STOP SIGN

**2.94% # of Reports: 1 Violation Ticket** VER 65(2) - OPERATE MV TRANSPORTING GOOD W/O SECURING GOODS PR

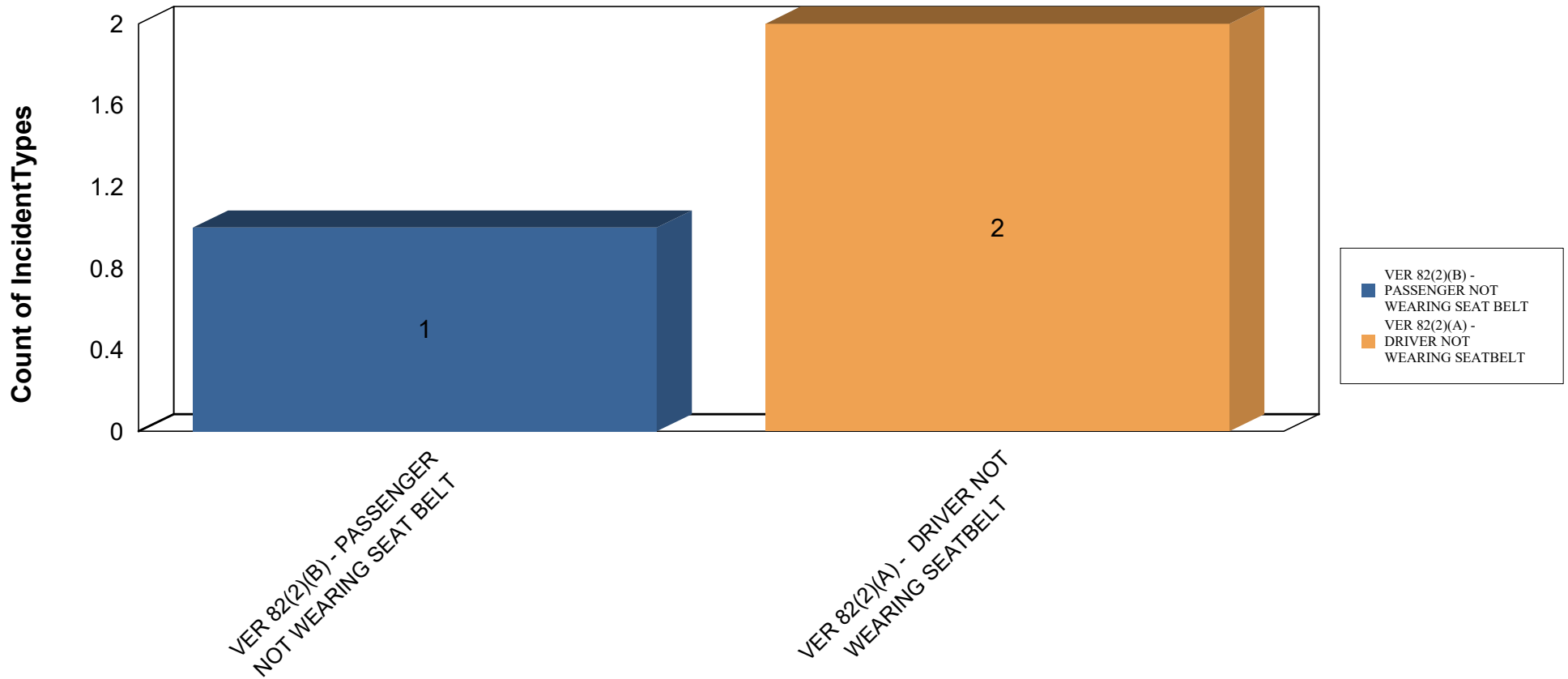
**5.88% # of Reports: 2 Violation Ticket** UHRRR 57 - FAIL TO OBEY TRAFFIC CONTROL DEVICE

**8.82% # of Reports: 3 Violation Ticket** UHRRR 44(N) - PARK DURING PROHIBITED HOURS

**17.65% # of Reports: 6 Violation Ticket** TSA 52(1)(A) - OPERATE MV/TRAILER W/O SUB REGIST

**41.18% # of Reports: 14 Violation Ticket** TSA 115(2)(P) - EXCEED MAX POSTED SPEED

## Count of Incident Types



2.94% # of Reports: 1 Violation Ticket VER 82(2)(B) - PASSENGER NOT WEARING SEAT BELT

5.88% # of Reports: 2 Violation Ticket VER 82(2)(A) - DRIVER NOT WEARING SEATBELT

**Grand Total: 100.00% Total # of Incident Types Reported: 34 Total # of Reports: 34**

Grand Total: 100.00% Total # of Incident Types Reported: **181**



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

---

**MEETING DATE:** February 9, 2021

**PREPARED BY:** Myron Thompson, Chief Administrative Officer

**SUBJECT:** Wolf Creek School Division Ward Structure

---

**BACKGROUND:**

The Town of Blackfalds has enjoyed increased collaboration between Town Council and the Wolf Creek School Division Board over the past number of years. Town Council has recognized the vision of the school board in prioritizing the many objectives that the citizens of Blackfalds have asked for.

**DISCUSSION:**

Priority objectives that the Town of Blackfalds has been working on with the Wolf Creek School Division includes a new high school for the Municipality and the need to have Blackfalds represented by having their own ward. The Wolf Creek School Board at their meeting on December 17<sup>th</sup> formalized a change in their Ward structure which will include Blackfalds having their own Ward and Trustee.

The Wolf Creek School Division Board has recognized the vast change of population in Blackfalds over the past decade and as well the importance of the existing schools in the Community. The joint meetings with Council and ongoing communications have assisted in achieving these objectives and will further assist in future planning and shared initiatives including the updating of Joint Use Agreements. These agreements are important as they address the shared use and access to facilities of both the Wolf Creek School Division and the Town and as well addresses funding of shared facilities and services.

The Wolf Creek School Division has provided some public notification on the changes of the Ward structure and will be providing additional announcements in the immediate future. The Wolf Creek Public Schools Ward Map is attached for Council's information with the new Ward for Blackfalds being outlined in magenta, and it also includes our Municipal boundaries.

**FINANCIAL IMPLICATIONS:**

NA

**Attachments:**

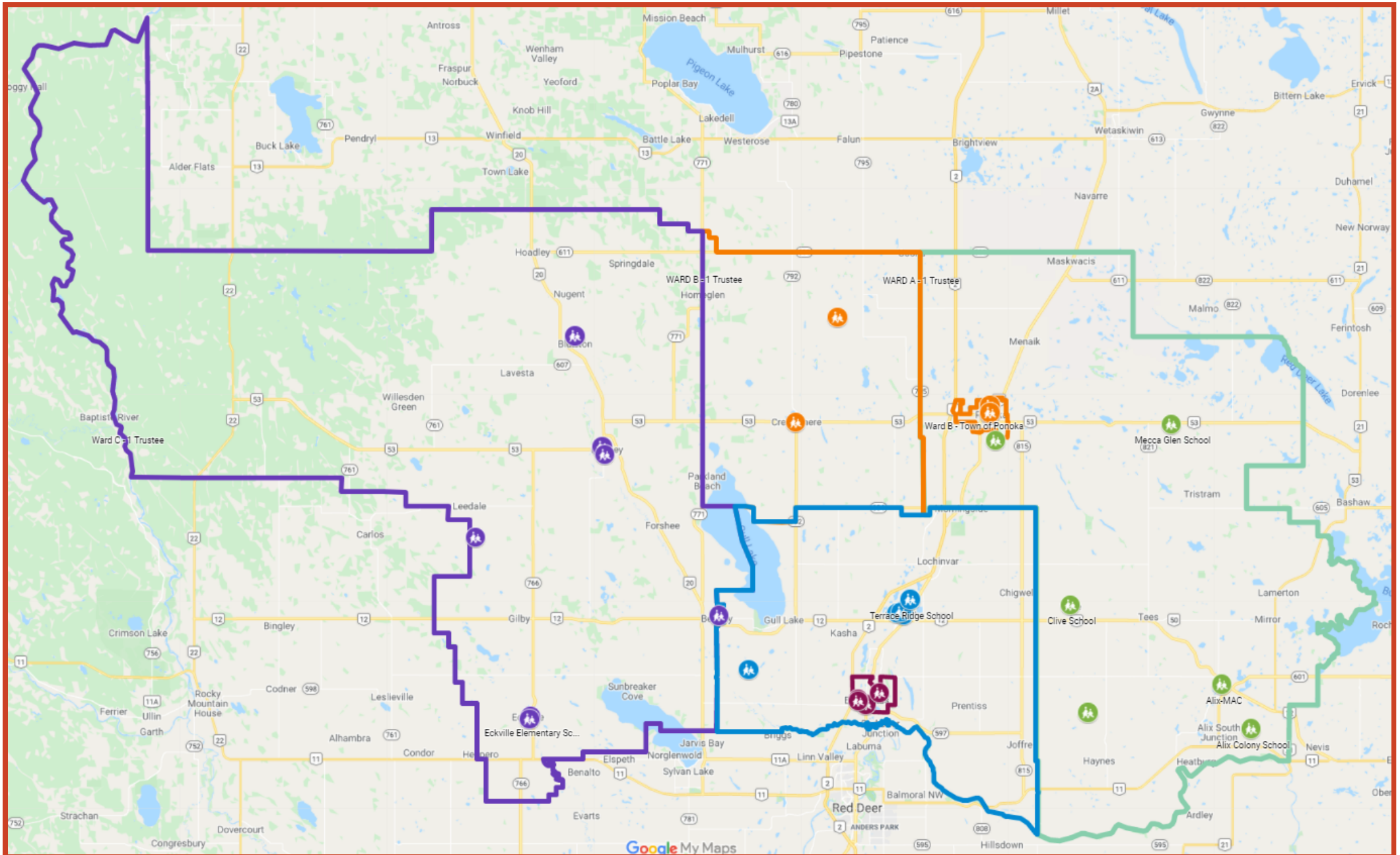
- *Attachment A - Wolf Creek Public Schools Ward*

**Approvals:**

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

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

WARD MAP - Effective December 17, 2020



# Wolf Creek Public Schools

WARD MAP - Effective December 17, 2020

Ward A	Ward B	Ward C	Ward D	Ward E
One Trustee	One Trustee	One Trustee	Two Trustees	One Trustee
<b>Schools</b> <ul style="list-style-type: none"> <li>• Alix MAC School</li> <li>• Alix Colony School</li> <li>• Centennial Centre Patient School</li> <li>• Clive School</li> <li>• Mecca Glen School</li> <li>• Pleasant Valley Colony School</li> </ul>	<b>Schools</b> <ul style="list-style-type: none"> <li>• Crestomere School</li> <li>• Ferrybank Colony School</li> <li>• Ponoka Elementary School</li> <li>• Ponoka Secondary Campus</li> <li>• The Brick Learning Centre</li> </ul>	<b>Schools</b> <ul style="list-style-type: none"> <li>• Bentley School</li> <li>• Bluffton School</li> <li>• Eckville Elementary School</li> <li>• Eckville Jr/Sr High School</li> <li>• Leedale Colony School</li> <li>• Rimbey Elementary School</li> <li>• Rimbey Jr/Sr High School</li> <li>• West Country Outreach</li> </ul>	<b>Schools</b> <ul style="list-style-type: none"> <li>• Bentley Colony School</li> <li>• École J.S. McCormick School</li> <li>• École Lacombe Junior High School</li> <li>• École Lacombe Upper Elementary School</li> <li>• École Secondaire Lacombe Composite High School</li> <li>• Lacombe Outreach School</li> <li>• Terrace Ridge School</li> <li>• Wolf Creek Academy School</li> </ul>	<b>Schools</b> <ul style="list-style-type: none"> <li>• Iron Ridge Elementary School</li> <li>• Iron Ridge Intermediate School</li> <li>• Iron Ridge Junior Campus</li> <li>• Future Grade 9-12 School</li> </ul>



**Wolf Creek Public Schools**

*Creating Success For All Learners*



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

---

**MEETING DATE:** February 9, 2021

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

**SUBJECT:** Planning Intern Position Update for 2021

---

**BACKGROUND:**

In the late fall of 2020, the Town applied for a Planning Intern through the Alberta Government Municipal Intern Program. The additional moneys needed for the remainder of this position was included in the 2021 Operating Budget. On January 28, 2021 we received confirmation that we have been selected as one of 13 host municipalities for the 2021 Municipal Internship Program. We were the only municipality that had applied for a Planning Intern and members of the program are anxious to assist us in our future endeavors in obtaining an intern to help the department.

**DISCUSSION:**


We have just completed a profile of the Town and our requirements for a Planning Intern, which will be advertised by the Alberta Government Municipal Intern Program. It is anticipated that there will be a substantial number of applicants for this position in the province. As part of the profile and initial application the Program members will assist in screening potential applicants to ensure we will have the proper fit for the position.

Applications are expected to be received in late March with the Intern starting as early as mid to late April 2021.

While working as an intern it is expected that he/she will work on and assist with as an intern at Town of Blackfalds.

- Comprehensive review of Land Use Bylaw prior to final passage by Council
- Review and update Municipal Development Plan and Off-Site Levy Bylaw
- Implementation of Environmental Services Standard to new subdivisions and developments
- Working with DOs to ensure congruent bylaws are supported
- Assist in review of subdivisions and planning development within the Town

**Approvals:**

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

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



---

## Land Use Planner Municipal Internship Program

Interns receive a salary that is appropriate for their organization and host community; the typical salary is between **\$45,000 and \$55,000**

### My recommendation for Compensation as follows

#### Year 1

Annual Salary = **\$50,000.00 (\$27.47 / hour similar pay Level 11 Step 3 & Level 12 Step 2 2021 Salary grid)**

CPP / EI / WCB on \$50,000 annual salary approx. \$2700

Grant funded = \$2000 to benefits + \$6000 to Expenses

- Town of Blackfalds benefit cost = \$700
- Town of Blackfalds salary top up = \$15,000
- Professional Development top up = \$500

**Year 1 Total cost to Town of Blackfalds = \$16,200**

#### Year 2

Provide increase 3% (\$1500) = **\$51,500**

CPP / EI / WCB on \$51,500 annual salary approx. \$2900

Grant funded = \$2000 to Benefits + \$1000 to Professional Development

- Town of Blackfalds benefit cost = \$900
- Town of Blackfalds salary top up = \$31,500
- Professional Development top up = \$500

**Year 2 Total cost to Town of Blackfalds = \$32,900**



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

---

**MEETING DATE:** February 9th, 2021

**PREPARED BY:** Preston Weran, Director of Infrastructure & Property Services

**SUBJECT:** Womacks Road & Gregg Street Realignment, Plaza and  
Parking lot - Project Update

---

**BACKGROUND:**

The Town of Blackfalds Transportation Study was completed in 2003 and updated in 2013 as part of a ten year cycle. Fifteen years ago, the Womacks Road / Gregg Street project was identified as a needed improvement at a 4,000 population horizon to improve east/west connectivity for the Community. However, with CP Rail constraints and additional land impacts the project was deferred several times.

In 2012, with the Town owning some land and a building in this roadway area and the Abbey Center being planned, the Town undertook the functional design needed to determine land requirements, costing and planning needs, due to this growth. Then at the March 23<sup>rd</sup>, 2013 meeting the following discussion and motion was passed:

*“Infrastructure and Property Services Director Preston Weran brought forward the 2006 proposal after discussing this issue at the March 18, 2013 Standing Committee Meeting. At that meeting, Stantec presented the history and outlined the very real need for this proper east-west connector through the Town. At the last meeting with CP Rail, there was a window of opportunity to get the Womacks / Gregg roadway at-grade crossing approved by Transport Canada, as the siding is currently on hold. This approval needed to be started soon and he indicated that this future project needs to be included in our 5 year capital plan to ensure future growth of the Town. With the construction of the Fieldhouse (Abbey Centre) there is added traffic and pedestrian volumes along this roadway. Under the MSP, 6.5.1.1 it states the Town is to build and support the maintenance of municipal infrastructure. Director Weran asked that Council approve as presented.*

RES. 789/13

*Councillor Poole moved for Administration to submit the functional design drawings as outlined in the functional plans to CP Rail for their review and further pursue the required land purchasing for the future roadway.*

**CARRIED UNANIMOUSLY**

**DISCUSSION:**

Since that time, Administration has been working with CP Rail through our Consultants, Stantec, to move this process forward. Through these discussions, the submission of the two safety studies, along with CP Rail's policy change, regarding the length of trains, our Consultants were able to convince CP Rail to provide the Town with a formal approval to relocate the existing at grade crossing. This relocation would be taking place from the Broadway Avenue north 200 meters to the reconfigured, safe, properly designed



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

Womacks / Gregg Street alignment as included in this report. This roadway connection and new crossing location is through a portion of the old Parks & Facilities storage yard and the Blackfalds Estates Mobile Home Park lands. The ultimate alignment is still planned for the future, but timing of the ultimate roadway will be dependent on redevelopment in the area and Municipal growth and is anticipated to be in the 10 year horizon.

This initial phase will meet the demands of current and future traffic needs and the parking lot requirements of the Multi-plex twinning project while limiting the physical impacts and costing. Council's approval of the 2021 capital budget included this project as shown in the attached tender documents at an anticipated budget of \$5.51 million dollars. Over the last two months, Administration has been able to finalize the scope of work for Council's review and prepare for the project tender call that will be released within the next few weeks. Aspects of this project include:

- realignment of a portion of Gregg Street and connection to Womacks Road
- paving, electrical and deep underground services around the multi-plex parking lot, including a major sanitary truck upgrade
- improvements to the Highway 2A and Gregg Street intersection connection
- pre-grading of the Centre Plaza feature

It should be noted that there will be Gregg St/Hwy 2A intersection improvements included in this project and a focus will be expanded to include enhanced pedestrian safety at this intersection as well as extending eastward to the Panorama/Parkwood roadway intersection which also includes pedestrian safety concerns.

The land acquisition for the roadway realignment is being negotiated with the Blackfalds Estates Mobile Home Park and is proceeding well with excellent cooperation of all parties. An appraiser has been secured through agreement of both the Town's legal and the Park owners' legal representation. The appraiser is undertaking the work of appraising both the Park owners land and the individual impacted tenants' property. All processes are proceeding well. The Town expects to receive the appraisals within the next 2 weeks after which time we will update and finalize the Section 30 Agreement with the Blackfalds Estates Mobile Home Park. Some additional survey work will be undertaken this week to delineate the north boundary of the road realignment ROW to determine if any residual impacts to any adjacent properties outside the project boundary may be impacted.

The wedge-shaped lot directly west of the Blackfalds Estates Mobile Home Park is owned the by the Town. The land area was formerly utilized for outside storage for Parks & Facilities operations. The metal storage shed on site was constructed in 1974 and was in poor condition. As Council is aware, the intention for this structure was for demolition during the time that the residential structures on Broadway Avenue were undergoing demolition. Two parties approached the Town showing interest in removing and re-purposing the building for farm use. One party decided that the demolition permit and other requirements outweighed the value of the structure. The other party did proceed with the demo over the month of January. They supplied the labour and equipment to remove the building, saving the Town demolition costs that would have been incurred.

The Centre Plaza feature has been included in the planning of the Eagle Builders Centre parking area and will enlarge and enhance space opportunities for people gathering and for all season events and festivities. Information provided previously to Council outlined opportunities for outside markets, celebrations of all kinds and festivals. It will also provide



## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING COUNCIL REPORT

pedestrian access connectivity to the combined facilities and provide passive spaces, programming space, and incorporation of natural landscape elements. The design also incorporates attractive screening for the 2 existing utility outbuildings that will need to remain directly west of the plaza space improving overall appearance of the area.

Administration has been working with Eagle Builders on the concept design which has been included in the attachments to this memo. Eagle Builders is providing in kind contribution for the design and is willing to assist with some gift in kind work for the construction of the space which will be of great assistance in meeting our budgetary objectives. In addition, Administration has been working towards other sponsorship commitments for the plaza space including that of ATCO who is interested in sponsoring a gas fire pit for the enjoyment of the public. Work continues on this aspect of the project and more information will be provided to Council as this portion of the project continues to advance. It should be noted that the future Centre Plaza feature is not included in this phase of construction through the tender process.

The project team is aware of the need to have close collaboration on all aspects of the Arena Multi-Plex twinning expansion project due to the associated works of both projects including road sections connectivity, utility servicing, parking and landowner's concerns. We welcome Council's feedback and expect that through the planned redevelopment of the downtown core, we have balanced the needs of the Community.

Further, the asphalt overlay works planned for this year, of \$150,000 will be used in conjunction with the \$5.51M funds above, to overlay Lawton Avenue and improve boulevards and sidewalks on this street, from Gregg Street to Waghorn Street. This was the next priority identified under our 2021 Capital Projects discussion. We plan to add this scope of work to the tender drawing before we tender this package out as a whole.

### Attachments:

- [2021 Tender Drawings](#)
- [2020 Centre Plaza Preliminary Plan](#)
- [2021 Cross Sections and Renderings](#)

### Approvals:

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

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



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

---

**MEETING DATE:** February 9, 2021

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

**SUBJECT:** Eagle Builders Centre Existing Arena Ice Closure

---

**BACKGROUND:**

On February 2, 2021 Hockey Alberta, in conjunction with its Leagues cancelled organized hockey for the remainder of the 2020-21 season. It was announced that the earliest players would be able to return to the ice would be March 1, based on the provinces' reopening plan. Due to this announcement all activities that currently take place in the facility will be cancelled including youth minor hockey and figure skating. Administration had discussed the ice removal plan with all user groups (figure skating, minor hockey, the AJHL team, etc.) prior to proceeding with the ice closure.

Parks & Facilities have been working with Public Works to plan for the removal of the ice in the existing arena to begin on February 9. The plant will be turned off on February 8 to start preparing for the removal.

The decision to cancel hockey and other ice activities for the remainder of the season is extremely disappointing for the Blackfalds community and hockey lovers all over Alberta. We are hopeful for a safe and healthy return to the 2021-22 season.

**DISCUSSION:**

The financial implications for keeping the facility running during such limited use is around \$6,000 per month, this factors in staffing costs and all energy costs.

This item was brought forth for discussion at the February 3, 2021 Recreation, Culture, and Parks Board meeting where it was carried unanimously for approval.

**RES. 11/21**


***Councillor Appel moved that the Recreation, Culture, and Parks Board approve the Towns proceedings with ice closure in the existing arena at the Eagle Builders Centre.***

**MOTION CARRIED UNANIMOUSLY**

**ATTACHMENTS:**

N/A

**Approvals:**

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

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



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**

**Meeting Minutes**

**November 10, 2020 Commencing at 6:00 P.M.**

---

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on November 10, 2020 at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 6:00 p.m.

**MEMBERS PRESENT:**

Jamie Hoover  
Laura Svab  
Will Taylor  
Alejandro Garcia

**REGRETS:**

Rylan Zakreski

**PUBLIC ATTENDING**

None

**ATTENDING:**

Billie Scott, Development Officer I

**REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:**

Member Hoover called the meeting to order at 6:02 p.m.

Member Hoover introduced and welcomed Alejandro Garcia to the Board.

**EMERGENCY EXITS**

Member Hoover identified the available emergency exits and procedures to exit the building.

**AGENDA APPROVAL**

**RESOLUTION 37-20**

Member Taylor moved to approve the November 10, 2020 agenda presented.

**BUSINESS ARISING FROM MINUTES:**

None

**BUSINESS:**

- 5.1 Application 218-20  
Relaxation to Part 6.4 – Vehicle Access to Buildings for the Construction of a  
Detached Accessory Building  
146 Morris Court (Lot 26, Block 11, Plan 122 2812)  
R-1S – Residential Single Dwelling Small Lot District**

Administration provided an overview of the proposed development and the relaxation requested.

**RESOLUTION 38-20**

Moved by Member Taylor that the Municipal Planning Commission APPROVE the application for the relaxation of the side yard from 6.0 m to 3.0 m from the north property line to allow for the construction of a 24 x 26 ft garage, as described in Development Permit D 218-20 at 146 Morris Court (Lot 26, Block 11, Plan 122 2812),



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**

**Meeting Minutes**

**November 10, 2020 Commencing at 6:00 P.M.**

---

in recognition of the irregular shaped lot and as in granting the relaxation will not affect the use, enjoyment, value of these or adjacent properties; and

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

1. The applicant shall ensure that, where access is provided to the accessory building, that there shall be no parking between the proposed building and the north property line.
2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
4. If this development permit is issued for construction of a building, the exterior of the building, including all exterior finishes, shall be completed with twelve (12) months from the date of issue of this development permit.
5. The design character and appearance of the proposed building shall be consistent with the detached dwelling on the property and other buildings in the immediate vicinity.
6. The applicant shall ensure the maximum height of the proposed building is in accordance with the Land Use Bylaw.
7. Applicant is responsible for ensuring that development is outside active utility right of ways.
8. Development Permit card must be displayed during development.
9. In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all Federal, Provincial and other Municipal statutes, codes and regulations.

**CARRIED**

**5.2 Application 223-20**

**Home Based Business, Major – Aesthetics Operation (Lash Technician)  
Discretionary Use within R-2 – Residential Multi Dwelling District  
91 Palmer Circle (Lot 15, Block 11, Plan 172 0736)  
R-2 – Residential Multi Dwelling District**

Administration provided an overview of the proposed Home Based Business, Major.

**RESOLUTION 39-20**

Moved by Member Garcia that the Municipal Planning Commission APPROVE the application for a Home-Based Business - Major described in Development Permit D 223-20 for an Aesthetics Operation (Eyelash Technician) at 91 Palmer Close, (Lot 15, Block 11, Plan 172 0736), granting the following relaxations:

- i. Part 9.1 reducing the required parking stalls from one stall to zero for clientele parking in recognition that that the applicant possesses one personal vehicle,

As in granting the approval would not unduly interfere with the amenities of the neighbourhood or interfere or affect the use, enjoyment or value of neighbouring parcels of land and subject to the following conditions being met to the satisfaction of the Development Officer:

1. There shall be no exterior display or advertisement other than a business identification plaque or sign 20.0 cm (8in.) by 30.5 cm (12.0 in) in size located on or in the dwelling;



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**

**Meeting Minutes**

**November 10, 2020 Commencing at 6:00 P.M.**

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

**CARRIED**

**5.3 Application 224-20**

**Home Based Business, Major – Massage Therapy Operation**

**Discretionary Use within R-1M – Residential Single Dwelling Medium Lot District  
58 Whiterock Close (Lot 36, Block 10, Plan 012 1681)**

**R-1M – Residential Single Dwelling Medium Lot District**

Administration provided an overview of the proposed Home-Based Business, Major.

The Board had a lengthy discussion on the application and the location of the shed, current parking constraints that exist, the timelines recommended for compliance of the future parking configuration.

**RESOLUTION 40-20**

Moved by Member Svab that the Municipal Planning Commission APPROVE the application for a Home Based Business – Major as described in Development Permit D 224-20 for a Massage Therapist at 58 Whiterock Close (Lot 36, Block 10, Plan 012 1681) subject to the following conditions being met to the satisfaction of the Development Officer:

1. The applicant shall ensure that three accessible parking stalls are provided at the rear of the property, in accordance with Land Use Bylaw 1198/16 on or before June 1, 2021.
2. There shall be no exterior display or advertisement other than a business identification plaque or sign 20.0 cm (8in.) by 30.5 cm (12.0 in) in size located on or in the dwelling;
3. No physical changes to the external appearance of the dwelling or any accessory business shall be allowed as a result of the establishment of the home-based business;
4. The site will be maintained in a neat and orderly manner in accordance with the Community Standards Bylaw;
5. Applicant is required to obtain a business license for the Town of Blackfalds;
6. Any change in use or intensification of the Home-Based Business (maximum four (4) client visits per day, shall require re-application;
7. That the clients utilize the off-street parking as provided for in the front of the property at all times;



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**

**Meeting Minutes**

**November 10, 2020 Commencing at 6:00 P.M.**

- 
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 October 19, 2020**

**RESOLUTION 41/20**

Member Taylor moved to approve the minutes of October 19, 2020 as presented.

**CARRIED**

**ADJOURNMENT**

Chairperson Hoover adjourned the meeting at 6:28 p.m.

---

**CHAIR**

A handwritten signature in black ink, appearing to be "R. Hoover", written over a horizontal line.

---

**SECRETARY**



## TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

CIVIC CENTRE  
5018 WAGHORN ST

January 6, 2021

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held on January 6, 2021 at the Civic Centre, Blackfalds, Alberta commencing at 6:30 pm.

### MEMBERS PRESENT:

Public at Large:

Kimberley Sommerville, Erin Davis, Jennifer Myslicki, Kala Pandit, Dena Thomas

Lacombe County Council Appointee:

Barb Shepherd

Town of Blackfalds Council Appointee:

Councillor Will Taylor, Councillor Marina Appel

Absent:

### ATTENDING:

Sean Barnes

Community Services Director

Jeff Heindel

Parks and Facilities Manager

Rick Kreklewich

Abbey Centre General Manager

Mandi Gerhardt

CSD Administrative Assistant

### PUBLIC ATTENDING:

### ABSENT:

## AGENDA

### 1. RECREATION, CULTURE AND PARKS BOARD MEETING

#### 1.1 CALL TO ORDER – 6:30 PM – CIVIC CULTURAL CENTRE/MICROSOFT TEAMS

- The regular meeting was called to order by Chair Thomas at 6:33 PM.

### 2. AGENDA APPROVAL

#### 2.1 AGENDA FOR THE JANUARY 6, 2021 RECREATION, CULTURE AND PARKS BOARD MEETING

- 4.1 – Hand out & information updated.
- 5.1 – Business item deleted.
- 7.7 – Thank you from Tayles Park family.

### RES. 01/21

Member Shepherd moved to approve the agenda as amended for the January 6, 2021 meeting as presented.

***MOTION CARRIED UNANIMOUSLY***



## TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

CIVIC CENTRE  
5018 WAGHORN ST

January 6, 2021

---

### 3. DELEGATION

N/A

### 4. BUSINESS ARISING FROM MINUTES

#### 4.1 FACILITY RENTAL – BANQUET ROOM (MULTIPLEX)

- Member Barnes gave verbal update.
- Member Barnes/Member Kreklewich working with Jr A Director of Operations Al Parada & owner of Can Pro.
  - Can Pro is an elite training centre for athletes around Central Alberta.
  - Al has approached the Town regarding renting the Banquet Room (in the existing Multi-Plex) for the year.
- Youth Programming & Parent Link no longer use the room, have moved to the Community Hall.
- Banquet Room (2176sqft) is a similar size to the Multipurpose Room (2380sqft) in Community Hall.
- Potential cost of renting the banquet room: \$8.50 per 1 sqft, \$18,500 per year, looking at 3-5-year term.
- Banquet Room brought in roughly \$6,000 in revenue in 2019.
- Concerns brought forward:
  - Taking away rental space from the general public.
  - Should utilize commercial space available in the community to run a business before town space.
  - Facility lease should be open to the public, so they are given equal opportunity to the space also.
  - Facility should be rented out at going commercial rate to ensure fairness (\$10-18/sqft).
- Plans for current food services space (in Multi-Plex):
  - Current lease holder needs to assess if two lease spaces is feasible or if they should only move forward with one. The current food services space is also used for a private business on the side.
  - Rent is at a reduced rate, due to the struggle to find someone to stay in that location (\$750 per month).
- Member Barnes needs to do more discussion regarding looking at other lease spaces and share the boards concerns (will be brought back in Feb)

#### **RES. 02/21**

Member Sommerville moves that the Recreation, Culture and Parks Board refer this item back to Administration for further review.

***MOTION CARRIED UNANIMOUSLY***



## TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

CIVIC CENTRE  
5018 WAGHORN ST

January 6, 2021

---

### 5. BUSINESS

#### 5.1 ~~POSTPONING OF JIM HURLEY FREE SKATE~~

- The Town will be looking to give refunds (to AG Society & Minor Hockey) at the end of the year depending on AHS COVID restrictions.

#### 5.2 ICE RESURFACER – ZAMBONI

- Member Heindel gave verbal update
- Capital budget was approved at the end of 2020, \$125,000 was budgeted for a new ice resurfer for the arena. GST is not included in capital purchases.
- 2 main suppliers within the industry (IMI supplies Zamboni, Big Hill supplies Olympia).
- Similar to what we have now at the existing facility, with a few additions (staff safety). Staff using the current machine prefer Zamboni brand.
- Total cost of Zamboni unit with two additions (Conti blade changing device & auger wash out) is \$124,950.00.
- Sponsorship for Zamboni – goes to the Jr A team through advertising contract.
- Town has looked into the electric Zamboni option.
  - Chrome wheels unnecessary, however, they do look cleaner and tend to last longer.
  - Cons of electric – costs tend to be higher due to charging systems, battery maintenance, and maintenance.
  - Operational costs – both propane, similar costs

#### **RES. 03/21**

Member Davis moved that the Recreation, Culture, and Parks Board accepts the capital purchase of a Zamboni 526 and to bring it forward to Council for approval.

***MOTION CARRIED UNANIMOUSLY***

#### 5.3 CHEEMO CLUB LEASE AGREEMENT

- Member Barnes gave verbal update.
- Lease agreement expired December 31, 2020. The Town is looking at doing a 24-month extension, give time to work on building our relationship.
- The proposed extension was discussed with the Cheemo Club executive members in December, who were in support of the 24-month extension of the current lease.
- Editorial – Article 5.1 – 6-line spelling error (cub)
- Cara Kroetsch, FCSS Volunteer Programmer and the committee have done a wonderful job at working with the seniors and building our relationship.



## TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

CIVIC CENTRE  
5018 WAGHORN ST

January 6, 2021

---

### **RES. 04/21**

Member Shepherd moved that the Recreation, Culture, and Parks Board accept the amended lease agreement and to bring it forward to Council for approval.

***MOTION CARRIED UNANIMOUSLY***

### **6. ACTION CORRESPONDENCE**

N/A

### **7. INFORMATION**

#### **7.1 MULTI-PLEX EXPANSION – UPDATE**

- Member Barnes gave verbal update.
- Over 50 employees working (three crews).
- Two weeks behind, enclosed by January 15 (all walls are up, roof is  $\frac{3}{4}$  finished).
- Town is saving millions of dollars and time by going with precast.
- Doug Quinn is covering 100% of costs for VIP Seats & Jr A dressing room.

#### **7.2 ALBERTA HEALTH SERVICES COVID-19 MANDATORY RESTRICTIONS**

- Member Barnes gave verbal update.
- Two weeks before Christmas, AHS passed restrictions that fitness centre & arenas would have to close for the second time.
- Another round of lay offs occurred, hoping to rehire once the restrictions lifted.
- Next announcement is January 12, 2021.

#### **7.3 LIVEBARN CONTRACT – BMHA & MULTIPLEX ARENA**

- Member Barnes gave verbal update.
- Livestreaming for games, allows families to join in on the game from other areas.
- Working out the fine lines regarding
- Privacy issues:
  - Signage will be displayed at all entrances.
  - LiveBarn will work with FOIP Coordinator to ensure privacy act is followed.
  - A specific code is given to leagues that want to keep games private.
  - Very difficult to see faces of players due to the distance between players and camera.

#### **7.4 THANK YOU, LETTER, – IRON RIDGE**

- Member Barnes gave verbal update.
- Iron ridge received a new playground. Built by volunteers, Town employees assisted.
- Funds for this project were generated from the Town (125k), other 200K was raised.



## TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

CIVIC CENTRE  
5018 WAGHORN ST

January 6, 2021

---

### 7.5 PARKS AND FACILITIES – UPDATE

- Member Heindel gave verbal update.
- 3 lay offs within this department due to COVID restrictions.
- Tayles Park will have lights turned off January 11.
- Nice weather has limited the need for snow clearing.
- Shaved down arena ice to minimize cost while it is not being used.
- ORD & ponds are in full operations.
  - Centennial Pond Rink & Riser Pond

### 7.6 ABBEY CENTRE – UPDATE

- Member Kreklewich gave verbal update.
- 23 lay offs within this department due to COVID restrictions.
- Member Kreklewich & Member Heindel met with minor hockey, to go through scheduling for the next year.
- Ice Allocation Policy and Arts & Culture Strategic Plan – will be brought to February meeting.
- Abbey Centre management has been looking into new software for recreation programs, current software ends Oct 2021.
- Partnered with Kid Sport – chapter in Blackfalds & Lacombe.
- Lines will be kept in the old rink for the ringette community, they will also be allotted weekend time in the arena.

### 7.7 THANK YOU FROM TAYLES PARK FAMILY

- Voicemail recording from Joan Graves.
- Many Members expressed positive feedback they have received regarding the light display.

## 8. APPROVAL OF INFORMATION ITEMS

### RES. 05/21

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

***MOTION CARRIED UNANIMOUSLY***

## 9. APPROVAL OF MINUTES

### RES. 06/21

Member Pandit moved that the Recreation Board accept the MINUTES for November 4 meeting as presented.

***MOTION CARRIED UNANIMOUSLY***



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

**CIVIC CENTRE  
5018 WAGHORN ST**

**January 6, 2021**

---

**10. ADJOURN**

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

**RES. 07/21**

Meeting adjourned at 7:51pm

***MOTION CARRIED UNANIMOUSLY***

**DENA THOMAS, CHAIR**

**SEAN BARNES, DIRECTOR OF COMMUNITY SERVICES**

**Next meeting scheduled for February 3, 2021 @ 6:30pm**

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JANUARY 28, 2021

---

### COVID-19 Q&A

Council was provided with an update on the latest COVID-19 statistics and the ongoing mandatory restrictions introduced by the Province.

### RED TAPE REDUCTION

In July 2020, the Government of Alberta announced the \$500 million Municipal Stimulus Program (MSP). A requirement of the Program is that municipalities must develop a red tape reduction plan and provide the Report Form to Municipal Affairs by February 1, 2021. The following resolution received Council approval:

- 1) *the Lacombe County 2020 Red Tape Reduction Report for the Municipal Stimulus Program funding be approved; and*
- 2) *that the County Manager be authorized to submit the Lacombe County 2020 Red Tape Reduction Report to Municipal Affairs.*

### TAX PENALTY CANCELLATION REQUEST

A motion that Lacombe County cancel the \$271.58 late payment penalty levied on Tax Roll No. 4101342017 did not receive Council approval.

### COUNCILLOR ORIENTATION TRAINING

A report on Lacombe County coordinating and hosting a Council orientation training workshop following the 2021 municipal election and inviting neighboring municipalities to participate was received for information. All Councillors will attend the Muni 101 (Essentials of Municipal Governance) following the election.

### SUNBREAKER COVE BOAT LAUNCH

The Summer Village of Sunbreaker Cove and Lacombe County have agreed to hire Commissionaires for the Sunbreaker Cove boat launch for the summer of 2021. Lacombe County will partner with the Summer Village of Sunbreaker Cove to request all municipalities around Sylvan Lake to consider contributing towards costs of hiring Commissionaires for vehicle, pedestrian and parking control at the Sunbreaker Cove boat launch for the 2021 boating season.

### WOLF CREEK PUBLIC SCHOOLS

Council discussed the Wolf Creek Public School Board video called 2021 WCPS Thought Exchange Priority Engagement and the Thought Exchange to provide feedback to the Board regarding initiatives and decisions outlined in the video. This matter was deferred to the February 11, 2021 Council meeting.

### BDO CANADA LLP – 2020 FINANCIAL STATEMENTS/AUDIT PLANNING LETTER

BDO Canada LLP will be conducting an annual audit of Lacombe County and presented to Council on the audit process and their audit plan. The BDO Canada LLP plan for the audit of consolidated financial statements of Lacombe County for the period ending December 31, 2020 was received for information.

Next Regular Council Meeting is  
Thursday, February 11, 2021 - 9:00 a.m.

Next Committee of the Whole Meeting is  
Tuesday, February 2, 2021 – 9:00 a.m.

Lacombe County Administration Building

**\*\*For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website ([www.lacombecounty.com](http://www.lacombecounty.com)) after approval.**



# City of Lacombe

## COUNCIL HIGHLIGHTS

January 25, 2021

### 5. Requests for Decision (Regular)

#### 5.1 2021 Census of Population

The federal 2021 Census is launching in May. Statistics Canada requested municipal assistance to notify residents of job opportunities and the benefits of completing the Census, such as planning community programs and service initiatives.

Council directed Administration to use the City's media channels to share information about the benefits and job opportunities of the federal 2021 Census.

#### 5.2 Policy Cleanup – No. 2

A data integrity project for governance documents has been ongoing for four years. Through this project, Council has repealed:

- 1,024 Bylaws (2017-2018)
- 300 Policies (2020)

A second set of policies identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective was recommended for Council's rescindment.

Council voted to rescind all policies identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective in the attached listing.

#### 5.3 Council Public Engagement 2021

Administration proposed planning several engagement opportunities in 2021, including:

1. Two Coffee with Council events (subject to COVID restrictions)
2. Four to six Markets with Council (dates to be determined)
3. Capital Works Videos (introduction of high priority projects)
4. "Council Connect" Videos (Q & A responses to citizen budget queries), and
5. Single issue direct email input campaigns as needed

Council approved the 2021 Council Engagement Plan as presented, with dates for the Farmers Markets with Council to be determined.

#### 5.4 Len Thompson Drive Local Improvement - Request to Proceed

Administration solicited feedback from impacted property owners regarding the Local Improvement Plan to pave Len Thompson Drive and 55<sup>th</sup> Avenue. Responses were received from owners representing 76 percent of the total project frontage (in meters), with the majority of responses in opposition to the project in the proposed form.

Council directed administration to proceed with the project, with a number of changes:

- Use a funding model of 85 percent city and 15 percent local improvement tax, an amendment from the initially proposed 70 percent City, 30 percent local improvement tax
- Include a focus on overland drainage improvements
- Guarantee of a maximum cost for impacted businesses.

#### **5.5 Subdivision Authorities Bylaw 228 (M.P.C.) Updates**

Bylaw 228 sets out the Development Authority parameters for the City of Lacombe and identifies the Development Officer and the Municipal Planning Commission's authority. It references the powers listed in the Land Use Bylaw (currently Bylaw 400.30). To align the Development Authority and the Municipal Planning Commission's powers with the recent amendments to Land Use Bylaw 400, Bylaw 228.3 needed to be adopted.

Council gave second and third reading to Bylaw 228.3.

#### ***\*The next scheduled Council Meeting:***

- Monday, February 8, 2021 - Regular Council Meeting at 5:00 p.m.***
- Monday, February 22, 2021 - Regular Council Meeting at 5:00 p.m.***
- Monday, March 1, 2021 - Council Committee Meeting at 6:00 p.m.***



Town of Blackfalds

**REGULAR COUNCIL MEETING**  
**Tuesday, January 26, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street

**MINUTES**

---

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, January 26, 2021, at the Civic/Cultural Center, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 7:00 pm.

**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**

CAO Myron Thompson  
Sean Barnes, Acting CAO/Director of Community Services  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Property Services  
Jeff Heindel, Parks & Facilities Manager  
Keith Wilson, Information Technology Manager  
Cory Babey, Information Analyst  
Lorrie Logan, Municipal Clerk

**REGRETS**

None

**MEDIA**

None

**PUBLIC**

None

**REGULAR COUNCIL MEETING CALLED TO ORDER**

Mayor Poole called the Regular Council Meeting for January 26, 2021 to order at 7:00 pm.

**ADOPTION OF AGENDA**

Additions: 6.5 Animal Licenses

Deletions: None

**Resolution No. 18/21**

Councillor Olfert moved that Council approve the January 26, 2021 agenda as amended.

**CARRIED UNANIMOUSLY**

**DELEGATION**

None

**PUBLIC HEARING**

None



**REGULAR COUNCIL MEETING**  
**Tuesday, January 26, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street

**MINUTES**

---

**BUSINESS ARISING FROM MINUTES**

**Request for Decision, Bylaw 1254.21 – Water/Sewer Rate Adjustment**

Director Weran brought back to Council 2 options for consideration to Bylaw 1254.21. Option 1 being a 2.58% rate increase or Option 2 being a 0% rate increase for water/sewer rates for 2021 for Second, Third and Final Reading.

**Resolution No. 19/21**

Deputy Mayor Stendie moved that Council give Second Reading to Bylaw 1254.21, a bylaw to amend Schedule B of Bylaw 1250.20, water and wastewater rates for 2021 as option 1, as per the previously read bylaw.

**CARRIED**

**In Favor:** Mayor Poole, Deputy Mayor Stendie, Councillor Taylor, Councillor Olfert

**Opposed:** Councillor Appel, Councillor Svab, Councillor Hoover

**Resolution No. 20/21**

Councillor Appel moved that Council give Third and Final Reading to Bylaw 1254.21, a bylaw to amend Schedule B of Bylaw 1250.20, water and wastewater rates for 2021 as option 1, as per the previously read bylaw.

**CARRIED**

**In Favor:** Mayor Poole, Deputy Mayor Stendie, Councillor Taylor, Councillor Olfert

**Opposed:** Councillor Appel, Councillor Svab, Councillor Hoover

**BUSINESS**

**CAO Report – (verbal)**

CAO Thompson gave a verbal report on current projects and initiatives from December 2020.

**RESOLUTION No. 21/21**

Councillor Svab moved that Council accept the CAO report as information.

**CARRIED UNANIMOUSLY**

**Request for Decision, Award of Tender – Ice Resurfacer Purchase**

Manager Jeff Heindel presented information on the 2 RFP quotes that came in for the Ice Resurfacer purchase for the arena, one from Industrial Machine Inc. and the other from Big Hill Services.

**Resolution No. 22/21**

Councillor Appel moved that Council approve the purchase of the Zamboni Model 526 Dual Fuel (GNG +LPG) with the options identified in the proposal from Industrial Machine Incorporated to a maximum amount of \$122,630.00, with administration reducing the price where possible.

**CARRIED**

**In Favor:** Mayor Poole, Councillor Olfert, Councillor Taylor, Councillor Hoover, Councillor Appel

**Opposed:** Deputy Mayor Stendie, Councillor Svab

**Request for Decision, Tender Award – Light Truck Units**

Director Weran presented to Council the results of the RFP bids received for 3 Light Truck Units for Enforcement Services, Protective Services and Public Works.



**REGULAR COUNCIL MEETING**  
**Tuesday, January 26, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street

**MINUTES**

---

**Resolution No. 23/21**

Councillor Olfert moved that Council accept the tendered bid for 3 light duty truck units for Municipal Operations as provided from Metro Ford, Calgary in the amount of \$138,197.75.

**CARRIED UNANIMOUSLY**

**Council Meetings – Virtual Meeting Verbal**

CAO Thompson reported to Council that the plexi-glass shields are now installed in the council chambers, and Zoom is the chosen platform for Virtual Council meetings going forward.

**Resolution No. 24/21**

Councillor Appel moved that Council accept this as information.

**CARRIED UNANIMOUSLY**

**Animal Licenses**

Councillor Taylor brought forward for discussion, the extension of Animal License Fees for one more month to the end of February at the reduced rate of \$15 for an altered animal and \$30 for an unaltered animal. The Town Office has been closed to the public since mid-December and having another month to pay fees would be beneficial to residents.

**Resolution No. 25/21**

Councillor Taylor moved that Council extend the Animal Licenses Fees with the reduced rate for an additional month to the end of February 2021.

**CARRIED**  
**Opposed:** Councillor Hoover

**ACTION CORRESPONDENCE**

**2021 Federal Census of Population**

Mayor Poole brought forward a letter from the Government of Canada's Census Management Officer and wanted the letter to be shared and promoted during the census.

**Resolution No. 26/21**

Councillor Hoover moved to accept as information.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Eagle Builders Multi-Plex project update – Director Barnes
- BOLT On Demand Service – December 2020 Summary
- PARA Event Summary
- FCSS Board Meeting Minutes for November 12, 2020
- Red Deer River Municipal Users Group Newsletter for January 2021
- Lacombe County Council Highlights for January 14, 2021
- City of Lacombe Council Highlights for January 11, 2021
- Thank You Letter from Iron Ridge Elementary School
- Lacombe County Committee Representation - (verbal)

**Resolution No. 27/21**

Councillor Olfert moved to accept the Information items as information.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 26, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street

## MINUTES

---

### ROUND TABLE

Mayor and Council shared meetings and events attended from November to January 2021.

#### **Resolution No. 28/21**

Councillor Svab moved to accept the round table discussion as presented.

**CARRIED UNANIMOUSLY**

### ADOPTION OF MINUTES

#### **Resolution No. 29/21**

Councillor Hoover moved to approve the Regular Council Meeting minutes from January 12, 2021 as amended.

**CARRIED UNANIMOUSLY**

#### **Resolution No. 30/21**

Councillor Appel moved to approve the Standing Committee of Council minutes from January 18, 2021 as amended.

**CARRIED UNANIMOUSLY**

### BUSINESS FOR THE GOOD OF THE COUNCIL

The River Current-publication – (reading tray)

### BREAK

#### **Resolution No. 31/21**

Deputy Mayor Stendie moved for a 5-minute break at 8:51 pm

**CARRIED UNANIMOUSLY**

### REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Poole called the Regular Council Meeting back to order at 8:58pm.

### CONFIDENTIAL – Closed Session

- FOIP S.19
- FOIP S.19

#### **Resolution No 32/21**

Councillor Appel moved that Council move to a closed session commencing at 8:58pm in accordance with Section 197(2) of the Municipal Government Act to discuss matters exempt from disclosure under Sections 23 of Alberta's Freedom of Information and Protection of Privacy Act, as per Section 18 of the FOIP Regulations.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance - FOIP S.19** Mayor Richard Poole, Deputy Mayor Stendie, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Will Taylor, Councillor Laura Svab, CAO Myron Thompson

**Closed Session Attendance - FOIP S.19** Mayor Richard Poole, Deputy Mayor Stendie, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Will Taylor, Councillor Laura Svab, CAO Myron Thompson



Town of Blackfalds

**REGULAR COUNCIL MEETING**  
**Tuesday, January 26, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street

**MINUTES**

---

**Resolution No. 33/21**

Councillor Olfert moved to come out of the closed session at 9:03pm.

**CARRIED UNANIMOUSLY**

**AJOURNMENT**

Mayor Poole adjourned the meeting 9:07 pm.

---

Richard Poole, Mayor

---

Myron Thompson, Chief Administrative Officer



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday February 9, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street  
**MINUTES**

A Regular Council meeting for the Town of Blackfalds was held on Tuesday February 9, 2021, at the Civic/Cultural Centre, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 7:00 pm.

**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**

CAO Myron Thompson  
Sean Barnes, Acting CAO/Director of Community Services  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Property Services  
Laura Thevenez, Infrastructure Services Manager  
Keith Wilson, Information Technology Manager  
Lorrie Logan, Municipal Clerk

**REGRETS**

None

**MEDIA**

None

**PUBLIC**

None

**REGULAR COUNCIL MEETING CALLED TO ORDER**

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

**ADOPTION OF AGENDA**

Additions: 6.1 Chamber of Commerce Letter of Support for the Registries Office  
6.5 TELUS requesting a Letter of Support to improve Internet service speed for the Community

Deletions: Change wording on Agenda – No Standing Committee Meeting scheduled for the month of February due to Family Day Holiday

**Resolution No. 34/21**

Deputy Mayor Stendie moved that Council accept the February 9, 2021 agenda as amended.

**CARRIED UNANIMOUSLY**

**DELEGATION**

None

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday February 9, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street  
**MINUTES**

---

**BUSINESS**

**Request for Decision, Letter to Premier – Alberta Registry Service Concern**

Council was updated once again on the status of the Registries Office for the Town of Blackfalds. A letter has been drafted to Premier Kenney concerning the Town's frustration in opening a Registries Office and A letter of Support from the Chamber of Commerce was received and read verbally.

**Resolution No. 35/21**

Councillor Appel moved that Council direct Administration to prepare an open letter along with Council's input to be sent out to the media and Premier Kenney.

**CARRIED UNANIMOUSLY**

**Request for Decision – Proclamation – Black History Month**

Council considered a request to proclaim February as Black History Month.

**Resolution No. 36/21**

Councillor Appel moved that Council proclaim February as Black History Month in the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**Request for Decision Leung Road/Duncan Avenue Project – Award of Contract**

Director Weran provided qualification RFP results for the Leung Road/Duncan Avenue project and put forth a recommendation to Council as presented.

**Resolution No. 37/21**

Deputy Mayor Stendie moved that Council award Phase 1 of the Leung and Duncan Avenue Project work to DB Bobcat Services Inc for \$1,727,728.07 excluding GST.

**CARRIED UNANIMOUSLY**

**Resolution No. 38/21**

Councillor Hoover moved that Council approve additional project expenditures required, and identified an upset and total project amount of \$2 million dollars.

**CARRIED UNANIMOUSLY**

**Request for Decision Enterprise Asset Management Software – Request for Proposal and Program Update**

Manager Thevenez presented for approval, the draft Enterprise Asset Management Software – RFP. The Town has received a full grant of \$25,000 to be used towards the purchase of the software. The RFP is to be posted on the Alberta Purchasing Connection (APC) with a closing date on March 11, 2021.

**Resolution No. 39/21**

Councillor Olfert moved that Council approve the draft RFP for Enterprise Asset Management Software as presented to be posted on ACP.

**CARRIED UNANIMOUSLY**

**Request for Decision – TELUS Request Letter of Support**

CAO Thompson brought forward an emergent issue from TELUS in the form of a Letter of Support. TELUS is applying for funding through the Universal Broadband fund to upgrade the new Tower site. This upgrade will increase internet speeds for current and future



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday February 9, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street  
**MINUTES**

customers in the Blackfalds area. TELUS has provided a draft Letter of Support to accompany their application.

**Resolution No. 40/21**

Councillor Taylor moved that Council support the request of TELUS and to receive their funding via the letter that they supplied.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

**Municipal District of Bonnyville – Western Canadian Municipal Advocate**

Council received a letter from the Municipality of Bonnyville regarding the lack of Western Canadian representation at the Federation of Canadian Municipalities (FCM). Council felt that they were well represented during the FCM Conference that was held in eastern Ontario.

**Resolution No. 41/21**

Deputy Mayor Stendie moved that Council accept this as information with no further action.

**CARRIED UNANIMOUSLY**

**Parkland Airshed Management Zone – Membership Request**

CAO Thompson gave a brief report on this membership request that is received yearly. It will be brought forward to Council in the future once the Environmental Stewardship Strategy is completed as this will determine the future environmental initiatives including support through membership with the Parkland Airshed Management Zone.

**Resolution No. 42/21**

Councillor Taylor moved that Council accept this as information.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Report to Council, Building and Development Permit Report – January 2021
- Report to Council, Enforcement Services Monthly Report – January 2021
- Report to Council, Wolf Creek School Division Ward Structure
- Report to Council, Alberta Municipal Internship Program – Planning Intern
- Report to Council, Gregg Street & Womacks Road Upgrades – Project Update
- Report to Council, Eagle Builders Centre Existing Arena Ice Operations Closure
- Municipal Planning Commission Meeting Minutes for November 10, 2020
- Recreation, Culture and Parks Board Meeting Minutes for January 6, 2021
- Lacombe County, Council Highlights for January 28, 2021
- City of Lacombe, Council Highlights for January 25, 2021

**Resolution No. 43/21**

Councillor Svab moved to accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE**

None

**ADOPTION OF MINUTES**

CAO Thompson provided verbal updates to the following meeting amendments.



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday February 9, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street  
**MINUTES**

---

**10.1 - Jan 12 Regular Council Meeting, Resolution 08/21** – Added: Letter has been previously drafted to meet the sponsorship package deadline and was previously circulated to Council seeking support for the process.

**10.2 - Jan 18 Standing Committee Meeting, Resolution 05/21** – Added to the discussion: Concerns were expressed at not adhering fully to the Provincial Guideline measures. Concerns were also expressed, and some challenges experienced using Microsoft Teams Platform. The Zoom platform was recognized as a superior product especially with the livestream capability.

**Resolution No. 44/21**

Councillor Appel moved that Council approve the Amendments from the RCC meeting minutes of January 12, 2021 and the SCC meeting minutes of January 18, 2021 verbally from CAO Thompson.

**CARRIED UNANIMOUSLY**

**Resolution No. 45/21**

Councillor Olfert moved that Council approve the Regular Council Meeting Minutes from January 26, 2021 as amended.

**CARRIED UNANIMOUSLY**

**BUSINESS FOR THE GOOD OF THE COUNCIL**

None

**Break**

**Resolution No. 46/21**

Councillor Svab moved for a 5 minute recess at 8:01pm.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

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

**CONFIDENTIAL – Closed Session**

- **FOIP S.23**
- **FOIP S.19**

**Resolution No. 47/21**

Councillor Olfert moved that Council move to a closed session commencing at 8:07pm in accordance with Section 197(2) of the Municipal Government Act to discuss matters exempt from disclosure under Sections 23 of Alberta's Freedom of Information and Protection of Privacy Act, as per Section 18 of the FOIP Regulations.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance - FOIP S.23:** Mayor Richard Poole, Deputy Mayor Stendie, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Laura Svab, Councillor Will Taylor, CAO Myron Thompson

**Closed Session Attendance - FOIP S.19:** Mayor Richard Poole, Deputy Mayor Stendie, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Laura Svab, Councillor Will Taylor, CAO Myron Thompson

**Resolution No. 48/21**

Deputy Mayor Stendie moved to come out of the closed session at 8:20pm.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday February 9, 2021 at 7:00 pm**  
Civic/Cultural Centre – 5018 Waghorn Street  
**MINUTES**

---

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Poole called the Regular Council Meeting back to order at 8:20pm.

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

**AJOURNMENT**

Mayor Poole adjourned the meeting 8:22 pm.

---

Richard Poole, Mayor

---

Myron Thompson, Chief Administrative Officer