



**Town of Blackfalds**  
**Regular Council Meeting**  
Via Remote Videoconferencing Platform  
May 11, 2021 at 7:00 p.m.

**AGENDA**

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- Introduction** – Economic Development Officer Christopher Johnson
1. **Call to Order**
2. **Adoption of Agenda**
  - 2.1 Agenda for May 11, 2021
3. **Delegation**

None
4. **Public Hearing**

None
5. **Business Arising from Minutes**
  - 5.1 [Request for Decision, Information/Data Policy](#)
6. **Business**
  - 6.1 [Request for Decision, National Public Works Week](#)
  - 6.2 [Request for Decision, Operating Statements, Variance Analysis & Capital Project Report](#)
  - 6.3 [Request for Decision, Returning Officer and Substitute Returning Officer](#)
7. **Action Correspondence**
  - 7.1 [Request from Canadian Union of Postal Workers](#)
8. **Information**
  - 8.1 [Report to Council, Building and Development Permit Report – April 2021](#)
  - 8.2 [Report to Council, Enforcement Services Monthly Report – April 2021](#)
  - 8.3 [Report to Council, Council Expenditures 1<sup>st</sup> Quarter Report](#)
  - 8.4 [Lacombe County, Council Highlights for April 22, 2021](#)
  - 8.5 [City of Lacombe, Council Highlights for April 26, 2021](#)
  - 8.6 [Recreation, Culture and Parks Board Minutes for April 7, 2021](#)
  - 8.7 [Municipal Planning Commission Meeting Minutes for March 30, 2021](#)
9. **Round Table Discussion**

None
10. **Adoption of Minutes**
  - 10.1 [Minutes from Regular Council Meeting on April 27, 2021](#)
11. **Notices of Motion**

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

None
13. **Confidential**
  - 13.1 FOIP, Section 24
  - 13.2 FOIP, Section 19
14. **Adjournment** – Verbal

***Future Meetings/Events:***

- *Council Standing Committee Meeting – May 17, 2021*
- *Regular Council Meeting – May 25, 2021*



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

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**MEETING DATE:** May 11, 2021

**PREPARED BY:** Councillor Will Taylor

**SUBJECT:** Notice of Motion – Data/Information Policy

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**BACKGROUND:**

At the April 27<sup>th</sup> Regular meeting of Council a notice of motion was brought forward that reads “ I, William Taylor, move that Administration develop a data or information policy that will be utilized to qualify data utilizing relevant criteria and that this policy be brought before Council for review and consideration.”

This motion is coming forward to address current situations where Council often receives data and information from our Administration while other times this data and information comes forward from other sources that may be unqualified.

**DISCUSSION:**

The best source of data for municipal governments is that provided by the Province and specifically the Alberta Economic Dashboard. Not all information that may be utilized by the Municipality can be sourced through the Province and so it is important that any data/information utilized is qualified and provides context. Administration has previously utilized comparator municipalities when providing data especially relating to financial matters. Council has appreciated the value and use of this data.

A policy could assist in qualifying data through a relevant criteria requirement procedure and could include the following:

- Whether comparison information/data is current.
- The manner in which the data was collected
- Whether the data has context that may need further explanation.
- If the data relates specifically to our municipality, region, province or country.
- Has the comparable been determined to be similar or comparable to our community.
- Whether the data is historic and in what manner.

It would also be my suggestion that once developed this data policy be possibly presented in a motion to AUMA.

**FINANCIAL IMPLICATIONS:**

None.



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

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**ADMINISTRATIVE RECOMMENDATION:**

That Council directs Administration to develop a Data/information Policy for Council review and consideration.

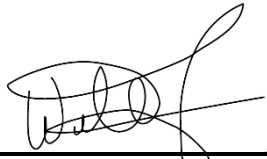
**ALTERNATIVES:**

- A. That Council does not direct Administration to develop a Data/information Policy for Council review and consideration
- B. That Council refer this item back to Administration for more information.

**ATTACHMENTS:**

- *Previous links to data have been made available to Council*

**Approvals:**

  
\_\_\_\_\_  
Councillor Will Taylor



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

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**MEETING DATE:** May 11, 2021

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

**SUBJECT:** National Public Works Week Proclamation– May 16-22, 2021

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**BACKGROUND:**

May 16<sup>th</sup> – 22<sup>nd</sup>, 2021 is National Public Works Week this year. As a municipality we have formally celebrated and National Public Works Week for some time now, but just recently formalized the process with a proclamation a few years ago.

**DISCUSSION:**

With the recent COVID-19 pandemic, our Public Works and Community Services teams have been required to quickly change the way they work in this new environment. With new pandemic procedures, tasks and workloads needing to be updated and safety measures put in place, the team has come together to manage this new threat. Also, with the recent move to the new operations centre, the two groups have been able to seek efficiencies, gather knowledge across the two departments and continue to develop into a unified service level group.

I would just like to personally thank my Public Works team for their continued efforts to provide our residents, visitors, and businesses with the essential services we have all come to expect. Recently, the general public has shown their support for the frontline workers who have continued to work to keep the country running. However, there is little mention of the men and women who work to keep our streets safe, our water clean and waste managed in our towns and cities.

This year APWA is proud to announce "**Stronger Together**" as the theme for the 2021 National Public Works Week poster. This year's exciting poster challenges our members and their citizens to think about their communities as a symphony of essential services, working in concert to create a great place to live. Every community has a rhythm, a heartbeat that reflects its essence and tempo of life.

Public Works (and our CSD staff) keeps our community's rhythm moving by providing an orchestra of infrastructure services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides the harmony needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.



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



Therefore, Administration would like to again formally recognize the energy, resources, and skills it takes for this team and support staff to keep our local services working during this crisis. So, we are asking Council to officially proclaim Public Works Week May 16<sup>th</sup> – 22<sup>nd</sup> of 2021 for the Town of Blackfalds. There will be a number of posters that will be paced at strategic locations throughout Town. We will also place a personnel photo and information on the website if Council moves forward with approval of this proclamation as attached tonight.

**FINANCIAL IMPLICATIONS:**

None, posters were free from Alberta Public Works Association (APWA).

**ADMINISTRATIVE RECOMMENDATION:**

That Council move to proclaim May 16<sup>th</sup> – 22<sup>nd</sup>, 2021 as Public Works Week in Blackfalds.

**ALTERNATIVES:**

1. That Council does not move to proclaim May 16<sup>th</sup> – 22<sup>nd</sup>, 2021 as Public Works Week in Blackfalds.

Attachments:

- *Mayoral Proclamation*

**Approvals:**

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

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

Office of the Mayor

## ***Proclamation***

Whereas, public works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, therefore, I, Mayor Richard Poole, of the Town of Blackfalds  
do hereby proclaim the week of May 16th – 22nd, 2021 as

### **“National Public Works Week”**

in the Town of Blackfalds and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under my hand and Seal of the Town of Blackfalds,  
Alberta, this 11th day of May, 2021.

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Mayor Signature

SEAL



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

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**MEETING DATE:** May 11, 2021

**PREPARED BY:** Darolee Bouteiller, Corporate Services Manager

**SUBJECT:** Operating Statements, Variance Analysis & Capital Project Report for the period ending March 31, 2021

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**BACKGROUND:**

The Operating Statement, Variance Analysis and Capital Project update for the three-month period ending March 31, 2021, are attached. Together these reports represent the financial activities of the municipality during the period year to date. Quarterly reporting gives us a consistent comparison for operating and capital activities as they occur throughout the year.

The Operating Statement of Revenue & Expenditures (Appendix A) gives a high-level view of revenues and expenditures incurred to date, the variance between the Annual Budget and the actual as a % of the Budget. These main indicators will identify areas of concern or anomalies.

For consistency and better understanding, we are now displaying the Environmental Services section separately. Environmental Services are self-supported and do not rely on any tax revenue. The surplus generated from each Utility is budgeted as a transfer to reserves in the expenses. The net surplus to date will show what the current surplus is, the transfer will happen at year end.

Please note that in these statements; Annual Grant revenue, property taxes, requisitions, and other annual contract payments are proportionately accrued or deferred in the report to provide a clear perspective of the year-to-date position.

The Divisional Statement and Variance Analysis (Appendix B) display revenue and expenses in each department and gives a brief explanation for significant variances.

Capital Projects are reported for the year-to-date activity for the period ending March 31, 2021 (Appendix C).

**DISCUSSION:**

The operating revenues for the period ending March 31, 2021 are at \$5.2 M which is 25.57% of the budgeted revenues, on track for the first quarter. The Operating Expenditures are \$3.8 million which is 20.30% of the annual budgeted expenditures, this is slightly below the budgeted expectation for the period.

Operating budgets were adjusted for the impact of the COVID-19 pandemic and AHS facility closure orders. The adjustments were accepted by Council as spring adjustments on April 27, 2021. Budget changes are included in the first quarter reports.



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

### **Revenues:**

- General Revenues is higher than expected during this quarter due to the sale of the Broadway Commercial building.
- BOLT revenue is impacted by low ridership and well below expected levels.
- FCSS revenue is due to the refunds created from the cancellation of unused LAP cards.
- Facility closures during the first quarter of 2021 have affected the revenues YTD.
- Utility Revenue is on track with budget for the first quarter.

### **Expenses:**

- Lower than expected costs for Legislative Services including per diems, travel and training costs due to the pandemic.
- Administration carried a vacant EA position for the majority of the first quarter, contributing toward the low expenses.
- FCSS has low program expenses this quarter, program activity is affected by the pandemic and time of year. Grants to organizations will happen later in the year.
- Development Services had a vacant EDO Position for this quarter.
- Parks and recreation expenses are low due to the facility closures as mandated by AHS for the pandemic.
- Utility expenses are slightly below the quarterly average but on track for the current year.

Overall, the Town is currently operating in a surplus position. The operations surplus to date is \$1.4 M. Due to the seasonal nature of many operations, most of the surplus will be absorbed in future quarters. Utilities surplus for the first quarter is \$450,000. This is not unusual as more expenses occur throughout the summer months. All surpluses from utilities will be transferred to the utility reserve at year end.

Currently, the Town of Blackfalds operations are on track for 2021. Administration will continue to closely monitor and assess financial results as they arise.

### **Capital Projects:**

Capital activity for the period ending March 31, 2021 is included in Appendix C. Capital Budget for 2021 was approved by Council on November 24, 2020 with new funding of \$10.6 M approved for either new projects or as new funding for projects that are continuing from prior years. Total Capital funding available is \$33.3 M which is new funding plus remaining funding from prior years.

The YTD report to March 31, 2021 has a total spent on capital projects of \$3.5 M. The most significant project being the Eagle Building Centre, which continues from 2020. In 2021 to date the Town completed projects include the SCBA Equipment purchase and the Civic Centre photocopier replacement. Infrastructure construction projects have been awarded for Gregg Street realignment and Duncan Ave./ Leung Rd. Purchase tenders have been awarded for the replacement trucks, and the ice-resurfacer. It is expected that





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

these projects will be completed next quarter. The Capital Plan continues to evolve, and the most recent project scope changes are not necessarily reflected in this report. Overall, the Town Capital Budget is on track for the first quarter of the year.

These reports have been brought forward to Council as information and are intended to provide an overview of the progress year to date.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council accepts the Operating Statement and Variance report for the three-month period ending March 31, 2021 as information.
2. That Council accepts the Capital Project Report for the period ending March 31, 2021 as information.

**ALTERNATIVES:**

- A) That Council does not accept the Operating Statement and Variance report. That Council does not accept the Capital Project Report.
- B) That Council refers the report back to Administration for review.

**Attachments:**

- *Appendix A – March 31, 2021 Operating Statement of Revenue & Expenditure*
- *Appendix B – March 31, 2021 Division Statement & Variance Analysis*
- *Appendix C – March 31, 2021 Capital Project Report*

**Approvals:**

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

  
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Department Director/Author

# BUDGET



## Town of Blackfalds

### Operating Statements of Revenue & Expenditure

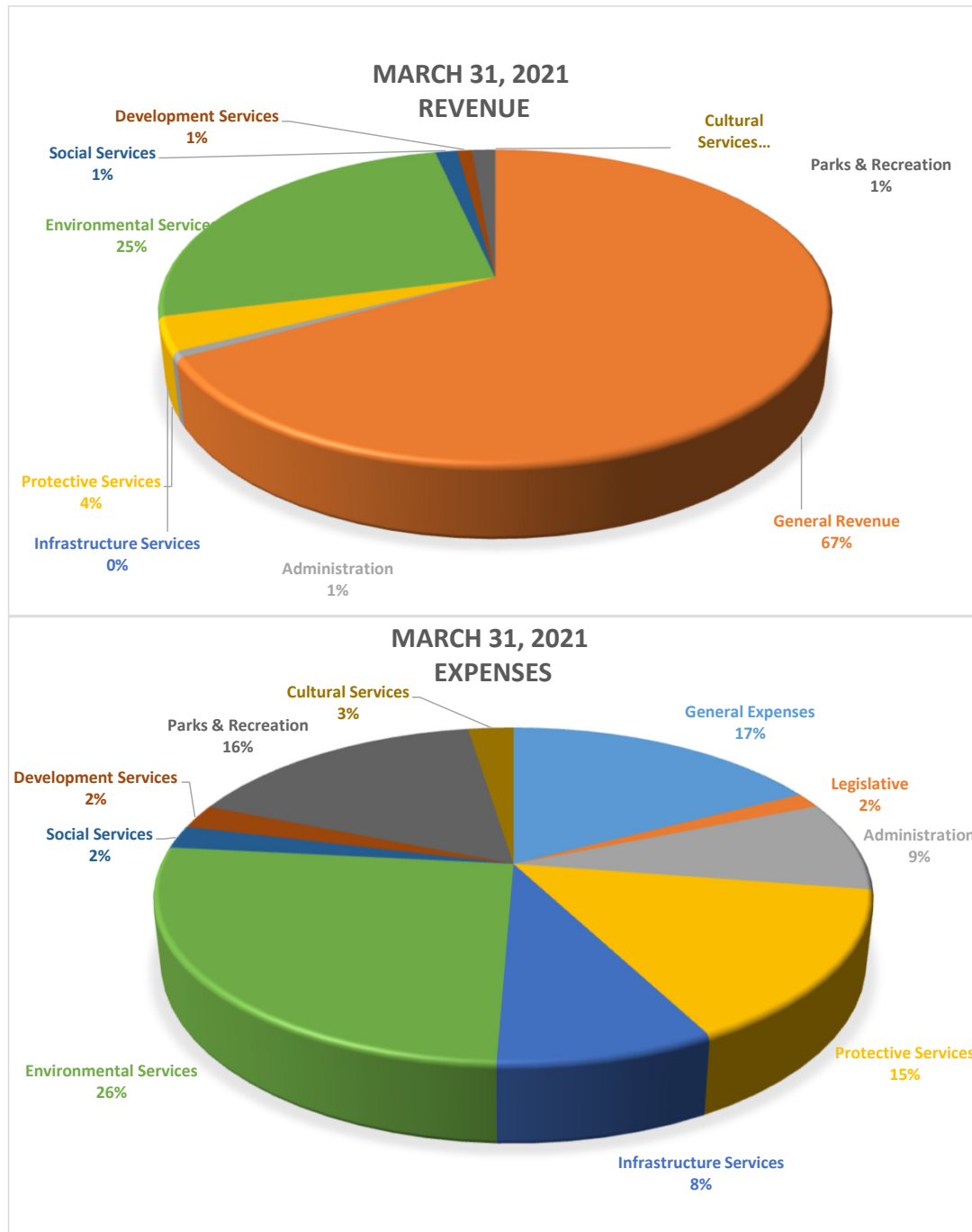
For the Period Ending March 31, 2021

	2021 Actual	2021 Budget	Variance	% of Budget
<b>Revenues</b>				
Property Taxes	2,908,985	11,635,940	8,726,955	25.00%
Requisition (Education, Seniors Foundation)	935,119	3,740,474	2,805,355	25.00%
<b>Total Taxation</b>	<b>3,844,104</b>	<b>15,376,414</b>	<b>11,532,310</b>	<b>25.00%</b>
General Revenue	879,524	2,197,763	1,318,239	40.02%
Administration	44,449	190,500	146,051	23.33%
Protective Services	246,073	973,640	727,567	25.27%
Infrastructure Services	791	46,414	45,623	1.70%
Social Services	89,115	296,354	207,239	30.07%
Development Services	60,659	240,819	180,160	25.19%
Parks & Recreation	95,074	1,232,310	1,137,236	7.72%
Cultural Services	0	15,000	15,000	0.00%
<b>Total Other Revenue</b>	<b>1,415,685</b>	<b>5,192,800</b>	<b>3,777,115</b>	<b>27.26%</b>
<b>Total Revenue</b>	<b>5,259,789</b>	<b>20,569,214</b>	<b>15,309,425</b>	<b>25.57%</b>
<b>Expenditures</b>				
General Expenses	892,961	3,741,374	2,848,413	23.87%
Legislative	75,939	376,643	300,704	20.16%
Administration	449,900	2,598,841	2,148,941	17.31%
Protective Services	767,574	3,171,190	2,403,616	24.20%
Infrastructure Services	429,673	1,932,871	1,503,198	22.23%
Social Services	114,293	610,794	496,501	18.71%
Development Services	118,919	785,563	666,644	15.14%
Parks & Recreation	847,337	5,110,367	4,263,030	16.58%
Cultural Services	126,304	504,008	377,704	25.06%
<b>Total Expenditures</b>	<b>3,822,900</b>	<b>18,831,651</b>	<b>15,008,751</b>	<b>20.30%</b>
<b>Net Surplus/(Deficit) To Date</b>	<b>1,436,889</b>	<b>1,737,563</b>	<b>300,674</b>	<b>0</b>
<b>Environmental Services</b>	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>Variance</b>	<b>% of Budget</b>
(Self Supported Utilities*)				
Water	837,865	3,339,520	2,501,655	25.09%
Wastewater	570,623	2,426,000	1,855,377	23.52%
Solid Waste	387,867	1,503,780	1,115,913	25.79%
<b>Environmental Services Revenue</b>	<b>1,796,355</b>	<b>7,269,300</b>	<b>5,472,945</b>	
Water	591,261	2,704,355	2,113,094	21.86%
Wastewater	484,604	2,121,978	1,637,374	22.84%
Solid Waste	268,783	1,327,612	1,058,829	20.25%
<b>Environmental Services Expenditures</b>	<b>1,344,648</b>	<b>6,153,945</b>	<b>4,809,297</b>	
<b>Net Surplus/(Deficit) To Date</b>	<b>451,707</b>	<b>1,115,355</b>	<b>663,648</b>	

# BUDGET



**Town of Blackfalds**  
**Operating Statements of Revenue & Expenditure**  
**For the Period Ending March 31, 2021**



# BUDGET



## Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending March 31, 2021

	2021 Actual	2021 Budget	Variance	% of Budget	Explanation
<b>General</b>					
Taxation	3,844,104	15,376,414	11,532,310	25.00%	Accrued 25% of tax revenue.
General Revenue	879,524	2,197,763	1,318,239	40.02%	Revenue includes the proceeds from the sale of commercial building.
<b>Total General Revenue</b>	<b>4,723,628</b>	<b>17,574,177</b>	<b>12,850,549</b>	<b>26.88%</b>	
General Expenses	892,961	3,741,374	2,848,413	23.87%	
<b>Net General</b>	<b>3,830,667</b>	<b>11,666,981</b>	<b>10,002,136</b>	<b>32.83%</b>	
<b>Legislation &amp; Administration</b>					
Revenue	44,449	190,500	146,051	23.33%	
Expenses	525,839	2,975,484	2,449,645	17.67%	Low per diem expenses for council. Vacant positions in Admin. & Corporate Services.
<b>Net Legislation &amp; Admin</b>	<b>-481,390</b>	<b>-2,784,984</b>	<b>-2,303,594</b>	<b>17.29%</b>	
<b>Protective Services</b>					
Revenue	246,073	973,640	727,567	25.27%	On track
Expenses	767,574	3,171,190	2,403,616	24.20%	On track
<b>Net Protective Services</b>	<b>-225,030</b>	<b>-2,197,550</b>	<b>-1,676,049</b>	<b>17.73%</b>	
<b>Infrastructure - Services</b>					
Revenue	791	46,414	45,623	1.70%	BOLT Revenue is low
Expenses	429,673	1,932,871	1,503,198	22.23%	
<b>Net Operations - Infrastructure S</b>	<b>-428,882</b>	<b>-1,886,457</b>	<b>-1,457,575</b>	<b>22.73%</b>	
<b>Social Services</b>					
Revenue	89,115	296,354	207,239	30.07%	Cemetery plot sales above expected average YTD. Refunds for cancellations of unused LAP cards for the Abbey have been recorded in this quarter.
Expenses	114,293	610,794	496,501	18.71%	Low program expenses this quarter. Grants to organizations have not yet been made.
<b>Net Social Services</b>	<b>-25,178</b>	<b>-314,440</b>	<b>-289,262</b>	<b>8.01%</b>	

# BUDGET



## Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending March 31, 2021

	2021 Actual	2021 Budget	Variance	% of Budget	Explanation
<b>Development Services</b>					
Revenue	60,659	240,819	180,160	25.19%	On Track
Expenses	118,919	785,563	666,644	15.14%	Low expenses this quarter due to the Vacant position of EDO.
<b>Net Planning &amp; Development</b>	<b>-58,260</b>	<b>-544,744</b>	<b>-486,484</b>	<b>10.69%</b>	
<b>Parks &amp; Recreation</b>					
Revenue	95,074	1,232,310	1,137,236	7.72%	Recreation Facility closures have affected Quarter 1 revenue.
Expenses	847,337	5,110,367	4,263,030	16.58%	Costs are lower due to facility closures and program cancelations.
<b>Net Parks &amp; Recreation</b>	<b>-752,263</b>	<b>-3,878,057</b>	<b>-3,125,794</b>	<b>19.40%</b>	
<b>Cultural Services</b>					
Revenue	0	15,000	15,000	0.00%	
Expenses	126,304	504,008	377,704	25.06%	On Track
<b>Net Library</b>	<b>-126,304</b>	<b>-489,008</b>	<b>-362,704</b>	<b>25.83%</b>	
<b>Total Operation</b>					
Revenue	5,259,789	20,569,214	15,309,425	25.57%	
Expenses	3,822,900	18,831,651	15,008,751	20.30%	
<b>Surplus/(Deficit) before Transfers - YTD</b>	<b>1,436,889</b>	<b>1,737,563</b>	<b>300,674</b>		
<b>Environmental Services</b>					
Revenue	1,796,355	7,269,300	5,472,945	24.71%	On Track
Expenses	1,344,648	6,153,945	4,809,297	21.85%	On Track
<b>Net Environmental Services</b>	<b>451,707</b>	<b>1,115,355</b>	<b>663,648</b>		

# BUDGET



## Town of Blackfalds Capital Projects - Current and Carry forwards as at March 31, 2021

Project #	Project Description	Prior Years Approval	Roll Over Reserve	New Funding Approved	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
<b>Administration &amp; Protective Services</b>								
19-2301	AFRRCS Radios Mobile 10	98,000	1,880	53,000	54,880	-	54,880	
19-2302	SCBA - Replacement	179,600	23	42,000	42,023	41,946	77	Complete
19-2304	Feasibility Study - Solar Program (Prot. Serv. Bldg.)	20,000	8,011	-	8,011	-	8,011	continues in 2021
20-6900	Town of Blackfalds Rebranding Initiative	35,000	34,461	-	34,461	-	34,461	On Hold
21-1203	Photocopier - Civic Centre	-	-	10,000	10,000	8,515	1,485	Complete
21-2305	Command Unit Replacement Vehicle	-	-	70,000	70,000		70,000	
21-2601	By-Law Enforcement Vehicle	-	-	70,000	70,000	-	70,000	
		-	-		-		-	
<b>Total Administration &amp; Protective Services</b>		<b>332,600</b>	<b>44,375</b>	<b>245,000</b>	<b>289,375</b>	<b>50,461</b>	<b>238,914</b>	
<b>Infrastructure</b>								
17-3201	Womack Road & Gregg Street Realignment /Centre Plaza (CP Rail Crossing)	1,000,000	323,033	5,018,467	5,341,500	73,432	5,268,068	In Progress/ scope changes
21-3202	Annual Pavement Replacement - Lawton Ave.	-	-	150,000	150,000	-	150,000	
21-3205	Grader	-	-	325,000	325,000		325,000	
21-3208	Tandem Truck	-		280,000	280,000		280,000	
21-3209	One ton 4x4 PW Truck (replacement)	-		90,000	90,000		90,000	
21-3210	Duncan Ave & Leunge Road Phase I	-	-	2,000,000	2,000,000	121,907	1,878,093	Tender Awarded
21-3211	Pedestrian Lights	-		10,000	10,000	7,993	2,007	In Progress
21-3212	Asset Management Software	-		46,500	46,500		46,500	

# BUDGET



Town of Blackfalds  
Capital Projects - Current and Carry forwards as at March 31, 2021

Project #	Project Description	Prior Years Approval	Roll Over Reserve	New Funding Approved	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
21-3214	Work Order Software	-		54,700	54,700		54,700	
21-3290	Operations shop - Wastewater Tie in	-	-	100,000	100,000	-	100,000	
					-		-	
<b>Total Infrastructure</b>		<b>1,000,000</b>	<b>323,033</b>	<b>8,074,667</b>	<b>8,397,700</b>	<b>203,331</b>	<b>8,194,369</b>	
<b>Recreation</b>								
14-7211	ASP Dump Station	220,000	13,490	-	13,490	-	13,490	Project Continues
18-7207	2018 Wayfinding Signage	293,400	107,357		107,357	-	107,357	Project Continues
18-7209	Athletic Park Master Plan - Athletic Park Area Improvements	650,000	152,560		152,560	-	152,560	Project continues
18-7211	Move Old Skateboard Equipment	40,000	5,691		5,691	409	5,282	Project continues
19-7216	Aspen Pond Upgrade	25,000	25,000		25,000	-	25,000	On Hold
19-7221	Emergency Generator - Community Hall	80,000	62,173		62,173	-	62,173	On hold
18-7203	Twin Arena - Architecture	750,000	146,251		146,251	43,461	102,790	In Progress
19-7401	Library -Architecture Design	395,000	79,000		79,000	19,750	59,250	In Progress
20-7203	Eagle Building Centre - Arena	24,600,000	15,138,303	-	15,138,303	3,142,249	11,996,054	In Progress
21-7220	Ice Resurfacer		-	125,000	125,000	12,231	112,769	
21-7221	Playground			150,000	150,000	-	150,000	
21-7222	Annual Trail Development - Centennial		-	14,000	14,000	-	14,000	
21-7223	Annual Trail East point to McKay Ranch			36,000	36,000	-	36,000	

# BUDGET



Town of Blackfalds  
Capital Projects - Current and Carry forwards as at March 31, 2021

Project #	Project Description	Prior Years Approval	Roll Over Reserve	New Funding Approved	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
<b>Total Recreation</b>		<b>27,053,400</b>	<b>15,729,825</b>	<b>325,000</b>	<b>16,054,825</b>	<b>3,218,100</b>	<b>12,836,725</b>	
<b>Total Capital Projects &amp; Funding</b>		<b>28,386,000</b>	<b>16,097,233</b>	<b>8,644,667</b>	<b>24,741,900</b>	<b>3,471,893</b>	<b>21,270,007</b>	
<b>Utilities/ Development</b>								
13-4200	PW-STM-01 East Area Storm System and Wetlands	5,385,837	2,066,786	1,956,221	4,023,007	60,387	3,962,620	Project Continues
14-4203	Lift Station - McKay Ranch	2,439,300	2,439,300		2,439,300	-	2,439,300	No Activity this quarter
17-4201	Lift Station - Aurora Heights	86,900	86,918		86,918	-	86,918	Project Continues
17-3702	North West Storm System	2,485,458	2,037,039		2,037,039	19,067	2,017,972	Project Continues
<b>Total Utilities / Development Projects</b>		<b>10,397,495</b>	<b>6,630,043</b>	<b>1,956,221</b>	<b>8,586,264</b>	<b>79,453</b>	<b>8,506,811</b>	
<b>Total Capital Projects</b>		<b>38,783,495</b>	<b>22,727,276</b>	<b>10,600,888</b>	<b>33,328,164</b>	<b>3,551,346</b>	<b>29,776,818</b>	





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

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**MEETING DATE:** May 11, 2021

**PREPARED BY:** Kalina Van Winssen, Executive Assistant

**SUBJECT:** Appointment of Returning Officer and Substitute Returning Officer

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**BACKGROUND:**

With the Municipal Election date set for October 18<sup>th</sup>, 2021, Administration has begun preparations for the fall election. One of the requirements is the appointment of a Returning Officer and Substitute Returning Officer.

**DISCUSSION:**

The Returning Officer is responsible for the organization and delivery of election services as set within the *Municipal Government Act* and the *Local Authorities Election Act*. In addition, this position supervises and coordinates the election process and the staff.

According to Section 14 of the *LAEA*, the Returning Officer shall:

- a) Appoint a deputy or presiding deputy, deputies, constables and other persons as required;
- b) Establish voting stations;
- c) Designate at least two deputies to work at each voting station, one of whom shall be designated as the presiding deputy, who is to be in charge of the voting station;
- d) Provide for the supply and delivery of ballots; ballot boxes, instructions to electors and other necessary voting supplies to all voting stations;
- e) Give notice of nominations;
- f) Receive and process nominations;
- g) Declare acclamations;
- h) Give notice of elections;
- i) Do all things necessary for the conduct of an election.

New to this municipal election is the requirement that a Substitute Returning Officer be appointed, per Section 13 of the *LAEA*:

If, through illness, absence or other incapacity, the Returning Officer is incapable of performing the duties of a Returning Officer, the Substitute Returning Officer has and may exercise all the duties, functions and powers of a Returning Officer for the purposes of conducting elections under this Act.



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

---

The Town of Blackfalds Corporate Services Manager, Darolee Bouteiller, was heavily involved in running the previous election and has been preparing for the 2021 Election with assistance from Executive Assistant Kalina Van Winssen. Both Manager Bouteiller and Executive Assistant Van Winssen have been participating in elections training and webinars provided by the department of Municipal Affairs.

**FINANCIAL IMPLICATIONS:**

None.

**ADMINISTRATION RECOMMENDATION**

That Council appoint Darolee Bouteiller as Returning Officer for the 2021 Municipal Election; and, that Kalina Van Winssen be appointed as Substitute Returning Officer for the 2021 Municipal Election.

**ALTERNATIVES:**

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

**Approvals:**

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



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
ACTION CORRESPONDENCE - EXTERNAL**

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**MEETING DATE:** May 11<sup>th</sup>, 2021

**SUBJECT:** Delivering Community Power- Canadian Union of Postal Workers

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**DISCUSSION:**

On behalf of the Canadian Union of Postal Workers, I would like to present to you our plan to reimagine our Post Office, called [Delivering Community Power](#). Our campaign involves utilizing our publicly owned Post Office infrastructure to offer new services throughout the 6,400+ locations in every corner of the country to create new community hubs while doing so in an environmentally sustainable way.

Some of the smaller and rural areas of the country have little to no access to essential services such as high-speed internet or a financial institution, yet a Post Office more than likely exists there. Rural residents are often forced to travel into other communities in order to have access to the essential services that they require, and our Post Office can provide a solution to this through Postal Banking and Broadband internet services. Mail Carriers are already scattered throughout the communities and can provide check-in services for the elderly and those with mobility issues so that they may spend more valuable time in their own homes. For larger urban centres, these services will allow for our public infrastructure to provide strong community hubs with these services at a fraction of the cost compared to what is currently offered. These are not new services either; in fact, many countries have a postal bank, and therefore a post office, that is profitable. For example, the Post Office in France made 1.1 billion euros in profit from their postal bank in 2017.

The Post Office owns the largest corporate fleet in all of Canada, which emits 70 kilotons of carbon each year. Imagine the Post Office changing that fleet to vehicles that have zero emissions, while the buildings are retrofitted to generate power through renewable energy and providing EV charging stations for not only the fleet, but for the public. Through *Delivering Community Power*, we envision this change happening along the lines of a just recovery to benefit all communities. This can't be done without you. Please join over 1,000 municipalities who have adopted resolutions in support of our plan. I have included in the email a copy of a resolution letter that may be adopted by your council, as well as a message from our National President Jan Simpson. I encourage you to have this discussion amongst your council, as your help in making this a success will be vital. I would like to meet virtually with your council to discuss the campaign. If you would like more information, please feel free to contact me at any time by phone at (306)261-5445 or by email at [benslin@cupw-sttp.org](mailto:benslin@cupw-sttp.org).

**Attachments:**

- *Letter to Municipalities*
- *Resolution – Support Delivering Community Power*
- *Mailing Information*

**Author:** Dani Nadeau

## SUPPORT DELIVERING COMMUNITY POWER

**Whereas** there is an urgent need for banking services among the unbanked or underbanked, given that thousands of villages and rural municipalities do not have a bank branch and more than 900 municipalities have expressed their support for postal banking;

**Whereas** thousands of Canadians do not have access to affordable high-speed Internet, and the federal government has long promised to bridge the rural broadband gap;

**Whereas** urgent action is needed to establish a robust network of electric vehicle charging stations;

**Whereas** to achieve carbon-neutral targets by 2050, Canada Post must greatly accelerate the electrification of its fleet;

**Whereas** the extensive network of post offices in our communities can provide a wide range of services as community hubs;

**Whereas** Canada Post's letter carriers and RSMCs can check-in on vulnerable residents to help keep us in our homes longer as we age;

**Whereas** Canada Post must play its part for a more equitable post-pandemic recovery;

**Whereas** “The Way Forward for Canada Post,” the report of the 2016 federal public review of the postal service, recommended that Canada Post expand services and adapt its services to the changing needs of the public;

**Whereas** the Canadian Union of Postal Workers has advanced *Delivering Community Power*, a vision of the post-carbon digital-age postal service that address the above needs and more;

**Be it resolved that** \_\_\_\_\_ endorse *Delivering Community Power*, and write to the Honourable Anita Anand, Minister for Public Services and Procurement, with its rationale and a copy of this resolution.

March 23, 2021

**Subject: Request for Support for Delivering Community Power**

Dear Municipal Leaders,

In 2016, the Canadian Union of Postal Workers, with a coalition of allies, launched [Delivering Community Power](#) – a visionary program for Canada Post to confront climate change, promote better access to expanded services, bring financial inclusion to unbanked and underbanked communities, and address other social inequalities – all by making the most of our existing public postal service network.

Today, while progress has been made on many of the initiatives in the vision, the situation has become more urgent. Effects of climate change are deadly and are affecting nearly every part of society all around the world. The COVID-19 pandemic has revealed the need for a more equal, more resilient society that prioritizes the health of our most vulnerable neighbours and loved ones, *before* profit. We are relying more than ever on the internet to connect people and to do our business, but rural residents are getting second-class service.

The continuing decline of letters combined with a dramatic rise in parcels from e-commerce makes it plain to see: the postal service has to adapt to a new reality. This is a great opportunity to address multiple problems at once, with a valued public infrastructure that connects everyone in their own community.

Please consider proposing the attached resolution to have your municipality endorse the campaign for expanded services, financial viability, climate action, and – all through leveraging our public postal system. The time is now!

Thank you for your support!



Jan Simpson  
National President  
Canadian Union of Postal Workers

//dn cope 225

## MAILING INFORMATION

Please send your resolution to: Anita Anand, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5

Please send copies of your resolution to:

Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <https://www.ourcommons.ca/Members/en>

*Please save this document using the name of your organization or municipality in the document's name.*



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
COUNCIL INFORMATION**

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**MEETING DATE:** May 11, 2021

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

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

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**BACKGROUND:**

Attached is the Building Permit Comparison for 2019-2021 for the month of April 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 have given it a separate line as its own category.

Attachments:

- *April 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		April	
	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	12	\$ 3,355,460.00	5	\$ 945,000.00
Duplexes	4	\$ 670,000.00	12	\$ 3,053,876.00	0	\$ -	2	\$ 593,584.00
Manufactured Home	3	\$ 274,000.00	1	\$ 55,000.00	0	\$ -	0	\$ -
4-plex	2	\$ 400,000.00	1	\$ 300,000.00	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	20	\$ 2,931,600.00	0	\$ -	4	\$ 883,340.00	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>Total Res. Dwellings</b>	<b>46</b>	<b>\$ 8,088,597</b>	<b>38</b>	<b>\$ 9,374,656</b>	<b>16</b>	<b>\$ 4,238,800</b>	<b>7</b>	<b>\$ 1,538,584</b>
Garage	10	\$ 206,500.00	23	\$ 556,400.00	3	\$ 75,000.00	2	\$ 60,000.00
Deck	9	\$ 38,000.00	8	\$ 32,400.00	0	\$ -	0	\$ -
Basement Reno	61	\$ 1,014,820.00	58	\$ 1,067,750.00	9	\$ 273,000.00	15	\$ 258,150.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	0	\$ -
Home Business	27	\$ -	30	\$ -	16	\$ -	6	\$ -
Other	52	\$ 1,331,760.00	58	\$ 989,561.17	10	\$ 88,000.00	19	\$ 219,786.17
<b>Commercial</b>	<b>42</b>	<b>\$ 13,778,510.00</b>	<b>15</b>	<b>\$ 679,700.00</b>	<b>9</b>	<b>\$ 429,400.00</b>	<b>7</b>	<b>\$ 299,600.00</b>
<b>Industrial</b>	<b>6</b>	<b>\$ 38,400.00</b>	<b>5</b>	<b>\$ 459,900.00</b>	<b>2</b>	<b>\$ -</b>	<b>1</b>	<b>\$ 450,000.00</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>1</b>	<b>\$ 10,000.00</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>5</b>	<b>\$ 2,613,000.00</b>	<b>3</b>	<b>\$ 24,670,000.00</b>
<b>TOTAL PERMITS</b>	<b>268</b>	<b>\$ 25,196,287.00</b>	<b>254</b>	<b>\$ 68,064,895.67</b>	<b>71</b>	<b>\$ 7,720,200.00</b>	<b>61</b>	<b>\$ 27,506,120.17</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						



62-21	6-Apr-21	37 Coachill Street	R-1M	Residential	Roof over existing deck
63-21	6-Apr-21	73 Chinook Street	R-1L	Residential	Garage
64-21	6-Apr-21	25 Aztec Street	R-1M	Residential	Basement Reno
65-21	7-Apr-21	4801 Broadway Avenue	R-1M	Residential	Home Business
66-21	7-Apr-21	4753 Aspen Lakes Boulevard	R-1M	Residential	SFD
67-21	8-Apr-21	77 Stanford Blvd	R-1M	Residential	Deck Extension
68-21	8-Apr-21	18 Palisades Street	R-1L	Residential	Home Business
69-21	12-Apr-21	5429 Vista Trail	R-1M	Residential	SFD
70-21	13-Apr-21	13 Aztec Crescent	R-1M	Residential	Shed
71-21	13-Apr-21	124 Paramount Crescent	R-1M	Residential	SFD
72-21	15-Apr-21	Womacks Road / Gregg Street Realignment Project	PF	Public Facility	Womacks Road / Gregg Street Realignment Project
73-21	22-Apr-21	4252 Westbrooke Road	R-1M	Residential	Home Business
74-21	22-Apr-21	5009 Parkwood Road Bay 5	C-2	Commercial	Temporary Seasonal Patio
75-21	23-Apr-21	93 Rolling Hills Ridge	R-1M	Residential	Home Business
76-21	23-Apr-21		AG	Agricultural	Access Road
77-21	23-Apr-21	5001 Aspen Lakes Boulevard Unit 303	C-3	Commercial	Interior Tenant Improvements
78-21	23-Apr-21	4834 Aspen Lakes Boulevard	R-1M	Residential	Basement Reno
79-21	26-Apr-21	5 Adina Close	R-1M	Residential	Home Business
80-21	27-Apr-21	119 Aurora Heights Boulevard	R-1S	Residential	Deck
81-21	27-Apr-21	4781 Aspen Lakes Boulevard	R-1M	Residential	Basement Reno
82-21	27-Apr-21	124 Eastpointe Drive	R-1M	Residential	SFD
83-21	28-Apr-21	57 Murphy Close	R-1M	Residential	SFD
84-21	28-Apr-21	30 Woodbine Avenue	R-1M	Residential	Hot Tub
85-21	29-Apr-21	5200 Duncan Avenue	I-2	Industrial	Landscaping Bunkers
86-21	29-Apr-21	38 Palisades Street	R-1L	Residential	Basement Reno
87-21	30-Apr-21	5010 Broadway Avenue	C-1	Commercial	Temporary Seasonal Patio
88-21	30-Apr-21	41 Cyprus Road	R-1L	Residential	Deck



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

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**MEETING DATE:** May 11, 2021

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

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

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**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 March for Municipal Enforcement, Fire Services, RCMP and Emergency Management.

**FINANCIAL IMPLICATIONS:**

None

**Attachments:**

- *Municipal Enforcement: statistics, April 2021*

**Approvals:**

A handwritten signature in blue ink, appearing to be "Myron Thompson".

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

A handwritten signature in blue ink, appearing to be "Ken B. Morrison".

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



## Blackfalds Protective Services

### April 2021 Monthly Report

#### **Protective Services**

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

April was another busy month for Municipal Enforcement, the department opened 84 operational files and issued 15 violation tickets. During much of the April the department was operating two officers short.

Animal complaints were high in numbers, with officers responding to in excess of 21 complaints relating to the Animal Control Bylaw. These ranged from dogs barking continually to dogs and cats at large. This is common in the spring with the warmer weather as animals are being left out longer and residents are starting to use their patios and decks and notice the noise much easier.

Officers also noticed an increase in files related to the Community Standards Bylaw, with the snow melting residents are seeing what is under the snow of their neighbours yard and are phoning in complaints. Residents, when approached on these matters, have been very quick to comply and no fines have been issued to date.

Our Animal Control Officers have also been busy, handling several of the animal complaints which came in and patrolling the streets educating the public on the Animal Control Bylaw.

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

April 9<sup>th</sup>, Officers received e-ticketing training, where software was loaded onto all required systems, including cell phones. Officers are currently using a test system, allowing them to scan licenses and Vehicle Identification Numbers which then produces electronic tickets. Equipment should be received in the next month and installed in the vehicles.

On April 26<sup>th</sup>, Municipal Enforcement welcomed a new Community Peace Officer Jay Klause. He will be working with CPO Croken while he awaits his appointment from the Solicitor Generals office. Jay will be a great addition to the department bringing with him a wealth of experience and training.

April 23<sup>rd</sup> three members of council, two volunteer Police Committee members and Manager Morrison attended a virtual conference put on by the Alberta Association of Police Governance. This Conference was well received and very informative. This is the first time we have seen this much interest in the conference from our Committee, largely due to the fact there was no need to travel.

#### **Violation tickets issued:**

In total 15 violation tickets were issued:

- 2 speeding tickets,



## Blackfalds Protective Services

### April 2021 Monthly Report

- 1 operate motor vehicle without driver's license,
- 1 operate motor vehicle without registration,
- 1 fail to obey traffic control device,
- 7 fail to stop for school bus with red lights flashing,
- 1 driver not wearing seat belts
- 1 distracted driving
- 1 Operate vehicle with insecure load.

Officers were active throughout the community with enforcement, violations being issued on various streets throughout the town. A concern is that we seem to have an increase in vehicles failing to stop for school buses with red lights activated. Officers will continue to address this during the month of May and reach out to other enforcement departments to assist in this area.

#### **Speed Signs:**

##### **Panorama Avenue:**

Total vehicle count from March 31<sup>st</sup> to May 1<sup>st</sup> was 14,928 vehicles. During this time the average speed recorded was 36 km/h. The highest speed recorded was 105 km/h. 390 vehicles were found to be travelling in excess of 10-20 km/h over the posted speed limit. 26 vehicles were recorded travelling in excess of 20-30 km/h. Five vehicles were recorded in excess of 30 km/h.

##### **Womacks Road:**

Total vehicle count from April 6<sup>th</sup> to May 1<sup>st</sup> was 24,813 vehicles. During this time, the average speed was 35 km/h. The two highest speeds recorded were 74 and 75 km/h. 315 vehicles were recorded travelling in excess of 10-20 km/h over the posted speed limit. 20 vehicles were recorded travelling in excess of 20-30 km/h over the posted speed limit. Two vehicles were recorded during in excess of 30 km/h over the speed limit.

#### **Municipal Enforcement Month End Report Attached:**

##### **Blackfalds Fire Rescue**

##### April 2021 Monthly Activity Summary Report

During the month of April, Fire continued to split the members into two groups. The one group consists of the new recruits, who are taking the NFPA 1001 Level 1 course till the end of June.

The second group are current members who worked on practical wildland fire training along with ropes and ladder training.

Fire has been working jointly with the City of Lacombe and their recruit class, going through the NFPA 1001 Level 1 practical skills utilizing the fire training props and maze setup.

April was busier than normal with emergency incidents compared to the last three months. We responded to twenty-five events and a summary is attached for April.



# Blackfalds Protective Services

April 2021 Monthly Report

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

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0038	2	ALARM	202104021210	Corp limits	N/A	N/A
0039	3	Mutual Aid	202104030825	Red Deer County Mutual Aid	N/A	N/A
0040	3	FIRE GRASS/BRUSH	202104031532	Corp Limits	N/A	N/A
0041	6	HAZ-70 PUBLIC HAZARD	202104060606	Corporate Limits	N/A	N/A
0042	7	FIRE GRASS/BRUSH	202104071739	Corporate Limits	Yes	N/A
0043	7	FIRE Vehicle	202104072054	Corporate Limits	Yes	Yes
0044	10	MEDICAL	202104100457	Corporate Limits	N/A	N/A
0045	11	Motor Vehicle Incident	202104110123	Corp Limits	Yes	No
0046	16	Mutual Aid	202104161326	City of Lacombe Mutual Aid	N/A	N/A
0047	17	Fire Grass/Brush	202104172016	Corporate Limits	Yes	N/A
0048	17	ALARM	202104172048	Corporate Limits	N/A	N/A
0049	22	ALARM	202104221218	Corporate Limits	N/A	N/A
0050	24	MUTUALAID	2021042423:46	Lacombe County MutualAid	N/A	N/A
0051	25	MOTOR VEHICLE INCIDENT	202104250415	Lacombe County	Yes	EMS
0052	27	HAZ-MAT	202104271139	Corporate Limits	Yes	N/A
0053	27	MEDICAL	202104271155	Corporate Limits	Yes	EMS
0054	27	ALARM	2021041247	Corporate Limits	N/A	N/A
0055	28	MUTUALAID	202104280113	City of Lacombe Mutual Aid	N/A	N/A
0056	28	MOTOR VEHICLE INCIDENT	202104281825	Corporate Limits	Yes	N/A
0057	28	MEDICAL	202104281855	Corporate Limits	Yes	EMS
0058	29	Fire Grass/Brush	202104290741	Lacombe County	N/A	N/A
0059	30	Fire Rubbish	202104300302	Lacombe County	N/A	N/A
0060	30	Alarm	202104301446	Corporate Limits	N/A	N/A



## Blackfalds Protective Services

### April 2021 Monthly Report

0061	30	Mutual Aid	202104301935	Lacombe County	N/A	N/A
0062	30	Fire Grass/Brush	202104302040	Lacombe County	N/A	N/A

### **Occupational Health & Safety**

- Great strides have been made with Corepoint this month, as the team continues to work with departments to ensure documentation is more fluid.

### **Blackfalds RCMP**

During the month of April, the RCMP responded to 186 calls for service. A few of the key files were as follows:

- An individual was charged with driving while disqualified.
- A charge of Dangerous Driving was laid against an individual.
- There were eight traffic infraction files with one resulting in charges being laid.
- Impaired Driving resulting in charges
- Roadside Suspensions x 4 resulting in charges in two files
- Break & Enter Business x 3 resulting in charges on one file
- There were seven assaults reported to police, with five files not going ahead due to victims not wanting to proceed, one was found to be unfounded and one is still under investigation
- Arson – stolen vehicle was recovered

### **Emergency Management**

- On April 14<sup>th</sup> the Lacombe Regional Management Partnership agency met. The new LREMP website is up and running, with material being input as it is received. The draft revised ESS plan was presented to the membership by Sue Bornn and Diane Piche. The membership liked the work that has been done and this will now be presented to the LREMP Committee on April 28<sup>th</sup> for their review as well.
- On April 28<sup>th</sup> the LREMP Committee met, Manager Bornn and Diane Piche from the City of Lacombe presented the draft ESS plan, which was well received. The plan is something LREMP has needed for some time. Brian Boutin, regional representative from AEMA stated LREMP is ahead of most in the province and was impressed with the plan.

Ken Morrison

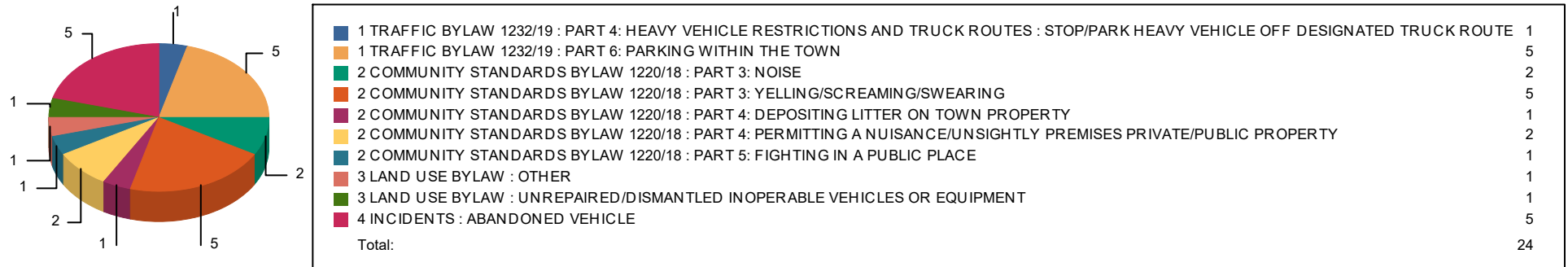
Emergency Management and Protective Services Manager

## Town of Blackfalds

MONTH END Statistics from Occurred Date: 4/1/2021 12:00:00AM to 4/30/2021 11:59:59PM

### Municipal Reports/Files

## Count of Incident Types



1 TRAFFIC BYLAW 1232/19 : PART 4: HEAVY VEHICLE RESTRICTIONS AND TRUCK ROUTES : STOP/PARK HEAVY VEHICLE OFF

**Municipal Reports/Files**

**DESIGNATED TRUCK ROUTE: 1 1%**

**1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN: 5 6%**

**2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE: 2 2%**

**2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: YELLING/SCREAMING/SWEARING: 5 6%**

**2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: DEPOSITING LITTER ON TOWN PROPERTY: 1 1%**

**2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY:  
2 2%**

**2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: FIGHTING IN A PUBLIC PLACE: 1 1%**

**3 LAND USE BYLAW : OTHER: 1 1%**

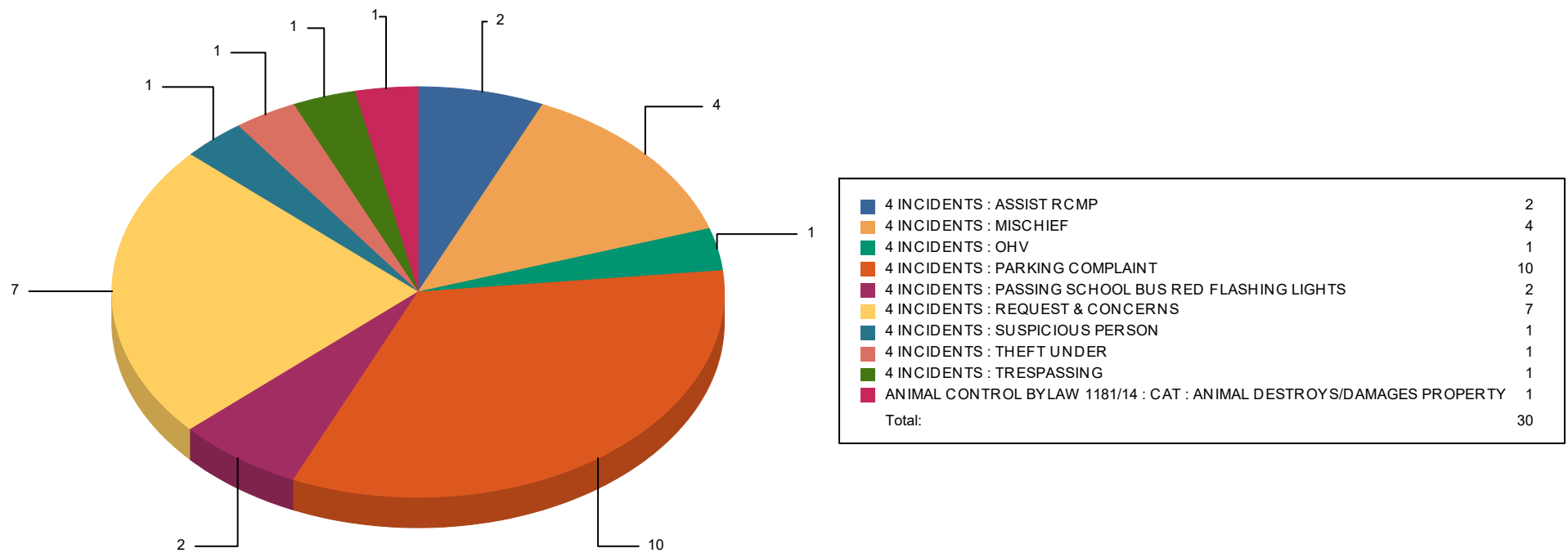
**3 LAND USE BYLAW : UNREPAIRED/DISMANTLED INOPERABLE VEHICLES OR EQUIPMENT: 1 1%**

**4 INCIDENTS : ABANDONED VEHICLE: 5 6%**



## Municipal Reports/Files

## Count of Incident Types



4 INCIDENTS : ASSIST RCMP: 2 2%

4 INCIDENTS : MISCHIEF: 4 4%

4 INCIDENTS : OHV: 1 1%

4 INCIDENTS : PARKING COMPLAINT: 10 11%

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**Municipal Reports/Files**

4 INCIDENTS : PASSING SCHOOL BUS RED FLASHING LIGHTS: 2 2%

4 INCIDENTS : REQUEST & CONCERNS: 7 8%

4 INCIDENTS : SUSPICIOUS PERSON: 1 1%

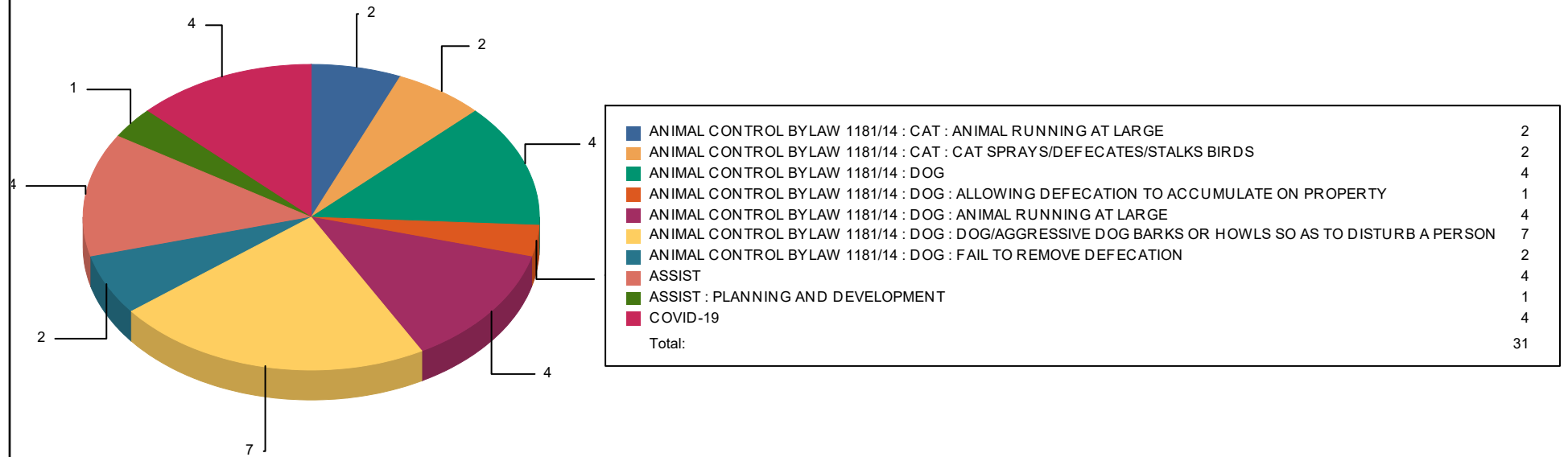
4 INCIDENTS : THEFT UNDER: 1 1%

4 INCIDENTS : TRESPASSING: 1 1%

ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL DESTROYS/DAMAGES PROPERTY: 1 1%

## Municipal Reports/Files

## Count of Incident Types



ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE: 2 2%

ANIMAL CONTROL BYLAW 1181/14 : CAT : CAT SPRAYS/DEFECATES/STALKS BIRDS: 2 2%

ANIMAL CONTROL BYLAW 1181/14 : DOG: 4 4%

ANIMAL CONTROL BYLAW 1181/14 : DOG : ALLOWING DEFECATION TO ACCUMULATE ON PROPERTY: 1 1%

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**Municipal Reports/Files**

ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE: 4 4%

ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG/AGGRESSIVE DOG BARKS OR HOWLS SO AS TO DISTURB A PERSON: 7 8%

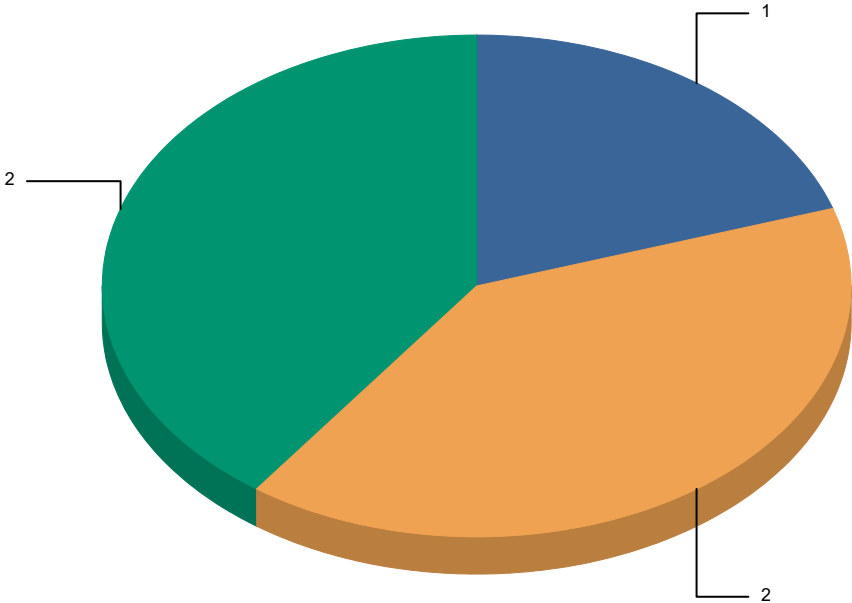
ANIMAL CONTROL BYLAW 1181/14 : DOG : FAIL TO REMOVE DEFECATION: 2 2%

ASSIST: 4 4%

ASSIST : PLANNING AND DEVELOPMENT: 1 1%

COVID-19: 4 4%

Count of Incident Types



FIRE PROTECTION BYLAW 1187/15	1
MISCELLANEOUS	2
TOWN FACILITIES : SKATE PARK - WOMACKS ROAD	2
Total:	5

FIRE PROTECTION BYLAW 1187/15: 1 1%

MISCELLANEOUS: 2 2%

TOWN FACILITIES : SKATE PARK - WOMACKS ROAD: 2 2%

**Municipal Reports/Files**

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



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

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**MEETING DATE:** May 11, 2021

**PREPARED BY:** Darolee Bouteiller, Corporate Services Manager

**SUBJECT:** Council Expenditures Report - March 31, 2021

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**BACKGROUND:**

Council requested that quarterly financial reports be provided to identify the expenditures for the Legislative department. Council honorarium, per diems, conference and travel expenses are allocated and tracked by individual Councillors and the Mayor. This enables Council to monitor the activities and plan attendance at various events and training sessions. This information is also published in the notes section of the year-end financials.

**DISCUSSION:**

The attached report shows expenditures for the Mayor and Council for the period ending March 31, 2021. The Mayor and each Councillor has a section that shows honorarium, per diem and conference & travel expenditures. Honorariums are paid monthly throughout the year. The per diems are paid based on attendance at Council recognized conferences, conventions, workshops, meetings or other recognized activities as per Policy 132/17 Council Remuneration & Compensation. The conference and training expenses reflect travel, accommodation, and fees for attendance at various events or conferences.

The expenditures for per diem, conference & travel were affected by the COVID-19 pandemic and remain lower than normal for this time of the year.

**FINANCIAL IMPLICATIONS:**

There are currently no financial implications.

**ADMINISTRATIVE RECOMMENDATION:**

That Council accept the Council Expenditures Report for the period ending March 31, 2021 as information.

**ALTERNATIVES:**

A) That Council refer the document back to Administration for further review.

**Attachments:**

- *Appendix A – Council Expenditures Report for the Period Ending March 31, 2021*

**Approvals:**

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

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

# BUDGET



## Town of Blackfalds Council Expenditures

For the Three Months Ending March 31, 2021

	2021 Actual	2021 Budget	Variance	Percent
<b>Mayor Poole</b>				
<b>Expenses</b>				
Honorarium	10,743.00	42,971.00	32,228.00	25.0%
Per Diem	960.00	10,320.00	9,360.00	9.0%
<b>Salaries &amp; Benefits</b>	<b>11,703.00</b>	<b>53,291.00</b>	<b>41,588.00</b>	<b>22.0%</b>
Training & Travel	430.00	9,850.00	9,420.00	4.0%
<b>TOTAL EXPENSES</b>	<b>12,133.00</b>	<b>63,141.00</b>	<b>51,008.00</b>	<b>19.0%</b>

<b>Councillor Hoover</b>				
<b>Expenses</b>				
Honorarium	5,877.00	23,507.00	17,630.00	25.0%
Per Diem	240.00	7,080.00	6,840.00	3.0%
<b>Salaries &amp; Benefits</b>	<b>6,117.00</b>	<b>30,587.00</b>	<b>24,470.00</b>	<b>20.0%</b>
Training & Travel	-	5,200.00	5,200.00	(5.0%)
<b>TOTAL EXPENSES</b>	<b>5,842.00</b>	<b>35,787.00</b>	<b>29,945.00</b>	<b>16.0%</b>

<b>Councillor Svab</b>				
<b>Expenses</b>				
Honorarium	5,877.00	23,507.00	17,630.00	25.0%
Per Diem	240.00	7,080.00	6,840.00	3.0%
<b>Salaries &amp; Benefits</b>	<b>6,117.00</b>	<b>30,587.00</b>	<b>24,470.00</b>	<b>20.0%</b>
Training & Travel	-	5,200.00	5,200.00	0.0%
<b>TOTAL EXPENSES</b>	<b>6,117.00</b>	<b>35,787.00</b>	<b>29,670.00</b>	<b>17.0%</b>

<b>Councillor Appel</b>				
<b>Expenses</b>				
Honorarium	5,877.00	23,507.00	17,630.00	25.0%
Per Diem	360.00	7,080.00	6,720.00	5.0%
<b>Salaries &amp; Benefits</b>	<b>6,237.00</b>	<b>30,587.00</b>	<b>24,350.00</b>	<b>20.0%</b>
Training & Travel	-	5,200.00	5,200.00	0.0%
<b>TOTAL EXPENSES</b>	<b>6,237.00</b>	<b>35,787.00</b>	<b>29,550.00</b>	<b>17.0%</b>



	2021 Actual	2021 Budget	Variance	Percent
<b>Councillor Stendie</b>				
<b>Expenses</b>				
Honorarium	5,877.00	23,507.00	17,630.00	25.0%
Per Diem	1,200.00	7,080.00	5,880.00	17.0%
<b>Salaries &amp; Benefits</b>	<b>7,077.00</b>	<b>30,587.00</b>	<b>23,510.00</b>	<b>23.0%</b>
Training & Travel	-	5,200.00	5,225.00	(0.0%)
<b>TOTAL EXPENSES</b>	<b>7,052.00</b>	<b>35,787.00</b>	<b>28,735.00</b>	<b>20.0%</b>

<b>Councillor Taylor</b>				
<b>Expenses</b>				
Honorarium	5,877.00	23,507.00	17,630.00	25.0%
Per Diem	240.00	7,080.00	6,840.00	3.0%
<b>Salaries &amp; Benefits</b>	<b>6,117.00</b>	<b>30,587.00</b>	<b>24,470.00</b>	<b>20.0%</b>
Training & Travel	-	5,200.00	5,200.00	0.0%
<b>TOTAL EXPENSES</b>	<b>6,117.00</b>	<b>35,787.00</b>	<b>29,670.00</b>	<b>17.0%</b>

<b>Councillor Olfert</b>				
<b>Expenses</b>				
Honorarium	5,877.00	23,507.00	17,630.00	25.0%
Per Diem	240.00	7,080.00	6,840.00	3.0%
<b>Salaries &amp; Benefits</b>	<b>6,117.00</b>	<b>30,587.00</b>	<b>24,470.00</b>	<b>20.0%</b>
Training & Travel	-	5,200.00	5,450.00	(5.0%)
<b>TOTAL EXPENSES</b>	<b>5,867.00</b>	<b>35,787.00</b>	<b>29,920.00</b>	<b>16.0%</b>

<b>CAO Thompson</b>				
<b>Expenses</b>				
Conference & Travel	387.19	4,750.00	4,362.81	8.15%
<b>TOTAL EXPENSES</b>	<b>387.00</b>	<b>4,750.00</b>	<b>4,363.00</b>	<b>8.15%</b>



WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING APRIL 22, 2021

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### COVID-19 UPDATE

Council was provided with an update on the latest COVID-19 statistics and the Province's ongoing mandatory restrictions and the vaccine program.

### OPERATING SURPLUS & RESERVE ALLOCATIONS

By resolution of Council, the 2020 operating budget surplus was allocated as follows:

<i>Bridge Reserve</i>	<i>\$ 2,285,000</i>
<i>Unrestricted Surplus</i>	<i>\$ <u>274</u></i>
<i>Total</i>	<i>\$ 2,285,274</i>

### LACOMBE COUNTY AGRICULTURAL GUIDE

The goal of the Lacombe County Agricultural Guide is to contribute to the sustainability of the Agricultural Industry and ensure that Agriculture is a consideration in future land use planning and policy development within the County. A recent review of Guide provided for a complete rewrite of the document to make it more user friendly. The Guide was endorsed by resolution of Council as presented.

### CORPORATE SERVICES POLICY REVIEW

Following a review of Lacombe County's current Corporate Services administrative policies, Council adopted the following policies as amended:

Policy AD(5)	Automated Payment Approvals
Policy AD(6)	Use of Lacombe County Credit Cards
Policy AD(8)	Land Sales – Hamlet of Mirror
Policy AD(26)	Risk Control
Policy AD(27)	Corporate Identity Guidelines

### LAND SALES – HAMLET OF MIRROR

The County Manager was directed to prepare a report regarding the incorporation within Policy AD(8) of a one-year building commitment on County-owned properties sold within the Hamlet of Mirror.

### ECONOMIC DEVELOPMENT OFFICER POSITION

The County Manager was directed to include provisions in the County's 2021 final operating budget for an Economic Development Program, including a full-time Economic Development Officer position, for Council's consideration at the time of budget deliberations.

### LACOMBE COUNTY 2020 FINANCIAL STATEMENTS

Council approved the Lacombe County 2020 Financial Statements, which reflect the 2020 surplus and reserve allocations.

### ROAD PLAN 2266EO – ROAD CLOSURE & CONSOLIDATION & SALE

By resolution of Council, the County Manager was directed to proceed with the process to close Road Plan 2266EO. This proposal will be circulated to interested parties for comment, and further, a report on the comments and cancellation request will be presented at the May 27, 2021 Council meeting.

### COMMITTEE OF THE WHOLE

In addition to receiving the notes of the April 6, 2021 Committee of the Whole meeting for information, Council also reviewed the following items from that meeting:



WHERE PEOPLE ARE THE KEY

#### **RCMP PRESENTATION**

The presentation provided by Staff Sgt. Martin, Sgt. Holliday, Superintendent Stewart, Staff Sgt. Meyers, and Sgt. Dueck was received for information.

#### **BILL 48 - Red Tape Reduction Implementation Act, 2020**

The discussion with regard to Bill 48 will be brought forward at a future meeting when further information is available.

#### **OIL & GAS TAXES**

The County Manager was directed to prepare a report identifying options for recovering taxes from operating oil and gas companies.

#### **CPO CODE OF CONDUCT**

The Peace Officer (Ministerial) Regulation sets out a minimum code of conduct required of authorized employers and these items must be included within the employer's policy. The amended CPO Services Policy EN(4) Code of Conduct was adopted by Council as presented.

#### **ENVIRONMENTAL STEWARDSHIP AWARD SELECTION COMMITTEE**

The Environmental Community Engagement Policy includes the Environmental Stewardship Award which awards \$1,500 to a Lacombe County resident who practices environmental conservation and sustainability on their property.

The successful nominee is selected by a Committee composed of the Environmental Coordinator, one Councillor, and one member of the public at large. By resolution of Council, Mrs. Kreil was appointed to the Selection Committee.

#### **RMA VIRTUAL ENGAGEMENT SESSION**

Council will attend the RMA District 2 Virtual Engagement Session being held on May 17, 2021.

#### **SYLVAN LAKE COMMUNAL SEWAGE PROJECT**

The Sylvan Lake Communal Sewage Project is scheduled for completion in the fall of 2021. A one-year extension for hook-up to the line was approved by Council in 2020, due to the COVID-19 pandemic.

Linda Shaw and Jane McCruden provided a presentation with regard to requests from several residents of Kuusamo Krest that the requirement date for hook-up to the line be extended to the fall of 2022 or later. Ms. Shaw and Ms. McCruden commented on the many hardships residents have encountered over the last year, resulting in economic hardship due to the COVID-19 pandemic.

The County Manager was directed to prepare a report regarding the request to extend the hook-up date to the fall of 2022 or later. This report will be presented for Council's consideration at a future Council meeting.

#### **SUMMER VILLAGE OF GULL LAKE RIPARIAN PROJECT**

Mayor Linda D'Angelo and Chris Simard provided a presentation on the Summer Village of Gull Lake Riparian Project. The County Manager was directed to prepare a report regarding the re-alignment of a road allowance to provide lake access as part of the Riparian Project. This report will be presented for Council's consideration at a future Council meeting.

**Next Regular Council Meeting is**  
**Thursday, May 13, 2021 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**Tuesday, June 1, 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

April 26, 2021

### 3. Presentations

#### **3.1 BDO: City of Lacombe 2020 Audited Financial Statements**

Council received a presentation from BDO regarding the City of Lacombe's 2020 Audited Financial Statements.

BDO Senior Manager Ryan Wachter and BDO Senior Staff Accountant Steven Sypkes presented the financial summary.

#### **3.2 Echo Lacombe Association – Food Rescue Initiative**

Council received a presentation from the Echo Lacombe Association regarding their Food Rescue Initiative.

Dr. David Jeffrey, Steven Schultz and Russ Bussiere of Echo presented the proposal and its potential benefit to the community.

### 5. Requests for Decision (Regular)

#### **5.0 Responsible Consumption of Alcohol in Designated City Parks**

Council voted to discuss responsible consumption of alcohol in designated city parks, an emerging item brought forward by Councillor Jacobson, at their upcoming May 3 Committee Meeting.

Council subsequently voted to adjust the start time of the May 3 Committee meeting to 5:30 p.m.

#### **5.1 2020 Audited Financial Statements**

The Municipal Government Act states each municipality must prepare annual financial statements in accordance with the Canadian generally accepted accounting principles for municipal governments.

The 2020 Audited Financial Statements presented by BDO to Council reflected an unqualified (i.e., clean) opinion for independent auditors, meaning there are no qualifying statements that would indicate potential concern.

Council approved the 2020 Audited Financial Statements as presented.

#### **5.2 Echo Lacombe Use of 5406 56 Avenue (Non-profit Community Initiative)**

Echo Lacombe Association (Echo) is seeking to establish a food rescue operation in Lacombe. They requested for Council to consider providing in-kind support with temporary, no-cost use of the shipping/receiving area of the building located at 5404 56 Avenue (former Parkland Regional Library) for one year.

In the proposed pilot program, volunteers would collect unsellable food from producers and retailers that is still suitable for consumption, then sort, and distribute the product to the community.

Council requested Echo Lacombe return to Council with further research on possible alternative locations.

### **5.3 2020 Surplus Allocation**

The City's 2020 year-end resulted in an overall operating surplus of \$1,803,540.

The surplus is primarily due to budgetary changes made by Council at the 2020 Spring Adjustments (contemplating COVID impacts), which were later offset by the unforeseen provincial funding in the form of the Municipal Operating Sustainability Transfer (MOST).

Since pandemic-related impacts were reflected in the 2020 Operating Budget, and the MOST funding recognized in that year, the resulting surplus was recorded .

Council directed Administration to transfer \$1,633,540 to the General Operating Reserve, \$120,000 to the Police Operating Reserve and \$50,000 to the Community Builder Partnership Reserve.

### **5.4 2021 Spring Budget Adjustments**

There are a limited number of requested adjustments for the 2021 Operating Budget year.

Administration proposed decreasing total operating revenues by \$7,451 and reducing expenses by \$23,817

Overall, the net financial impact of budget adjustments is an overall decrease to the City's financial requirements of \$16,366.

Council approved the spring budget amendments as presented.

### **5.5 Tax Rate Bylaw 489**

Under the Municipal Government Act, the City must adopt, on an annual basis, a property tax rate bylaw for levying property taxes within the City of Lacombe.

Bylaw 489 meets the requirements of the Municipal Government Act and adheres to Council's previous direction to raise the City's annual tax revenue by 0.8%, or approximately \$125,000. This increase is about half of the Alberta CPI match identified in the Annual Budget and Taxation Preparation Policy.

Council gave first reading to Bylaw 489.

### **5.6 Budgeted Capital Replacement: Grader**

The Roads Department has two motor graders in its fleet, a 2006 CAT 140H and a 2015 John Deere 770G.

The 2021 Capital Budget includes \$310,430 to replace the City's 2006 CAT 140H motor grader.

Administration recommended purchasing a 2021 John Deere 770G motor grader from Brandt Tractor Ltd. for \$312,178. This price excludes the sale of the existing grader. The net cost after the purchase and sale of the grader units is \$224,678.

Council approved purchasing the 2021 John Deere 770G motor grader from Brandt Tractor Ltd for \$312,178.

#### **5.7 Land Use Bylaw 400.34 – Site Specific Use**

The owner of Lot 19, Block 1, Plan 142 0510, which is the site located at 5372 Len Thompson Drive in the Len Thompson Industrial Area, made an application to allow "animal services" as a use on their property. The proposed bylaw, if approved, would limit this use to Lot 19.

Council gave first reading to Bylaw 400.34 as presented as scheduled a public hearing for Bylaw 400.34 at 5:30 p.m. on Tuesday, May 25, 2021.

#### **5.8 Charis Village Property Tax Request**

The City received a request from the Charis Village Housing Society of Central Alberta for a deferral of the deadline for property tax payment on units that are currently vacant.

The deferral, if approved, would mean the City would collect approximately \$134,000 of property tax in December 2021 rather than June 2021.

Council deferred the 2021 tax collection for the vacant units in the Charis Village to a maximum value of \$135,000.

#### **5.9 Committee Review Report #5**

The Council Committees Review Report #5 reviewed

- The North Red Deer Regional Wastewater Services Commission
- The North Red Deer River Water Services Commission
- The Lacombe Regional Waste Services Commission.

Along with as many as five neighbouring municipalities, the City is affiliated with these commissions to provide essential municipal services at the lowest cost to citizens.

Commissions are independent entities with natural person powers and are formed by Order In Council and directly by Municipal Affairs. Each Commission has its governing bylaws with board seats limited to elected officials of the members. Membership in the Commissions enables the City to provide these essential services at maximum cost-effectiveness due to the economy of scale. It ensures compliance with provincial and federal regulations and service delivery best practices.

Substantive amendments to the City's relationship with these commissions are largely unavailable due to the agencies' independence.

Council accepted the Council Committees Review Report #5 (North Red Deer Regional Wastewater Services Commission and North Red Deer River Water Services Commission) as information, with a note made of the recommended future advocacy, which includes the discussion of flat-rate billing.

Council additionally accepted the Council Committees Review Report #5 (Lacombe Regional Waste Services Commission) as information.

## 8. Notice of Motion

### 8.1 Hoekstra

Councilor Hoekstra's motion: "THAT Council directs Administration to approach Lacombe and District FCSS to complete Phase 2 of the Social Master Plan for the City of Lacombe," was passed by Council.

### 8.2 Hibbs

Councillor Hibbs made the motion: "THAT council review and discuss bylaw 381 – (business license bylaw with the intent of altering or eliminating business license fees at the May 25 council meeting".

### 8.3 Hibbs

Councilor Hibbs made the motion: "That council direct administration to bring an amendment to Bylaw 379 (tax penalty and payment bylaw) to defer without penalty the 2021 residential and non-residential property tax collection due date to December 31, 2021."

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

***-Monday, May 3, 2021 – Council Committee Meeting at 5:30 p.m.***

***- Monday, May 10, 2021 - Regular Council Meeting at 5:00 p.m.***

***-Tuesday, May 25, 2021 – Regular Council Meeting at 5:00 p.m.***

***-Monday, June 7, 2021 – Council Committee Meeting at 5:00 p.m.***



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

**April 7, 2021**

---

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held virtually on April 7, 2021 via Microsoft Teams commencing at 6:30 pm.

**MEMBERS PRESENT:**

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

**ATTENDING:**

Jeff Heindel	Parks and Facilities Manager
Rick Kreklewich	Abbey Centre General Manager
Mandi Gerhardt	CSD Administrative Assistant

**PUBLIC ATTENDING:**

**ABSENT:**

**AGENDA**

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

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

**2. AGENDA APPROVAL**

- 2.1 AGENDA FOR THE APRIL 7, 2021 RECREATION, CULTURE AND PARKS BOARD MEETING

**RES. 23/21**

**Member Shepherd moved to approve the agenda for the April 7, 2021 meeting as presented.**

***MOTION CARRIED UNANIMOUSLY***

**3. DELEGATION**

N/A

**4. BUSINESS ARISING FROM MINUTES**

- 4.1 RFP – LEASE SPACE OPPORTUNITY AT EAGLE BUILDERS CENTRE
- Member Kreklewich gave verbal update.
  - No proposals were received at this time, the RFP will be extended to April 29, 2021.





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

April 7, 2021

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- Mr. Parada is no longer interested, will be looking for an alternative location to rent in town.
- Difficult time due to COVID, individuals are hesitant to start a business at this time.
- Possibly change wording to allow for businesses interested to make a commitment for when the facility is running at full capacity.
  - Create a rate based on operational outcomes to determine rent (ex. Facility running at 30% charge 30% rent)
- RFP did not contained a defined rate for sq.ft, business' are able to propose a rate they would be willing to pay, the Town would determine whether or not there is enough value for the proposal to be accepted.
- Councillor Appel gave update on why Council voted to remove the Banquet Room from the RFP:
  - The space was created for and is designated for community space.
  - Would be in competition with local developers that have commercial spaces available.

### **RES. 24/21**

Member Sommerville moves that the Recreation, Culture and Parks Board moves to have the RFP date extended.

***MOTION CARRIED UNANIMOUSLY***

#### 4.2 GEESE – BEACONS/SIGNS

- Member Heindel gave verbal update.
- Parks team have been using humane preventatives to deter the geese from Centennial Pond.
  - Beacons have been installed (light is similar to a construction flashing light)
  - Parks Forman will be doing some planting to deter geese.
- Some concerns from the community have been voiced on Facebook and SeeClickFix.
- Possibly stop cleaning up the geese excrement to show public the consequences of having them in the area and feeding them.
  - Excrement also contaminates the pond water.
- Many members showed support of continuing humane options to deter geese from Blackfalds, if results do not show this next year, then look into harsher options.
- Member Heindel has reached out to City of Lacombe to see what types of control they are using.
  - Unsure of what preventatives they are using.
  - More of a high traffic area, possibly preventing them from nesting there.
- Eagle Creek determined we had a geese issue, recommended to do a culling.

### **RES. 25/21**

Councillor Appel moves that the Recreation, Culture and Parks Board moves to accept this item come back to RCP Board in the fall with an outline of how it went so RCP Board can determine what steps should be taken in 2022.



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

April 7, 2021

***MOTION CARRIED UNANIMOUSLY***

### **5. BUSINESS**

#### **5.1 ARTS & CULTURE STRATEGIC PLAN**

- Member Kreklewich gave verbal update.
- There has been a lack of arts & culture in the Blackfalds community.
- Critiques/Suggestions from Board:
  - Chapter 5 – Strategic Goals
    - Missing timeline
    - Missing evaluation (how will we determine outcome)
- Missing community input
  - Look into open house/survey forum (online platform)
  - The Arts & Culture Strategic Plan directly affects community user groups, their needs/wants should be taken into consideration.
- Public space for locals to display art
  - Advertise spaces within community areas to showcase art (Abbey/Wadey/EBC)
- Joint Use Agreement with current schools in the community
  - Not being utilized by the Town going out (one sided)
  - Schools utilize Town facilities; the Town will rarely use their facility.
    - Trade off (students are able to get more exercise)
  - High school will have a performing art centre, will be more utilized by community groups.
  - Schools are unable to clean after user groups/no areas to store user groups equipment.

#### **RES. 26/21**

Councillor Appel moved that the Recreation, Culture, and Parks Board moves that the Arts & Culture Strategic Plan go back to Administration for further review/edits and to bring back to RCP Board at a later date.

***MOTION CARRIED UNANIMOUSLY***

### **6. ACTION CORRESPONDENCE**

N/A

### **7. INFORMATION**

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

- Member Kreklewich gave verbal update.
- Servus Credit Union announced they will be sponsoring the library.
- 2/3 of the concourse flooring has been poured.
- Framing has begun on the washrooms & VIP lounge.
- Project is on schedule and in budget.



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

**April 7, 2021**

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**7.2 PARKS AND FACILITIES – UPDATE**

- Member Heindel gave verbal update.
- Tennis Courts have been opened (with signage).
- Pine Crescent skateboard park is open, will finish moving equipment second week of April.
  - Been doing maintenance over the winter.
- All equipment is ready for summer service (10/13 budgeted summer staff have been hired)
  - Additional 3 staff will be hired once slow pitch starts.
- Crews will start maintenance on Bike Skills Park next week.
- Cleaning old arena, preparing for lacrosse.

**7.3 ABBEY CENTRE – UPDATE**

- Member Kreklewich gave verbal update.
- Good decision not to reopen for low intensity (would have had to lay off staff for a third time)
  - All low intensity classes held at the Community Centre have been cancelled due to AHS regulations.
- Guest services staff member is now assisting parks developing safety plans for the EBC.
- 1 pool staff was hired back, maintenance being done in the pool area.
- School still using field house everyday (very well used).

**8. APPROVAL OF INFORMATION ITEMS**

**RES. 27/21**

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

***MOTION CARRIED UNANIMOUSLY***

**9. APPROVAL OF MINUTES**

**RES. 28/21**

**Member Pandit moved that the Recreation Board accept the MINUTES for March 3 meeting as amended.**

- 5.2 second bullet, change to will expire or expires.

***MOTION CARRIED UNANIMOUSLY***

**10. ADJOURN**

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



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

**April 7, 2021**

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**RES. 29/21**

Meeting adjourned at 7:59 PM.

***MOTION CARRIED UNANIMOUSLY***

**DENA THOMAS, CHAIR**

**SEAN BARNES, DIRECTOR OF COMMUNITY SERVICES**

**Next meeting scheduled for May 5, 2021 @ 6:30pm**



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
March 30, 2021 Commencing at 6:00 P.M.**

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A Municipal Planning Commission Meeting for the Town of Blackfalds was held on March 30, 2021 at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 6:00 p.m.

**MEMBERS PRESENT:**

Jamie Hoover  
Laura Svab  
Will Taylor  
Alejandro Garcia  
Rylan Zakreski

**REGRETS:**

**PUBLIC ATTENDING**

Alisha Chalupa

**ATTENDING:**

Patty Urban, Development Officer II

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

Member Hoover called the meeting to order at 6:00 p.m.

**AGENDA APPROVAL**

**Resolution 17-21**

Member Svab moved to approve the March 30, 2021 agenda presented.

Member Taylor joined the meeting at 6:03 p.m.

**BUSINESS ARISING FROM MINUTES:**

Application 37-21 – TABLED Item  
Home Based Business, Major – Tanning Salon  
Discretionary Use within R-1L – Residential Single Dwelling Large Lot District  
48 Cyprus Road (Lot 54, Block 5, Plan 072 6123)  
R-1L Residential Single Dwelling Large Lot District

The applicant, Alicia Chalupa, was in attendance to address any concerns of the Board.

Administration updated the Board on operational times and dates for the business, indicated that one (1) client would be on site at any given time as the sauna was contained within the same room as the tanning bed.

Member Taylor expressed concerns on the recreational vehicle that was shown in the site photograph as it would reduce the number of parking stalls available for clientele and that the business would operate during prime hours, being evenings and weekends.

The applicant advised the Board that:

- there is a three (3) car garage on the property, for a total of six (6) parking stalls and that there would be ample parking available on the parking pad for any clientele;
- that client appointments would be scheduled during the daytime hours as much as possible, mitigating any evening traffic concerns; and
- they do not own a recreational vehicle.



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
March 30, 2021 Commencing at 6:00 P.M.**

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**Resolution 18-21**

Member Taylor moved that the Municipal Planning Commission APPROVE Development Permit D37-21 for a Personal Services Operation (Tanning Salon with Sauna), which is classified as a Home-Based Business – Major at 48 Cyprus Road (Lot 54, Block 5, Plan 072 6123), subject to the following terms and conditions:

1. The applicant shall ensure that the maximum number of daily visits does not exceed (6).
2. The permit shall be valid for a period not exceeding three (3) years. Expiry of this permit shall be December 31, 2024.
3. The applicant shall ensure that accessible off street parking is provided in the front yard at all times.
4. 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;
5. 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;
6. The site will be maintained in a neat and orderly manner in accordance with the Community Standards Bylaw;
7. Applicant is required to obtain a business license for the Town of Blackfalds;
8. Any change in use or intensification of the Home-Based Business (maximum six (6) client visits per day), shall require re-application;
9. That the clients utilize the off-street parking as provided for on the front garage parking pad at all times;
10. 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;
11. A home-based business does not exempt the applicant from compliance with any federal or provincial regulation, or any municipal Bylaw or regulation.

**CARRIED UNANIMOUSLY**

**BUSINESS:**

**4.1 Application 51-21 – Request for Decision**

**Home Based Business, Major – Massage Therapy Operation  
Discretionary Use within R-1M – Residential Single Dwelling Medium Lot District  
5657 Panorama Drive (Lot 88, Block 4, Plan 032 5303)  
R-1M – Residential Single Dwelling Medium Lot District**

Administration provided background information on the proposed Home Based Business.

**Resolution 19-21**

Member Zakreski moved that the Municipal Planning Commission APPROVE Development Permit D51-21 for a Home Based Business, Major (Massage Therapy Operation with Virtual Education Training) at 5657 Panorama Drive (Lot 88, Block 4, Plan 032 5303) Subject to the following conditions:

1. There shall be no exterior display or advertisement other than a business identification plaque or sign 20.0 cm (8in.) by 30.5 cm (12.0 in) in size located on or in the dwelling;
2. No physical changes to the external appearance of the dwelling or any accessory business shall be allowed as a result of the establishment of the home-based business;



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
March 30, 2021 Commencing at 6:00 P.M.**

- 
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 six (6) client visits per day, shall require re-application;
  6. That the clients utilize the off-street parking as provided for on the front parking pad 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 UNANIMOUSLY**

**ADOPTION OF MINUTES**

**5.1 Minutes of March 23, 2021**

**Resolution 20-21**

Member Garcia moved to approve the minutes of March 23, 2021 as presented.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Chairperson Hoover adjourned the meeting at 6:12 p.m.

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**CHAIR**

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**SECRETARY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, April 27, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, April 27, 2021, via virtual remote platform, commencing at 7:00 p.m.

#### **MEMBERS PRESENT**

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

#### **ATTENDING**

Myron Thompson, CAO  
Sean Barnes, Director of Community Services  
Preston Weran, Director of Infrastructure and Property Services  
Justin De Bresser, Director of Corporate Services  
Kalina Van Winssen, Executive Assistant

#### **REGRETS**

None

#### **MEDIA**

None

#### **PUBLIC**

None

#### **CALL TO ORDER:**

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

#### **ADOPTION OF AGENDA**

The Alberta Culture Days Grant Letter was added to the agenda.

**117/21** Councillor Olfert moved that Council adopt the April 27, 2021 agenda as amended.

**CARRIED UNANIMOUSLY**

#### **DELEGATION**

- The National Police Federation presented on the potential impacts of a provincial police transition.
- BDO Canada, who completed the Town of Blackfalds' audit for 2020, presented the 2020 financial statements and final report.

#### **BUSINESS ARISING FROM MINUTES**

##### **Council Code of Conduct Bylaw Review**

At the April 13<sup>th</sup> Regular Council Meeting, Council passed a motion to bring the Code of Conduct Bylaw back for discussion and possible revision.

**118/21** Councillor Stendie moved that Administration and Council utilize a workshop to update Council Code of Conduct Bylaw 1226.18.

**CARRIED UNANIMOUSLY**





Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, April 27, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

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**Request for Decision – Property Tax Rate Bylaw**

At the April 13<sup>th</sup> Council Meeting, Council passed first reading of Property Tax Rate Bylaw 1257.21. Council directed Administration to bring back tax rate increase scenarios of 0% and 0.6%. Administration recommended an increase of 0.6%.

- 119/21** Councillor Stendie moved that Council move to accept Administration's recommendation to give Second Reading to the 2021 Property Tax Bylaw 1257.21 for the Town of Blackfalds.

**CARRIED**

*Opposed: Deputy Mayor Svab*

- 120/21** Councillor Hoover moved to accept Administration's recommendation to give Third Reading to the 2021 Property Tax Bylaw 1257.21 for the Town of Blackfalds.

**CARRIED**

*Opposed: Deputy Mayor Svab*

- 121/21** Councillor Appel moved that Council accept the Spring Budget Adjustments as presented (Appendix 1a).

**CARRIED**

*Opposed: Deputy Mayor Svab*

**BUSINESS**

**CAO Report**

CAO Thompson reviewed the various organizational operations and activities during the month of April.

- 122/21** Councillor Svab moved that the April 2021 CAO Report be accepted as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision - 2020 Audited Financial Statements**

Annual financial statements are prepared every year following an audit process undertaken by chartered professional accountants (BDO). The audit reviews the Town of Blackfalds financial systems and processes and makes recommendations on best practices.

- 123/21** Councillor Taylor moved that the 2020 Consolidated Financial Statements be accepted as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision – Draft Firearms and Weapons Bylaw**

The current Firearms and Weapons Bylaw 794/97 was brought forward by Administration as it is outdated in its inclusive of fireworks regulations and regulates weapons not listed within the Criminal Code of Canada, such as slingshots. Council advised an updated survey would be sent out for input on this Bylaw and potentially a S.A.F.E. (strengthen social capacity, active neighbourhoods, focus on community engagement and effect positive change) event could be held, which would include crime prevention information and a community conversation.

- 124/21** Councillor Hoover moved that Council give First Reading to the draft Firearms and Weapons Bylaw 1258.21 for the Town of Blackfalds.

**CARRIED**

*Opposed: Councillor Taylor*



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, April 27, 2021 at 7:00 p.m.**  
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**MINUTES**

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**Request for Decision – International Economic Development Week**

Economic Developers Alberta, AUMA, and RMA have collaborated to bring awareness to the critical importance of Economic Development within Alberta's municipalities. Economic development helps to create jobs, support businesses, and improve the quality of life in our communities, which has become increasingly important as we work toward recovery from the pandemic.

- 125/21** Deputy Mayor Svab moved that May 9<sup>th</sup> to 15<sup>th</sup> be proclaimed as International Development Week.

**CARRIED UNANIMOUSLY**

**Request for Decision – Youth Week Proclamation**

National Youth Week, May 1<sup>st</sup> – 7<sup>th</sup>, 2021, is a celebration of youth held annually during the first week of May. It is a week of celebration intended to build a strong connection between youth and their communities.

- 126/21** Councillor Stendie moved to proclaim May 1<sup>st</sup> – 7<sup>th</sup>, 2021 as National Youth Week in the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**Request for Decision – Tandem Truck Tender Award**

The Town of Blackfalds utilizes Fleet & Equipment Replacement Policy 113.14 to guide the replacement of the Town's mobile equipment. A tandem truck is included in the policy with a lifecycle replacement after 20 years. The current tandem truck was originally purchased new in 2000 (21 years old).

- 127/21** Councillor Taylor moved that Council accept the award of tendered bid for the tandem truck to New West Truck for the 2022 Freightliner with Munroe attachments for the amount of \$243,923.00.

**CARRIED UNANIMOUSLY**

**Request for Decision – AM and WO Software RFP Award**

The EAM Software Program RFP released on February 10 outlined that the Town of Blackfalds desires to enter a professional contract with experienced and qualified Asset Management vendors for the acquisition and implementation of an EAM software solution. Eight proposals were received and evaluated by staff.

- 128/21** Councillor Olfert moved that Council move to award the Enterprise Asset Management Software Program to Public Sector Digest for a period of three-years with the option to extend the agreement for an additional two-years.

**CARRIED UNANIMOUSLY**

**Request for Decision – Land Annexation – NE 24-39-27-W4**

The owner of the land parcel described as the NE 24-39-27-W4 reached out through formal correspondence to request that the Town of Blackfalds consider the annexation of his land by the Town of Blackfalds. This land will be integrated into the Town's long-term growth area.

- 129/21** Councillor Stendie moved that Council authorize the initiation of the annexation process of the land parcel identified as NE 24-39-27 W4 through written notice to Lacombe County and other required parties per the *Municipal Government Act* regulations.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, April 27, 2021 at 7:00 p.m.**  
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**Request for Decision – Business and Resident Support COVID-19**

Administration requested direction on temporary relief for businesses and residents who have been impacted by COVID. This includes deferring utility billing penalties, tax penalties, and a process for business license fee relief. The Town will also support patio extensions, providing tables and chairs for patios, and allowing local businesses to utilize Town greenspace for activities.

- 130/21** Councillor Appel moved to accept the Business and Resident Support Report as information and directed Administration to proceed with the relief recommendations.

**CARRIED UNANIMOUSLY**  
*Recused: Councillor Olfert*

**Request for Decision – Alberta Culture Days Letter**

Alberta Culture Days is a province wide annual celebration of arts and culture that takes place in September. The intention is to provide an opportunity for Albertans to discover, experience and celebrate through local events and activities across the province. The application deadline this year has moved up to May 7<sup>th</sup>, 2021 and a support letter has been requested.

- 131/21** Deputy Mayor Svab moved to provide a letter of support for the 2021 Alberta Culture Days.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

None

**INFORMATION**

- Eagle Builders Centre Project Update (verbal)
- BOLT KPI Report
- FCSS Board Meeting Minutes for March 11, 2021
- Red Deer River Municipal Users Group Newsletter for April 2021

- 132/21** Deputy Mayor Svab moved to accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUNDTABLE DISCUSSION**

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

- 133/21** Deputy Mayor Svab moved to accept the Roundtable Reports as information.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

- 134/21** Councillor Hoover moved that Council accept the Regular Council Meeting Minutes from April 13, 2021 as presented.

**CARRIED UNANIMOUSLY**

- 135/21** Councillor Appel moved that Council accept the Standing Committee Meeting Minutes from April 19, 2021 as presented.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
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**NOTICE OF MOTION**

Councillor Taylor requested that Administration develop a data or information policy that will be utilized to qualify data using relevant criteria and that this policy be brought before Council for review and consideration.

**BUSINESS FOR THE GOOD OF COUNCIL**

CAO Thompson noted that on April 28<sup>th</sup>, the flags would be at half-mast for WCB's Day of Mourning.

**ADJOURNMENT**

Mayor Poole adjourned the meeting 9:20 p.m.

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Richard Poole, Mayor

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Myron Thompson, CAO