



Town of Blackfalds  
**Regular Council Meeting**  
Civic/Cultural Centre – 5018 Waghorn Street  
May 25, 2021 at 7:00 pm

## **AGENDA**

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1. **Call to Order**
2. **Adoption of Agenda**
  - 2.1 Agenda for May 25, 2021
3. **Delegation**
  - 3.1 [Canadian Union of Postal Workers – Delivering Community Power – Brahm Enslin](#)
4. **Public Hearing**

None
5. **Business Arising from Minutes**

None
6. **Business**
  - 6.1 CAO Report (*verbal*)
  - 6.2 [Request for Decision, Credit Card Policy](#)
  - 6.3 [Request for Decision, 2021 Census Results](#)
  - 6.4 [Request for Decision, Environment Week Proclamation](#)
  - 6.5 [Request for Decision, FCSS Grant Allocation Funding](#)
  - 6.6 [Request for Decision, Seniors Week Proclamation](#)
  - 6.7 [Request for Decision, World Elder Abuse Day Proclamation](#)
  - 6.8 [Request for Decision, Rural Health Week Proclamation](#)
7. **Action Correspondence**
  - 7.1 [988 Suicide Prevention Hotline](#)
8. **Information**
  - 8.1 Eagle Builders Centre Project Update – Director Barnes (*verbal*)
  - 8.2 [Municipal Affairs Letter – Municipal Sustainability Initiative Funding](#)
  - 8.3 [County Development Referral Package DPA 72/21](#)
  - 8.4 [County Notice of Development Package DPA 80/21](#)
  - 8.5 [Revised Building and Development Report – April 2021](#)
  - 8.6 [City of Lacombe, Council Highlights - May 10, 2021](#)
  - 8.7 [Lacombe County, Council Highlights - May 13, 2021](#)
  - 8.8 [FCSS Meeting Minutes – April 8, 2021](#)
9. **Round Table Discussion**
  - 9.1 [Mayor Poole](#)
  - 9.2 [Deputy Mayor Svab](#)
  - 9.3 [Councillor Appel](#)
  - 9.4 [Councillor Hoover](#)
  - 9.5 [Councillor Olfert](#)
  - 9.6 [Councillor Stendie](#)
  - 9.7 [Councillor Taylor](#)
10. **Adoption of Minutes**
  - 10.1 [Minutes from Regular Council Meeting on May 11, 2021](#)
  - 10.2 [Minutes from Standing Committee Meeting on May 17, 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 24
14. **Adjournment** – Verbal



## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING DELEGATION

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**MEETING DATE:** May 25<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  
REQUEST FOR DECISION**

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**MEETING DATE:** May 25, 2021

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

**SUBJECT:** Credit Card Policy Update

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**BACKGROUND:**

The Corporate Credit Card Policy was last updated in 2015, and the current policy is due for a review. In an effort to streamline the purchasing abilities of authorized staff, Administration has made further amendments for Council's consideration.

**DISCUSSION:**

The Town issues Corporate Credit Cards to approved position as listed in the policy. It is the intent of using credit cards to streamline the purchasing needs of the Town and to eliminate unnecessary roadblocks in order to complete duties efficiently.

The appendix includes the marked-up version as well as the clean version. Inclusions highlighted in yellow have been added to the policy, whereas anything that has a strike out through the words have been deleted.

Summary of changes are listed below:

<b>Section</b>	<b>Action</b>
Policy Statement	Added Managers to the statement
Policy 1.2.3	Added subsistence and accommodations
Policy 3.1	Removed ABM (Automatic Banking Machine) Definition
Procedure	
1.6	Added issuance of corporate credit cards after probation
1.7	Added credit cards will not be issued to temporary positions
2.1.5	Removed substance and replaced with subsistence
3.1	Added correct limits and reorganized section
5.4	Removed wording regarding changing pin numbers
5.6	Added security measures prohibiting transmittal of personal information
5.7	Added restrictions on using personal loyalty cards in order to claim points (i.e. Airmiles)

Additional changes were made based on Council's feedback from the May 17 Standing Committee Meeting:

1.2	Removed card holder
2.1.5	Removed wording previously added where a per diem is not claimed
2.12	Changed wording from out of country to international
5.6	Changed licence to personal identification



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

- 6.2.3 Added clause to clarify that the monthly statement for Chief Elected Officials will be signed off on by the Mayor and the Mayor's statement will be signed off on by the Deputy Mayor.

Administration feels that these changes will enhance the policy and streamline the purchasing capabilities while reducing risk to the organization.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council adopt Credit Card Policy 152.21 as presented.

**ALTERNATIVES**

- a) That Council refers this item back to Administration for further information.

**Attachments:**

- 152.21 Corporate Credit Card Use Policy – Clean Copy
- 152.21 Corporate Credit Card Use Policy – Marked-up Copy

**Approvals:**

A handwritten signature in blue ink, appearing to be "S. Barnes", written over a horizontal line.

Acting CAO Sean Barnes

A handwritten signature in blue ink, appearing to be "M. B.", written over a horizontal line.

Department Director/Author

<b>Policy No.: 152.21</b> <b>Policy Title: Corporate Credit Card Usage Policy</b> <b>Department: Corporate Services</b> <b>Effective Date:</b> <b>Revised: May 17, 2021</b> <b>June 23, 2015</b> <b>Supersedes Policy/Bylaw: 118.15</b> <b>Review Date: May 17, 2024</b>	<b>Council Approval:</b>  <b>Resolution No.</b>  <b>Date:</b>
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### Policy Statement

The Municipality may issue corporate credit cards to its Elected Officials, Chief Administrative Officer, Directors, Managers and appointed staff members to be utilized for payment of expenditures incurred on behalf of the Town of Blackfalds where other payment options are not available or practical.

### 1. Reason for Policy

- 1.1 To set parameters, identify accountability and establish protocol for financial transactions made on behalf of the Town of Blackfalds by approved credit card holders utilizing Municipal issued credit cards.
- 1.2 The objectives in establishing policy and procedure for credit card use within the organization is as follows:
  - 1.2.1 Provide a means of payment when a purchase order or invoicing process cannot be facilitated, for international and internet purchases or payment to one-time vendors
  - 1.2.2 Facilitate registration of seminars, workshops, and conventions
  - 1.2.3 Simplify travel arrangements, subsistence, and accommodations
  - 1.2.4 Facilitate efficient record keeping and other financial efficiencies

### 2. Related Information

- 2.1 Town of Blackfalds Purchasing Policy

### 3. Definitions

- 3.1 **CAO** is an abbreviation for the position of Chief Administrative Officer.
- 3.2 **Card holder** means an individual assigned a corporate credit card for municipal business use.
- 3.3 **DCS** is an abbreviation for the position of Director of Corporate Services



#### **4. Responsibilities**

##### **4.1 Municipal Council to:**

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

##### **4.2 Chief Administrative Officer to:**

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

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

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

#### **5. End of Policy**

**PROCEDURE**

<b>Policy No.:</b>	<b>152.21</b>	
<b>Policy Title:</b>	<b>Corporate Credit Card Usage Policy</b>	
<b>Department:</b>	<b>Corporate Services</b>	

**1. Allocation of Municipal Corporate credit cards**

- 1.1 Corporate credit cards may only be issued to an Elected Official, Chief Administrative Officer (CAO), Department Directors, Managers and by authorization of the CAO and Director of Corporate Services, to permanent, full-time employees where a credit card will aid in the effective and efficient exercise of their official function and duties.
- 1.2 Each municipal credit card will be issued to a specific person, who will be responsible and personally accountable for the use of the card.
- 1.3 A listing of card holders will be maintained and reviewed annually.
- 1.4 Individuals that are assigned a Corporate credit card will be required to enter into a Credit Card Holder Agreement as attached (Appendix A).
- 1.5 Individuals eligible for a corporate credit card will only be issued one (1) corporate credit card.
- 1.6 Individuals will only receive corporate credit cards when they have completed their probationary period.
- 1.7 Credit cards will not be issued to temporary positions and temporary internal moves.

**2. Acceptable use of Municipal Credit Cards**

- 2.1 Municipal credit cards are to be utilized for purchases where conventional processes cannot be achieved or are unwarranted and may include but are not limited to the following:
  - 2.1.1 One time purchase from a vendor where no credit account has been established.
  - 2.1.2 Purchases that are made online or through international vendors.
  - 2.1.3 Incidental purchases where other payment options are inefficient.
  - 2.1.4 Seminar, training sessions, workshops and conventions registration.
  - 2.1.5 Subsistence, accommodation and travel arrangements for out of town, Municipal business, where a per diem is not claimed.

**3. Municipal Credit Card Limits**

- 3.1 Limits established for Corporate credit cards are as follows:

- |   |          |
|---|----------|
| 3.1.1 CAO and Director of Corporate Services  | \$20,000 |
| 3.1.2 Director of Community Services, Director of Infrastructure and Property Services, Manager of Protective Services, Fire Chief                          | \$10,000 |
| 3.1.3 Mayor, Managers, Foreman  | \$5,000  |
| 3.1.4 Councillors, Recreation and Culture Programmer, Executive Assistant, Fitness and Aquatic Coordinator, Others as deemed appropriate by the CAO and DCS | \$3,000  |

Authorization for temporary increases shall be approved by the Director of Corporate Services in situations where warranted.

#### **4. Card Holder Responsibilities**

4.1 Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action. Errors that have occurred in good faith shall be brought to the attention of the DCS as soon as possible. Card holders' assigned corporate credit cards have the following responsibilities:

- 4.1.1 Card holder must notify the Director of Corporate Services of any change in name or contact details.
- 4.1.2 The card holder must take adequate measures to ensure the security of the credit card assigned to them at all times.
- 4.1.3 The card holder must return the assigned corporate credit card upon severance of working relationship with the Employer or upon request of the Director of Corporate Services.
- 4.1.4 Card holders must retain sufficient supporting documentation (transaction records) to support all charges expensed to the municipal credit card. An acceptable receipt for reimbursements of claimable business expenses on the corporate credit card is an original receipt. Card purchases without receipts may be the responsibility of the user dependent on specific circumstances.
- 4.1.5 Should a receipt not be made available the card holder will be required to detail and substantiate the charge for which a receipt was not provided.
- 4.1.6 Reimbursement for return of goods and/or services must be credited directly to the card account. Cash returns are prohibited to be received by the Card holder.
- 4.1.7 Lost or stolen cards must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services. Accounts Payable must also be notified within 2 business days of this activity.
- 4.1.8 Any fraudulent activity detected or suspected must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services.

#### **5. Conditions of Use**

- 5.1 The corporate credit card shall not be used to obtain cash advances or equivalent draw from any financial institution, Automatic Bank Machine, or retail establishments.
- 5.2 The corporate credit card shall not be used for unauthorized expenses that are not related to Town business.

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- 5.3 Card holders will keep the assigned PIN in a safe, secure and confidential location to protect the security of the card against any unauthorized use.
  - 5.4 Card holders will use the assigned PIN for the card and will not share the PIN with any other individual.
  - 5.5 Card holders shall not exceed the maximum credit limit set on their Municipal Credit Card.
  - 5.6 Card holders shall not mail, email, fax or transmit a copy of their personal identification if a credit card authorization form is used for staff accommodations, travel or event registration.
  - 5.7 Card holders shall not use any personal loyalty cards in order to claim points (i.e. airmiles).

## **6. Monthly Corporate credit card Statements**

- 6.1 Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date. Card holders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately with the A/P personnel. Accounts Payable will review the monthly statement for inaccuracies; and, if the accuracy is unexplained by the card holder, report this to the Director of Corporate Services for action. This procedure will ensure that cost centre accounting records maintain an accurate and meaningful balance.
- 6.2 Review and sign off on monthly credit card statements will be carried out through the following process:
  - 6.2.1 The monthly statement for the CAO will be signed off on by the Mayor.
  - 6.2.2 The monthly statement for the Directors will be signed off on by the Chief Administrative Officer.
  - 6.2.3 The monthly statement for the Elected Officials will be signed off on by the Mayor, and the Mayor's statement will be signed off on by the Deputy Mayor.
  - 6.2.4 The monthly statement for the Managers will be signed off on by the Director to which the card holder reports to.
  - 6.2.5 Monthly statements for all other card holders will be signed off on by the individual to whom the card holder reports to.

## **7. Records Management**

- 7.1 All documentation associated with the payment of a corporate credit card will be maintained within the Accounts Payable office.

- 7.2 Original receipts for all corporate credit card transactions will be retained in the Accounts Payable office.

## **8. Abuse of Privileges**

- 8.1 Card holders who do not reconcile their monthly expenditures within 15 business days of the statement date will be sent a reminder of their obligations under this policy. Continued or repeated non-compliance to this policy can result in cancellation of the card and/or other such actions as appropriate.
- 8.2 Infractions of the conditions of this policy and procedure could result in cancellation of the card and withdrawal of Corporate credit card privileges for a determined length of time or indefinitely. Infractions of the conditions of this policy and procedure may also result in disciplinary action including termination of employment.
- 8.3 Should misuse occur, the Town reserves the right to recover any monies from the card holder. Card holders will be required to sign a declaration authorizing the Town to recover, from their salary, any amount incorrectly claimed.

## **9. End of Procedure**

### **Approval**

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**Chief Administrative Officer**

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**Date**

**Policy No.: 152.21**

**Policy Title: Corporate Credit Card Usage Policy**

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**Appendix "A"****Corporate Credit Card Holder Agreement**

This agreement is made this       day of       , between:

**THE TOWN OF BLACKFALDS****Box 220****Blackfalds, AB T0M 0J0**

hereinafter called "The Town"

-and-

**Employee****Town of****Blackfalds**

hereinafter called the "Card holder"

WHEREAS the Town shall issue a Corporate Visa Credit Card to the above named individual who will now become the card holder hereby:

- 1) The credit card shall only be used by the card holder for reasonable expenses incurred while acting on behalf of the Town.
- 2) Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date.
- 3) Any charges placed on the credit card that are not verified by a receipt shall not be covered by the town and will then become the responsibility of the card holder to ensure payment and any interest charges are paid in full.
- 4) The loss of a card shall be immediately reported to the Director of Corporate Services for card cancellation and issuance of replacement card.



- 5) Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action.

I, \_\_\_\_\_, hereby agree to and accept the conditions as stated above.

\_\_\_\_\_  
CARD HOLDER

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## Appendix "B"

### SUMMARY OF CREDIT CARD TRANSACTIONS

NAME: \_\_\_\_\_

*Please return to Accounts Payable once completed*

Date	GL Code	Vendor	Description/Reason for Purchase	Sub total	GST	TOTAL	#
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13
							14
							15
							16
							17
							18
							19
							20
TOTALS:				0	0	0	

Cardholder Signature: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

**PLEASE ATTACH ALL CREDIT CARD RECEIPTS TO THIS FORM**





<b>Policy No.: 152.21</b> <b>Policy Title: Corporate Credit Card Usage Policy</b> <b>Department: Corporate Services</b> <b>Effective Date:</b> <b>Revised: May 17, 2021</b> <b>June 23, 2015</b> <b>Supersedes Policy/Bylaw: 118.15</b> <b>Review Date: May 17, 2024</b>	<b>Council Approval:</b>  <b>Resolution No.</b>  <b>Date:</b>
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### **Policy Statement**

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### **1. Reason for Policy**

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- 1.2 The objectives in establishing policy and procedure for credit card use within the organization is as follows:
  - 1.2.1 Provide a means of payment when a purchase order or invoicing process cannot be facilitated, for out of country **international** and internet purchases or payment to one-time vendors
  - 1.2.2 Facilitate registration of seminars, workshops, and conventions
  - 1.2.3 Simplify travel arrangements, **subsistence, and accommodations**
  - 1.2.4 Facilitate efficient record keeping and other financial efficiencies

### **2. Related Information**

- 2.1 Town of Blackfalds Purchasing Policy

### **3. Definitions**

- ~~3.1 **ABM** is an abbreviation for automated bank machine.~~
- 3.2 **CAO** is an abbreviation for the position of Chief Administrative Officer.
- 3.3 **Card holder** means an individual assigned a corporate credit card for municipal business use.
- 3.4 **DCS** is an abbreviation for the position of Director of Corporate Services

**4. Responsibilities****4.1 Municipal Council to:**

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

**4.2 Chief Administrative Officer to:**

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

**4.3 Director of the Department to:**

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

**5. End of Policy**

**PROCEDURE**

<b>Policy No.:</b>	<b>152.21</b>	
<b>Policy Title:</b>	<b>Corporate Credit Card Usage Policy</b>	
<b>Department:</b>	<b>Corporate Services</b>	

**1. Allocation of Municipal Corporate credit cards**

- 1.1 Corporate credit cards may only be issued to an Elected Official, Chief Administrative Officer (CAO), Department Directors, Managers and by authorization of the CAO and Director of Corporate Services, to permanent, full-time employees where a credit card will aid in the effective and efficient exercise of their official function and duties.
- 1.2 Each municipal credit card will be issued to a specific person, who will be responsible and personally accountable for the use of the card. ~~Card holder~~
- 1.3 A listing of card holders will be maintained and reviewed annually.
- 1.4 Individuals that are assigned a Corporate credit card will be required to enter into a Credit Card Holder Agreement as attached (Appendix A).
- 1.5 Individuals eligible for a corporate credit card will only be issued one (1) corporate credit card.
- 1.6 Individuals will only receive corporate credit cards when they have completed their probationary period.
- 1.7 Credit cards will not be issued to temporary positions and temporary internal moves.

**2. Acceptable use of Municipal Credit Cards**

- 2.1 Municipal credit cards are to be utilized for purchases where conventional processes cannot be achieved or are unwarranted and may include but are not limited to the following:
  - 2.1.1 One time purchase from a vendor where no credit account has been established.
  - 2.1.2 Purchases that are made online or through international vendors. ~~that are out of country.~~
  - 2.1.3 Incidental purchases where other payment options are inefficient.
  - 2.1.4 Seminar, training sessions, workshops and conventions registration.
  - 2.1.5 Subsistence, accommodation and travel arrangements for out of town, Municipal business, where a per diem is not claimed.

**3. Municipal Credit Card Limits**

- 3.1 Limits established for Corporate credit cards are as follows:

3.1.1 CAO and Director of Corporate Services	\$20,000
3.1.2 Director of Community Services, Director of Infrastructure and Property Services, Manager of Protective Services, Fire Chief	\$10,000
3.1.3 Mayor, Managers, Foreman	\$5,000
3.1.4 Councillors, Recreation and Culture Programmer, Executive Assistant, Fitness and Aquatic Coordinator,	\$3,000

**Others as deemed appropriate by the CAO and DCS**

Authorization for temporary increases shall be approved by the Director of Corporate Services in situations where warranted.

**4. Card Holder Responsibilities**

4.1 Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action. Errors that have occurred in good faith shall be brought to the attention of the DCS as soon as possible. Card holders' assigned corporate credit cards have the following responsibilities:

- 4.1.1 Card holder must notify the Director of Corporate Services of any change in name or contact details.
- 4.1.2 The card holder must take adequate measures to ensure the security of the credit card assigned to them at all times.
- 4.1.3 The card holder must return the assigned corporate credit card upon severance of working relationship with the Employer or upon request of the Director of Corporate Services.
- 4.1.4 Card holders must retain sufficient supporting documentation (transaction records) to support all charges expensed to the municipal credit card. An acceptable receipt for reimbursements of claimable business expenses on the corporate credit card is an original receipt. Card purchases without receipts may be the responsibility of the user dependent on specific circumstances.
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- 4.1.7 Lost or stolen cards must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services. Accounts Payable must also be notified within 2 business days of this activity.
- 4.1.8 Any fraudulent activity detected or suspected must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services.

**5. Conditions of Use**

- 5.1 The corporate credit card shall not be used to obtain cash advances or equivalent draw from any financial institution, Automatic Bank Machine, or retail establishments.
- 5.2 The corporate credit card shall not be used for unauthorized expenses that are not related to Town business.

- 5.3 Card holders will keep the assigned PIN in a safe, secure and confidential location to protect the security of the card against any unauthorized use.
- 5.4 Card holders will use the assigned PIN for the card ~~and will not at any time change the PIN without the prior authorization in writing from the Office of the CAO.~~ and will not share the PIN with any other individual.
- 5.5 Card holders shall not exceed the maximum credit limit set on their Municipal Credit Card.
- 5.6 Card holders shall not mail, email, fax or transmit a copy of their ~~licence~~ personal identification if a credit card authorization form is used for staff accommodations, travel or event registration.
- 5.7 Card holders shall not use any personal loyalty cards in order to claim points (i.e. airmiles)

## **6. Monthly Corporate credit card Statements**

- 6.1 Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date. Card holders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately with the A/P personnel. **Accounts Payable will review the monthly statement for inaccuracies; and, if the accuracy is unexplained by the card holder, report this to the Director of Corporate Services for action.** This procedure will ensure that cost centre accounting records maintain an accurate and meaningful balance.
- 6.2 Review and sign off on monthly credit card statements will be carried out through the following process:
- 6.2.1 The monthly statement for the CAO will be signed off **on** by the Mayor.
- 6.2.2 The monthly statement for the Directors ~~and Elected Officials~~ will be signed off **on** by the Chief Administrative Officer.
- 6.2.3 **The monthly statement for the Elected Officials will be signed off on by the Mayor, and the Mayor's statement will be signed off on by the Deputy Mayor.**
- 6.2.4 The monthly statement for the Managers will be signed off **on** by the Director to which the card holder reports to.
- 6.2.5 Monthly statements for all other card holders will be signed off **on** by the individual to whom the card holder reports to.

## **7. Records Management**

- 7.1 All documentation associated with the payment of a corporate credit card will be maintained within the Accounts Payable office.



- 7.2 Original receipts for all corporate credit card transactions will be retained in the Accounts Payable office. ~~Card holders should keep copies of receipts and statements for audit purposes or for future questions should an issue arise.~~

## **8. Abuse of Privileges**

- 8.1 Card holders who do not reconcile their monthly expenditures within 15 business days of the statement date will be sent a reminder of their obligations under this policy. Continued or repeated non-compliance to this policy can result in cancellation of the card and/or other such actions as appropriate.
- 8.2 Infractions of the conditions of this policy and procedure could result in cancellation of the card and withdrawal of Corporate credit card privileges for a determined length of time or indefinitely. Infractions of the conditions of this policy and procedure may also result in disciplinary action including termination of employment.
- 8.3 Should misuse occur, the Town reserves the right to recover any monies from the card holder. Card holders will be required to sign a declaration authorizing the Town to recover, from their salary, any amount incorrectly claimed.

## **9. End of Procedure**

### **Approval**

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

\_\_\_\_\_  
**Date**

**Policy No.: 152.21**

**Policy Title: Corporate credit card Usage Policy**

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**Appendix "A"****Corporate credit card Holder Agreement**

This agreement is made this       day of       , between:

**THE TOWN OF BLACKFALDS****Box 220****Blackfalds, AB T0M 0J0**

hereinafter called "The Town"

-and-

**Employee****Town of****Blackfalds**

hereinafter called the "Card holder"

WHEREAS the Town shall issue a Corporate Visa Credit Card to the above named individual who will now become the card holder hereby:

- 1) The credit card shall only be used by the card holder for reasonable expenses incurred while acting on behalf of the Town.
- 2) Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date.
- 3) Any charges placed on the credit card that are not verified by a receipt shall not be covered by the town and will then become the responsibility of the card holder to ensure payment and any interest charges are paid in full.
- 4) The loss of a card shall be immediately reported to the Director of Corporate Services for card cancellation and issuance of replacement card.



- 5) Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action.

I, \_\_\_\_\_, hereby agree to and accept the conditions as stated above.

\_\_\_\_\_  
CARD HOLDER

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





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

---

**MEETING DATE:** May 25, 2021

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

**SUBJECT:** 2021 Municipal Census

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**BACKGROUND:**

A Municipal Census was conducted between March 1 to March 31, 2021 through the initial online census and then door to door enumeration. The online portion commenced from March 1<sup>st</sup> through to March 15<sup>th</sup> while for the remainder of the month the Census was completed with door-to-door remuneration. Alberta Regulation 63/2001, the Determination of Population Regulation was repealed with the census population estimates now taken over by the Office of Statistics and Information.

The information collected from the Census is used to throughout the organization to assist in planning, education, service delivery and development opportunities. The Census has been instrumental in identifying the need for educational requirements within the community.

The municipal census is consistent with the overall Municipal Sustainability Plan which will support a “Sustainable Community” by ensuring current information for community wide initiatives, promotion and lobbying to local and higher levels of government.

**DISCUSSION:**

This is the 1<sup>st</sup> year since 2018 that census data was collected by the Municipality using a combination of online collection and enumerators. In 2021, a shorter form census was agreed upon and implemented at a substantially reduced cost. The two-question census included:

- Number of Residents
- Age of the Residents

Marketing and Communications promoted the Online Census with a social media campaign as well as community signage at major intersections. The 2021 Census has a dedicated page on the Towns website. Alternative methods of completing the census included:

- Email
- Phoning the Census line and leaving the information
- Completing online
- Phoning the Civic Centre

Between the online and door-to-door enumerators the town completed 99% of the dwellings, with only 38 incomplete addresses. Enumerators completed 70% of the census, while 30% was received online.



## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

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The population count from the census for 2021 is 11,015. This is an increase of 890 from the 10,125 count in 2018. The growth of 890 translates into 8.8% increase over the three-year period or on average 2.93% per year. The Alberta provincial average increase for the last three-years is as follows<sup>1</sup>;

### Province of Alberta

- January 2020 to January 2021 - 0.78%
- January 2019 to January 2020 - 1.65%
- January 2018 to January 2019 - 1.45%

Given the percentage of increase over the provincial average, it indicates that the Town of Blackfalds is still a community of choice.

### Demographics

The following table indicates the change in ages from 2018.

Range	2018	%	2021	%	Change
0-5	1,158	11%	1,307	12%	1%
6-20	1,854	18%	2,336	21%	3%
21-40	3,521	35%	3,835	35%	-
41-55	1,510	15%	1,717	16%	1%
56-65	729	7%	803	7%	-
Over 65	345	3%	489	4%	1%
Undeclared	1,008	10%	528	5%	-5%
Total	10,125		11,015		

### Economic Development

Economic Development will use the 2021 Census data to develop accurate assessments of economic wellbeing for the community. To maintain a Smart Growth trajectory, we use the data to plan for the development of housing and business infrastructure and identify the gaps in a healthy, varied, and competitive business community.

Data from the Census will be used to plan for services, such as daycare centres, schools, and local healthcare networks. The data will also be used to identify trends and changes in business practices and provide factual information on emerging economic and social issues, as well as opportunities and challenges for growth within the business community.

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<sup>1</sup> <https://open.alberta.ca/dataset/alberta-population-estimates-data-tables>



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

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**FINANCIAL IMPLICATIONS:**

The budget for the census was \$30,000 based on previous years spending. However, the modified short question form, along with reduced software cost allowed this year's census to be completed for \$10,405 (Not including internal staff time). The following is a breakdown of cost associated with the Census:

- Software	\$700
- Enumerators	\$4,698
- Postage	\$3,510
- Signage/Printing	\$497
- Online Census Prize	\$1,000
<b>Total</b>	<b>\$10,405</b>

**ADMINISTRATIVE RECOMMENDATION:**

That Council move to accept the 2021 Municipal Census as information.

**ALTERNATIVES:**

- A) That Council does not accept the 2021 Municipal Census as information.
- B) That Council refer this back to Administration for further review.

**Approvals:**

Acting CAO Sean Barnes

Department Director/Author



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

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**MEETING DATE:** May 25, 2021

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

**SUBJECT:** Environment Week May 30 – June 5, 2021 and Proclamation for Clean Air Day June 2, 2021

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**BACKGROUND:**

May 30<sup>th</sup> – June 5<sup>th</sup> is Canadian Environment Week this year and on Wednesday of this week, Clean Air Day is celebrated. As a municipality, this will be the first year we have formally celebrated both Canadian Environment Week and Clean Air Day.

**DISCUSSION:**

As part of the Town's goal in moving forward with more environmentally sustainable initiatives for our residents, we are excited to participate in this national event. Clean air is vital to our health. Clean Air Day raises awareness and encourages action on clean air and climate change.

The Town will be offering BOLT service rides free of charge on Clean Air Day, June 2<sup>nd</sup>. We hope to bring more awareness to the benefits of reducing greenhouse gases through taking public transit. The Town will also be conducting a social media campaign and website update to increase awareness on things people can do as part of their everyday activities to make a difference in the environment. Due to COVID-19, in person events will not be held but we hope to establish these in the future.

We are asking Council to officially support Canadian Environment Week from May 30<sup>th</sup> – June 5<sup>th</sup>, 2021 and to proclaim Clean Air Day on June 2<sup>nd</sup>.

**FINANCIAL IMPLICATIONS:**

None.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council move to support Canadian Environment Week from May 30<sup>th</sup> – June 5<sup>th</sup>, 2021.
2. That Council move to proclaim Clean Air Day on June 2<sup>nd</sup>, 2021.

**ALTERNATIVES:**

1. That Council does not move to support Canadian Environment Week from May 30<sup>th</sup> – June 5<sup>th</sup>, 2021.



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

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2. That Council does not move to proclaim Clean Air Day on June 2<sup>nd</sup>, 2021.

**Attachments:**

- *Mayoral Proclamation*

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

**Approvals:**

Acting CAO Sean Barnes

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

Department Director/Author

Office of the Mayor

## ***Proclamation***

WHEREAS a high level of air quality is vital to the economic, social and physical well-being of all citizens of Blackfalds, and all the world's people, and

WHEREAS the wise stewardship of air resources is a responsibility shared by all citizens, and

WHEREAS the emissions produced by Blackfalds contribute not only to local and regional air pollution, but also to global problems - especially climate change and stratospheric ozone depletion, and

WHEREAS the Town of Blackfalds is committed to addressing national and global air quality and climate issues, and

WHEREAS the Town of Blackfalds is committed to enhancing partnerships with other levels of government, concerned organizations and the public to protect the atmosphere, and

WHEREAS Clean Air Day will raise awareness about the importance of individual action in addressing local, regional and global air quality issues, and provide opportunities for the people of Blackfalds to demonstrate their concern for air quality, and

We do by these presents proclaim and declare that June 2, 2021 shall be known as "Clean Air Day" in the Town of Blackfalds.

Now, therefore, I, Mayor Richard Poole, of the Town of Blackfalds  
do hereby proclaim the June 2, 2021 as

## **“Clean Air Day”**

Given under my hand and Seal of the Town of Blackfalds, Alberta, this  
25th day of May, 2021.

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Mayor Signature

SEAL



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

**MEETING DATE:** May 25, 2021

**PREPARED BY:** Sue Bornn, FCSS Manager

**SUBJECT:** 2021 FCSS Funding Allocation Recommendation

**BACKGROUND:**

In 2020, in response to the COVID-19 pandemic, FCSS funding allocations were done in a manner previously unseen by this Board and Council. Using a formula based on population numbers of students funding was assigned without a formal application process.

To return to a more traditional granting process FCSS shared 2021 grant application forms with all previous agencies that have accessed funding as well as posted the opportunity on the municipal website early in 2021. The grant funding from the past five-years for agencies and organizations are listed below:

Year	Total Available	Recipient	Amount allocated	% of total available budget
2015	\$ 10,000.00			
		Big Brothers Big Sisters	\$ 7,000.00	70%
		Iron Ridge Elementary	\$ 3,000.00	30%
2016	\$ 30,621.43			
		Big Brothers Big Sisters	\$ 12,500.00	41%
		Iron Ridge Elementary	\$ 9,000.00	29%
		Iron Ridge Intermediate	\$ 571.43	2%
		Iron Ridge Junior	\$ 7,550.00	25%
		Block Parents	\$ 1,000.00	3%
2017	\$ 48,280.37			
		Big Brothers Big Sisters	\$ 17,000.00	35%
		Iron Ridge Elementary	\$ 20,055.37	42%
		Iron Ridge Elementary	\$ 1,700.00	4%
		Iron Ridge Intermediate	\$ 9,525.00	20%
2018	\$ 41,900.30			
		Big Brothers Big Sisters	\$ 21,500.00	51%
		Iron Ridge Elementary	\$ 12,133.95	29%
		Iron Ridge Intermediate	\$ 7,891.35	19%
		Iron Ridge Junior	\$ 375.00	1%
		St. Gregory the Great	\$ 699.00	2%
2019	\$ 30,000.00			
		Big Brothers Big Sisters	\$ 16,000.00	53%
		Iron Ridge Elementary	\$ 11,946.51	40%
		Iron Ridge Intermediate	\$ 1,350.00	5%
		St. Gregory the Great	\$ 703.49	2%
2020	\$ 25,000.00			



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

		Big Brothers Big Sisters	\$ 5,000.00	20%
		Iron Ridge Elementary	\$ 5,600.00	22%
		Iron Ridge Intermediate	\$ 3,800.00	15%
		Iron Ridge Junior	\$ 3,800.00	15%
		St. Gregory the Great	\$ 6,800.00	27%

**DISCUSSION:**

Grant applications were received from four local agencies/organizations. With a limited amount of funding available and all the applicants providing eligible social preventative programming; this funding decision was suggested using a mathematical formula.

At the May 13, 2021 FCSS meeting:

**RES. 24/21**

*Member Cliff Soper made a motion to recommend 2021 FCSS Grant Funding be allocated at approximately 54% of each ask to equal the 2021 budgeted amount of \$23,500. This works out to:*

- 1. ANAM (On-um) Rural Youth Association in the amount of \$2,700 for facilitation of their outreach support programming,*
- 2. Big Brothers Big Sisters in the amount of \$9,812.40 for their mentoring program,*
- 3. Iron Ridge Elementary Campus in the amount of \$6,505.60 for their School Social Workers Program, and*
- 4. Iron Ridge Intermediate Campus in the amount of \$4,482 for their School Social Workers Program.*

**CARRIED UNANIMOUSLY**

**FINANCIAL IMPLICATIONS:**

In the 2021 FCSS budget, \$23,500 has been allocated for grants to local agencies and organizations for social prevention programming.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the FCSS Board recommendation to allocate FCSS grant funding to ANAM (On-um) Rural Youth Association in the amount of \$2,700 for facilitation of their outreach support programming.
2. That Council accept the FCSS Board recommendation to allocate FCSS grant funding to Big Brothers Big Sisters of Lacombe and District in the amount of \$9,812.40 for their mentoring program.
3. That Council accept the FCSS Board recommendation to allocate FCSS grant funding to the Iron Ridge Elementary Campus in the amount of \$6,505.60 for their School Social Workers Program.





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

4. That Council accept the FCSS Board recommendation to allocate FCSS grant funding to the Iron Ridge Intermediate Campus in the amount of \$4,482 for their School Social Workers Program.

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

1. That Council does not accept the FCSS Board recommendation to allocate FCSS grant funding to ANAM (On-um) Rural Youth Association in the amount of \$2,700 for facilitation of their outreach support programming.
2. That Council does not accept the FCSS Board recommendation to allocate FCSS grant funding to Big Brothers Big Sisters of Lacombe and District in the amount of \$9,812.40 for their mentoring program.
3. That Council does not accept the FCSS Board recommendation to allocate FCSS grant funding to the Iron Ridge Elementary Campus in the amount of \$6,505.60 for their School Social Workers Program.
4. That Council does not accept the FCSS Board recommendation to allocate FCSS grant funding to the Iron Ridge Intermediate Campus in the amount of \$4,482 for their School Social Workers Program.
5. That Council recommends funding to the grant recipients in an alternate amount as determined.
6. That Council refers this item to Administration and the FCSS Board for further consideration.

**Approvals:**

\_\_\_\_\_  
Acting CAO Sean Barnes

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



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

---

**MEETING DATE:** May 25, 2021

**PREPARED BY:** Sue Bornn, FCSS Manager

**SUBJECT:** Seniors' Week June 7-13, 2021

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**BACKGROUND:**

The week of June 7-13, 2021 has been declared Seniors' Week and is a time to acknowledge the diversity of seniors and to increase public awareness of their vital role in our community. Events are being advertised in the June edition of the Vibrant Living Monthly Newsletter that is sent to 38 seniors on our email list, 20 hard copies are sent to seniors without email access, and an additional 12 copies will be mailed to seniors not currently on our list, with an invitation to sign up and receive future newsletters.

**DISCUSSION:**

FCSS has partnered with the Blackfalds Library and local seniors have been invited to register to receive a Seniors Week Celebration Package; including at home activities, a scavenger hunt, a 30 kms in 30 days walking/biking challenge, how well do you know your community trivia challenge, bird watching and more. There are five prizes to be won, valued at \$50 each! These packages will be delivered June 1<sup>st</sup> with a special delivery being made during Seniors Week. The registration deadline is Tuesday, May 25<sup>th</sup>.

**FINANCIAL IMPLICATIONS:**

The FCSS 2021 budget has \$1,500 allocated for seniors' activity facilitation. These activities will fall within this category.

**ADMINISTRATIVE RECOMMENDATION:**

That Council moves to proclaim June 7-13, 2021 as Seniors' Week in the Town of Blackfalds.

**ALTERNATIVES:**

- A) That Council refer this item to Administration for further consideration.

**Attachments:**

- 2021 Seniors' Week Proclamation

**Approvals:**

  
\_\_\_\_\_  
Acting CAO Sean Barnes

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

# Proclamation

**WHEREAS,**

we recognize that seniors have made, and continue to make, many contributions to strengthen our community and our daily lives; and

**WHEREAS,**

seniors are a vital part of our families, giving generously of their wisdom, experience and love; and

**WHEREAS,**

more seniors are independent and active and by challenging the stereotypes of ageing are leading the way for future seniors; and

**WHEREAS,**

a more positive attitude toward ageing is creating new opportunities for new seniors; and

**WHEREAS,**

we must honour seniors for their skills, knowledge, experience and leadership; and

**WHEREAS,**

it is appropriate that a special big piece set aside to celebrate with seniors;

**NOW THEREFORE,**

on behalf of Council, I, Mayor Poole of the Town of Blackfalds, do hereby proclaim the week of

**June 7 to 13, 2021 to be Seniors' Week.**

I call upon everyone in our community and area to join in the celebration of Seniors' Week to recognize the valuable contributions of seniors.

*Proclaimed on Tuesday, May 25, 2021*

---

Mayor Richard Poole

**BLACKFALDS**  
A L B E R T A



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

---

**MEETING DATE:** May 25, 2021

**PREPARED BY:** Sue Bornn, FCSS Manager

**SUBJECT:** World Elder Abuse Awareness Day - June 15, 2021

---

**BACKGROUND:**

The date of June 15, 2021 has been declared World Elder Abuse Awareness Day. Since 2006, communities throughout the country and around the world have honored this day to increase the awareness of elder abuse by organizing events to share information and promote resources and services that can help increase seniors' safety and well-being. Elder Abuse networks and organizations are planning multiple World Elder Abuse Awareness Day activities across the country to mobilize community action and engage people in discussions on how to promote dignity and respect of older adults.

**DISCUSSION:**

World Elder Abuse Day will be promoted throughout Seniors Week.

**FINANCIAL IMPLICATIONS:**

There are no costs to promotion of this awareness campaign throughout Seniors Week.

**ADMINISTRATIVE RECOMMENDATION:**

That Council moves to proclaim June 15, 2021 as World Elder Abuse Awareness Day in the Town of Blackfalds.


**ALTERNATIVES:**

- A) That Council refer this item to Administration for further consideration.

**Attachments:**

- 2021 World Elder Abuse Awareness Day Proclamation

**Approvals:**

  
\_\_\_\_\_  
Acting CAO Sean Barnes

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

# Proclamation

**Preventing and addressing elder abuse is a shared responsibility and requires engagement and action on the part of all sectors of society. Preventing and reducing elder abuse starts with knowledge. All Albertans need to be aware of the factors that contribute to elder abuse, how to recognize it and where to go for assistance if it happens. By understanding the nature and scope of elder abuse, older adults and their family members can take proactive steps to help prevent situations where it could occur.**

---

**WHEREAS,**

older adults in Alberta are valued members of society and it is our collective responsibility to ensure that they live safely and with dignity; and

**WHEREAS,**

abuse of older adults is an ever-increasing issue in our society that crosses all cultures and socio-economic boundaries; and

**WHEREAS,**

most abuse of older adults is hidden; and

**WHEREAS,**

older adults in Alberta deserve to be treated with respect and dignity to enable them to serve as leaders, mentors, volunteers, and important and active member of this province; and

**WHEREAS,**

preventing abuse of older people will help improve the quality of life for all older adults in Alberta and will allow older adults to continue to live as independently as possible and contribute to the life and vibrancy of Alberta; and

**WHEREAS,**

we are all responsible for building safer communities for Alberta's older adults; and

empowering older persons is an effective tool in preventing the abuse of older adults.

**NOW THEREFORE,**

on behalf of Council, I, Mayor Poole of the Town of Blackfalds, do hereby proclaim

**June 15 to be World Elder Abuse Awareness Day**

I call upon everyone in our community and area to join in the celebration of Seniors' Week to recognize the valuable contributions of seniors.

*Proclaimed on Tuesday, May 25, 2021*

---

**Mayor Richard Poole**

**BLACKFALDS**  
ALBERTA



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

---

**MEETING DATE:** May 25, 2021

**PREPARED BY:** Sue Bornn, FCSS Manager

**SUBJECT:** Alberta Rural Health Week May 24-28, 2021

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**BACKGROUND:**

May 24-28, 2021 is Alberta Rural Health Week: a great opportunity to honour the contributions of the rural Alberta health-care providers and community volunteers who help keep health care close to home.

Rural health providers are powerful assets in their communities. Not only do their health-care skills and practices enhance the quality of rural life, but these professionals also contribute to rural life on a more personal level. They have special relationships with their community, they not only provide care, but are also family, friends, neighbours, and volunteers, and often teach and mentor future health-care providers within their communities.

During Alberta Rural Health Week, we encourage communities to show appreciation for the contributions of the rural health providers whose abilities enhance the quality of life in rural Alberta.

Alberta Rural Health Week is also an opportunity to say thank you to the local volunteers who go above and beyond to support health care and health-care providers in their communities.

**DISCUSSION:**

Blackfalds is home to multiple committed medical professionals and their services to the community are appreciated and contribute to the positive health and well being of all our residents.

The Blackfalds Health Professionals Attraction and Retention Committee (BHPARC) was started in 2020 with goals of attracting physicians and retaining them in our community. This Committee is fortunate to have the support of dedicated community members, representatives from our regional health services agencies, as well as Council members and municipal Administration.

**FINANCIAL IMPLICATIONS:**

None.

**ADMINISTRATION RECOMMENDATION**

That Council proclaim May 24 – 28, 2021 as Alberta Rural Health Week.



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

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**ALTERNATIVES:**

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

**Attachments:**

- *Alberta Rural Health Week Proclamation*

**Approvals:**

A handwritten signature in black ink, appearing to be "S. Barnes".

---

Acting CAO Sean Barnes

A handwritten signature in blue ink, appearing to be "Sue Rann".

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Department Director/Author



# Proclamation

Rural health providers are powerful assets in their communities. Not only do their health-care skills and practices enhance their community's quality of life, but these professionals also contribute to rural life on a more personal level. They have special relationships with their patients and community as family, friends, neighbours, volunteers, teachers and mentors.

Community volunteers, led by local health professional attraction and retention committees, are the heart and soul of their communities. These local volunteers go above and beyond to support health care and health-care providers in their communities, developing innovative and collaborative approaches to successfully attract and retain health-care providers, and help keep health care close to home.

I, Richard Poole, Mayor of the Town of Blackfalds,  
do hereby designate the week May 24 – 28, 2021 as

**Alberta Rural Health Week** in Blackfalds.

I urge all community residents to show appreciation  
for the contributions of the rural health professionals and community  
volunteers whose abilities and efforts  
enhance the quality of life in rural Alberta.

Signed the 25<sup>th</sup> day of May, 2021

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**Mayor Richard Poole**





May 12, 2021  
Blackfalds, Alberta

Town of Blackfalds  
Box 200  
5018 Waghorn Street  
Blackfalds, Alberta  
T0M 0J0

Dear Mayor and Council:

On December 11<sup>th</sup>, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline line to Canada.

**That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.**

We're asking all municipalities across Canada to consider passing a motion similar, to the one below. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

The past year has been a challenging year. Lives and livelihoods have been lost. We have begun to see the devastating impacts that COVID has had, through isolation, on the mental health of Canadians. The rates of suicide continue to rise. As elected officials and as leaders, and especially during this period of difficulty as a nation, Canadians are counting on all of us to make a difference.

Please consider passing this motion as soon as possible.

Sincerely,

Blaine Calkins, MP  
Red Deer – Lacombe

Enclosure (1)

## Ottawa Constituency

Room 401, Justice Building, Ottawa, ON K1A 0A6 | #201-5025 Parkwood Road, P.O. Box 59, Blackfalds, AB, T0M 0J0  
Tel.: 613-995-8886 Fax.: 613-996-9860 | Tel.: 587-621-0020 Toll Free: 1-800-665-0865 Fax: 587-621-0029  
[blaine.calkins@parl.gc.ca](mailto:blaine.calkins@parl.gc.ca) | [blaine.calkins.c1@parl.gc.ca](mailto:blaine.calkins.c1@parl.gc.ca)

**Draft motion:**

**Support for 988 Crisis Line**

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS \_\_\_\_\_ Town Council/Municipality/City recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT \_\_\_\_\_ Town Council/Municipality/City endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-Hays*

AR105124

May 10, 2021

His Worship Richard Poole  
Mayor  
Town of Blackfalds  
PO Box 220  
Blackfalds AB T0M 0J0

Dear Mayor Poole:

The COVID-19 pandemic has created major fiscal challenges for governments all around the world. In Alberta, we are also dealing with an economic downturn caused by low world energy prices. Despite these difficulties, we remain committed to supporting Alberta's communities with significant capital investments.

As part of this commitment, I am pleased to confirm that \$1.226 billion will be allocated to municipalities and Metis Settlements in 2021 under the Municipal Sustainability Initiative (MSI). This amount front-loads MSI funding, to help you transition to more sustainable funding levels over the next few years. Funding amounts from 2021-23 will average \$722 million per year. This funding will allow local governments to sustain existing projects, continue stimulating the economy, and build the infrastructure Albertans rely on.

For the Town of Blackfalds:

- The **2021 MSI capital allocation is \$2,561,026**. This includes \$1,953,526 in MSI capital funding and \$607,500 in Basic Municipal Transportation Grant funding.
- The **2021 MSI operating allocation \$76,379**.

MSI funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

I look forward to working together with you to help Alberta's communities get through these challenging times.

Sincerely,

Ric McIver  
Minister

cc: Myron Thompson, Chief Administrative Officer, Town of Blackfalds



**BLACKFALDS**  
A L B E R T A

403.885.4677  
publicworks@blackfalds.com  
www.blackfalds.com

---

May 17, 2021

Dale Freitag, RPP, MCIP  
Director of Planning Services  
Lacombe County  
RR3  
Lacombe, AB T4L 2N3

Dear Dale Freitag:

**RE: Request for Comment - Development Permit 72/21  
Affecting Lot 10, Block 1, Plan 142 5076 (South Aspelund Industrial Park)  
Business Industrial "I-BI" District**

Please be advised that we are in receipt of your referral package for the above noted development permit.

We have reviewed the information provided and have no objection to the proposed development.

We ask that all future referrals from Lacombe County, related to Planning and Development, be directed to our general email address at [planning\\_development@blackfalds.com](mailto:planning_development@blackfalds.com).

Thank you for the opportunity to comment.

Sincerely,

**TOWN OF BLACKFALDS**

Patty Urban  
Development Officer II

cc: Preston Weran, Director of Infrastructure and Property Services  
Terry Topolnitsky, Planning and Development Manager  
Liz Pollock, Intern Planner



## NOTICE OF DEVELOPMENT APPLICATION

### Municipality/ Government Agency

*Alberta Transportation  
Town of Blackfalds*

Please advise this office of any comments and/or concerns that you have with respect to the following application for development:

<b>Application No.:</b>	72/21
<b>Proposed Development:</b>	industrial, light manufacturing and processing * <i>business known as Eagle Builders (South Facility)</i> * <i>addition to existing building to a total footprint of 47,505 ft<sup>2</sup></i>
<b>Legal Description:</b>	Lot 10 Block 1 Plan 142 5076, Pt. NW 21-39-27-W4M (South Aspelund Industrial Park)
<b>Titled Area:</b>	3.8 hectares (9.5 acres)
<b>Zoning:</b>	Business Industrial 'I-BI' District
<b>Landowner:</b>	1898739 Alberta Ltd., 1858663 Alberta Ltd., and 1952395 Alberta Ltd.
<b>Applicant:</b>	Aggregate Design Studio Ltd.

A copy of the application is attached. Please provide any comments on the proposed development in writing to Lacombe County Planning Services by **May 17, 2021**. To avoid postal delays, responses may be emailed to the County.

Dale Freitag, RPP, MCIP  
Director of Planning Services  
Lacombe County  
RR 3  
Lacombe AB T4L 2N3

Phone: (403) 782-8389  
Email: [planning@lacombecounty.com](mailto:planning@lacombecounty.com)

April 26, 2021

Attachments

---

### Notes

1. *Any comments received by the County regarding this proposed development may, upon request, be examined by the public. A copy of all the comments will be provided to the applicant.*
2. *The County is unable to respond, on an individual basis, to the letters it receives. However, a copy of the development application decision will be sent for information purposes to all landowners who submit written comments.*

# Eagle Builders Infrastructure Expansion

## Design Proposal

Please accept this letter as our formal explanation as to our intent regarding design and construction on this Development Permit application in South Aspelund Industrial Park (Lot 10, Block 1, Plan 142 5076).

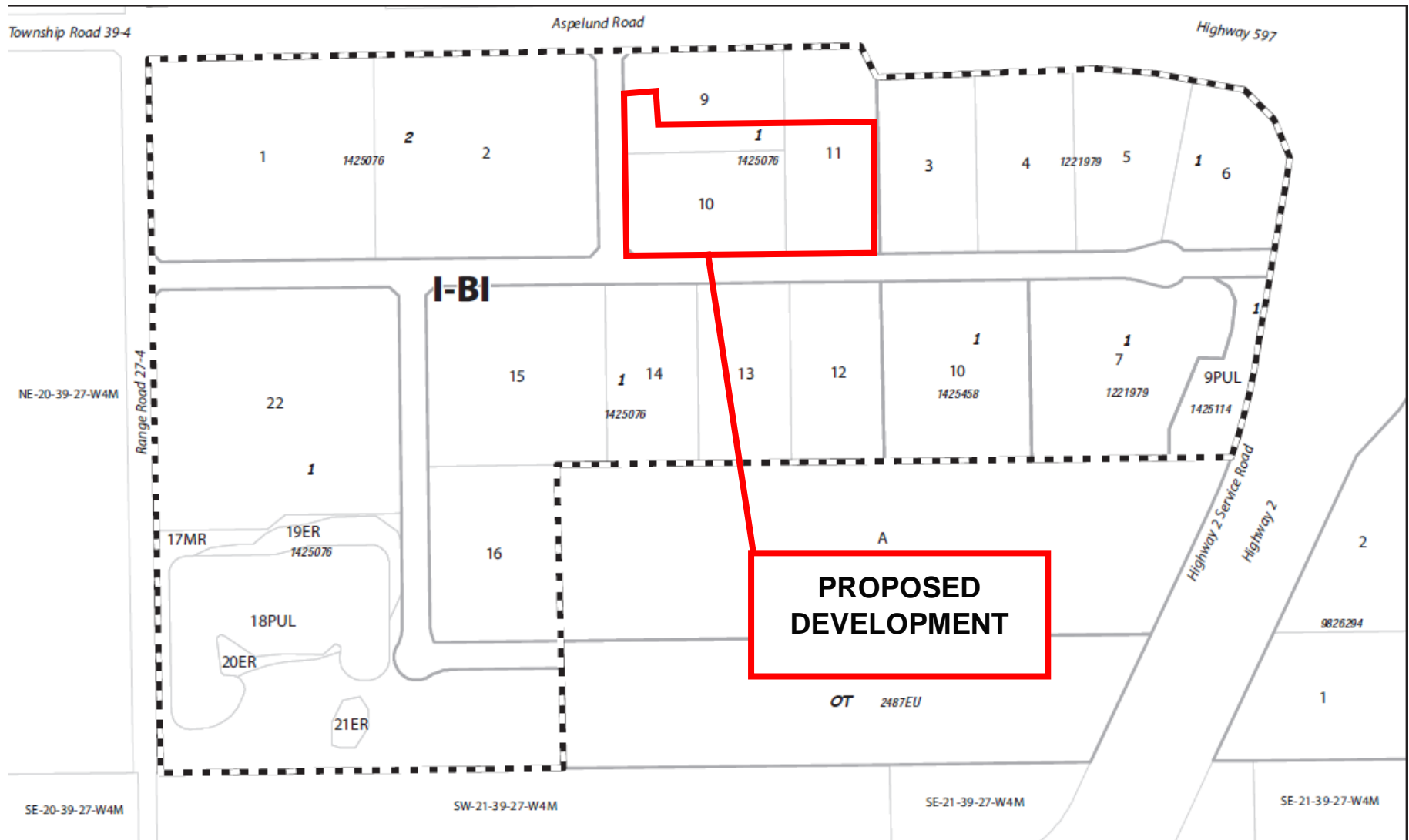
Based on the land as it currently exists, the three lots are subdivided on their own with a Drainage Right of Way (142 5077) running along the internal boundaries of these properties. Eagle Builders is preparing to subdivide these lots in order to create the necessary land size for expansion and maintain the opportunity to grow in the future. On the proposed site plan, the existing building and addition will remain situated on Lot 10. The subdivision process, once complete, will eliminate the property line separating Lot 11 from Lots 9 & 10, therefore creating two larger lots – a northern portion and southern portion. Following this, the internal property line separating Lots 9 & 10 will move 80 feet to the north from its current position and will transition further north along the western perimeter of the property to align with the shared access. Once the subdivision is approved, Lot 10 will amount to 9.5 acres, and Lot 9 to the north will be 6.2 acres total.

The Drainage Right-of-Way is currently being looked at by Civil Engineers to find alternatives to appease the guidelines provided by Lacombe County, as well as work for the proposed addition extending to the north. As it is currently shown, the building addition encroaches into the right-of-way where it runs east and west along the separation of Lots 9 & 10. It is being proposed that the new drainage design be situated along the newly located property line with the subdivision approval. Please refer to the civil design drawings for a more accurate representation. The architectural site plan and drawings have been revised and coordinated to show this adjustment as well.

After conversation with Lacombe County Planners, it is the belief that this process will work best for everyone involved. It is the goal of Eagle Builders to submit this Development Permit package as a pre-application, with approval pending completion and registration of the subdivision process.

Should there be any questions about this process, please contact Tyson Crampain by phone at (403) 885-8711 or by email at [t.crampain@aggregatedesignstudio.ca](mailto:t.crampain@aggregatedesignstudio.ca).

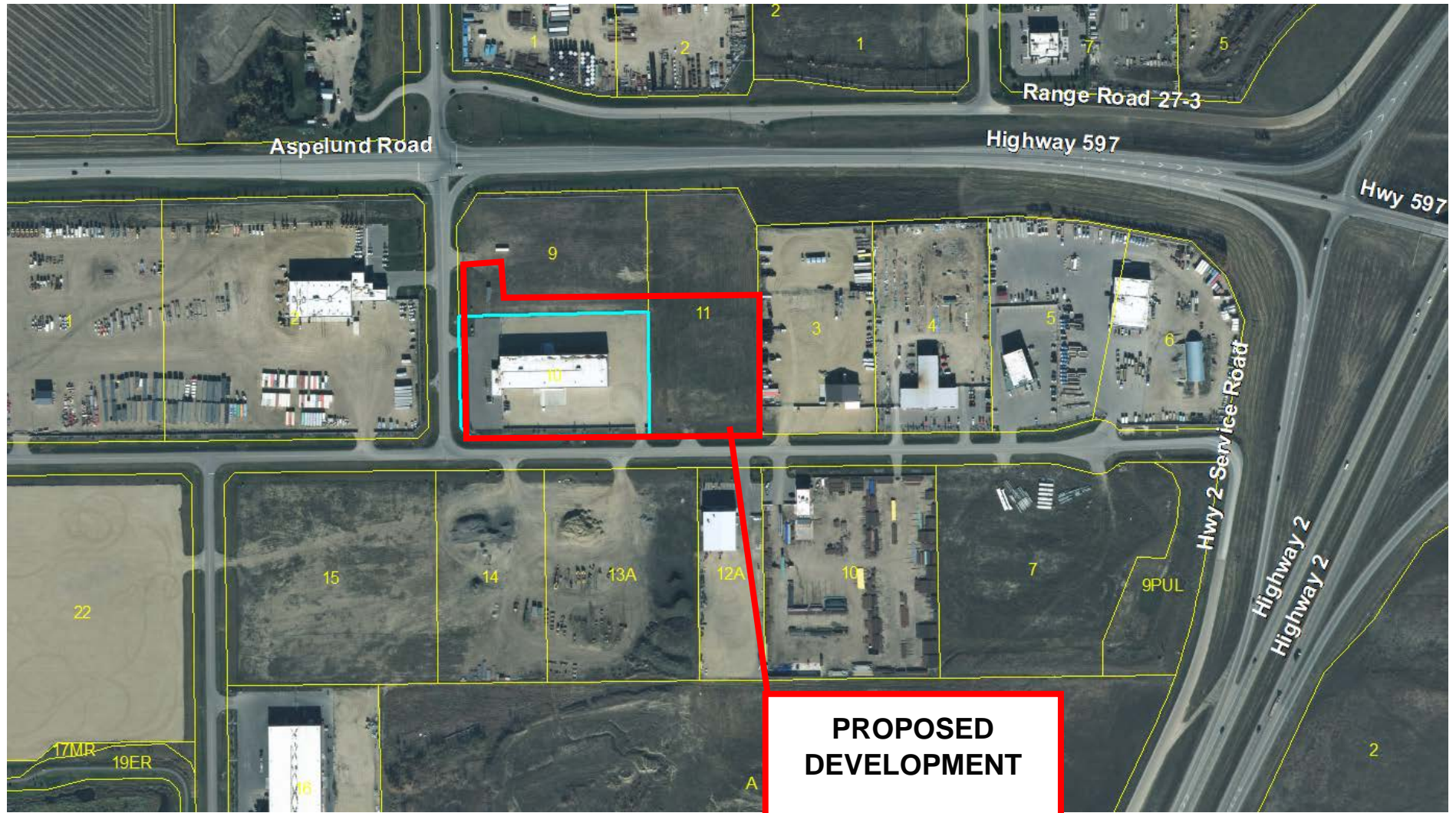
## South Aspelund Industrial Park





# CONTEXT MAP

## South Aspelund Industrial Park





## EAGLE BUILDERS SOUTH FACILITY



# SUPPLEMENTARY BUSINESS FORM

*Required Info for a Development Permit Application*



## 1 BUSINESS INFORMATION

Name of business
Business owner

## 2 LEGAL LAND DESCRIPTION OF PROPERTY

<input type="radio"/> All OR <input type="radio"/> Part of	Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
OR Being all parts of Lot	Block	Plan				
Hamlet or Subdivision Name						
Civic Address ( <i>Blue 911 Sign</i> )				Total Parcel Size		

## 3 DESCRIPTION OF THE BUSINESS

Describe the proposed business, including the **total site area** required for the business and **types of activities** that will take place at the site:

Identify the use(s) that will be made of any **existing buildings and/or other structures**:  
*Please attach a site plan showing the location of these buildings with their distances from roads, other property boundaries, and water bodies.*

Indicate whether any **new building(s) or structure(s)** will be required for the business and what use will be made of them:  
*Please attach a site plan showing the location of any proposed new building(s) or structures with their distances from roads, other property boundaries, and water bodies.*

**On-site Employee Information:**

*On-site employees are those who normally work on the site of the business **more than a total of 6 hours in a week.** On-site employees typically also include yourself, the business owner/operator.*

Number of resident on-site employees

Number of non-resident on-site employees

**Off-site Employee Information:**

*Off-site employees are those who normally work on the site of the business **less than a total of 6 hours in a week.***

Number of resident off-site employees

Number of non-resident off-site employees

Specify the business **hours of operation** (including days of week, hours per day):

*For example, the business is operated Monday-Friday, 8 am to 5 pm.*

Describe the **types of materials, equipment and/or vehicles** that will be used in the business:

This business will generate  vehicle trips per day

Give details on the **traffic** that is expected to be generated by the proposed business:

*For example, how much traffic may be expected on a daily basis, when will the most traffic occur and what types of vehicles and equipment will be using the site (e.g. tractor trailers, boom trucks, half-tonne trucks, etc).*

Describe how much **parking space** will be provided for customers and employees:

*Please indicate the proposed parking location and access(es) into the property on the site plan.*

Describe any **outdoor storage** that will be required for the business, including the types of materials and equipment that will be stored outside. Please specify any **screening** that is proposed for this outdoor storage, such as fencing, landscaping or earth berms:

*Please indicate the proposed location of the outdoor storage on the site plan in relation to any buildings, structures, roads and other natural features.*

Explain what **measures will be taken to minimize or avoid any potential nuisances or other conflicts** with neighbouring residents and land uses, due to noise, dust, lighting, traffic, etc.:

**Have you discussed your business proposal with your neighbours?** If so, please indicate which neighbours you've discussed it with, what they had to say, and what you propose to do to address any issues or concerns that were raised?

Do you require any **signage** for the business:

*Please note you will be required to submit a separate application for the installation of a sign in conjunction with your application for development permit for your proposed business. Normally, a \$50 sign application fee is required. However, if the sign application is submitted with your application for development permit to establish a business, the \$50 processing fee will be waived.*





<https://bit.ly/3Zg9wv2>

#### Bylaw Information

ZONING: BUSINESS INDUSTRIAL DISTRICT (B-8)

#### SETBACKS

FRONT YARD (S):  
REQUIRED: 7.62 m  
PROVIDED: 38.6 m  
REAR YARD (N):  
REQUIRED: 6.10 m  
PROVIDED: 54.0 m  
SIDE YARD (E):  
REQUIRED: 6.10 m  
PROVIDED: 125.9 m  
FRONT YARD (W):  
REQUIRED: 7.62 m  
PROVIDED: 25.0 m  
SITE SIZE:  
38,474 m<sup>2</sup> (414,127 ft<sup>2</sup>) (9.5 acre)  
SITE COVERAGE:  
PROVIDED: 11%  
BUILDING HEIGHT:  
PROVIDED: 14.3 m (47'-0")  
MAX. BY DEVELOPMENT AUTHORITY



#### NOTES CONCERNING BUILDING LOCATION

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

PARKING SCHEDULE	
Stall Type	Count
BARRIER FREE PARKING STALL	3
STANDARD PARKING STALL	41
TOTAL STALLS	44

PARKING REQUIREMENTS: 1 STALL/99.96 m<sup>2</sup>  
STALLS REQUIRED = 44  
UNIVERSAL STALLS REQUIRED = 3

#### SITE PLAN LEGEND

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

#### SITE SCHEDULE

ON SITE	1,270.00 ft <sup>2</sup>	118.0 m <sup>2</sup>
APRON	1,270.00 ft <sup>2</sup>	118.0 m <sup>2</sup>
Grand total	1,270.00 ft <sup>2</sup>	118.0 m <sup>2</sup>

#### SITE MATERIAL LEGEND

APRON	EX.
SIDEWALK	EX.
LIGHT DUTY ASPHALT	EX.
HEAVY DUTY ASPHALT	EX.
GRAVEL	EX.
LANDSCAPING	EX.
HARD LANDSCAPING	EX.
MULCH	EX.
EXISTING PLANTING	EX.

1 Site Plan  
A1.0 / 1:500



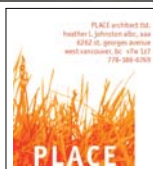
0m 10m 20m 30m 40m 50m  
VISUAL SCALE 1:500

NO.	DESCRIPTION	DATE
A	ISSUED FOR DEVELOPMENT PERMIT	2021-02-25
B	ISSUED FOR DEVELOPMENT PERMIT	2021-03-04
C	ISSUED FOR DEVELOPMENT PERMIT	2021-03-09
D	ISSUED FOR REVIEW	2021-03-17
E	ISSUED FOR REVIEW	2021-04-08
F	ISSUED FOR REVIEW	2021-04-09

## Eagle Builders South Facility

24-27312 Twp Rd 394 Aspelund Industrial Park  
Lacombe County, Alberta

Lot 9/10/11, Block 1, Plan 142 5076



Stamp:

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

DO NOT SCALE DRAWING  
VERIFY ALL DIMENSIONS, SETBACKS AND DEVELOPMENT OF WORK, HEIGHTS AND DISCONTINUOUS OR  
DISCREPANCIES TO THE ARCHITECT'S DRAWINGS.  
ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE APPLICABLE BUILDING CODE AND ANY OTHER  
GOVERNING AUTHORITIES.  
THIS IS A PRELIMINARY DRAWING AND SHALL NOT BE REPRODUCED OR REVISED WITHOUT THE WRITTEN CONSENT OF THE  
CONSULTANT.

Site Plan Overall

A1.0

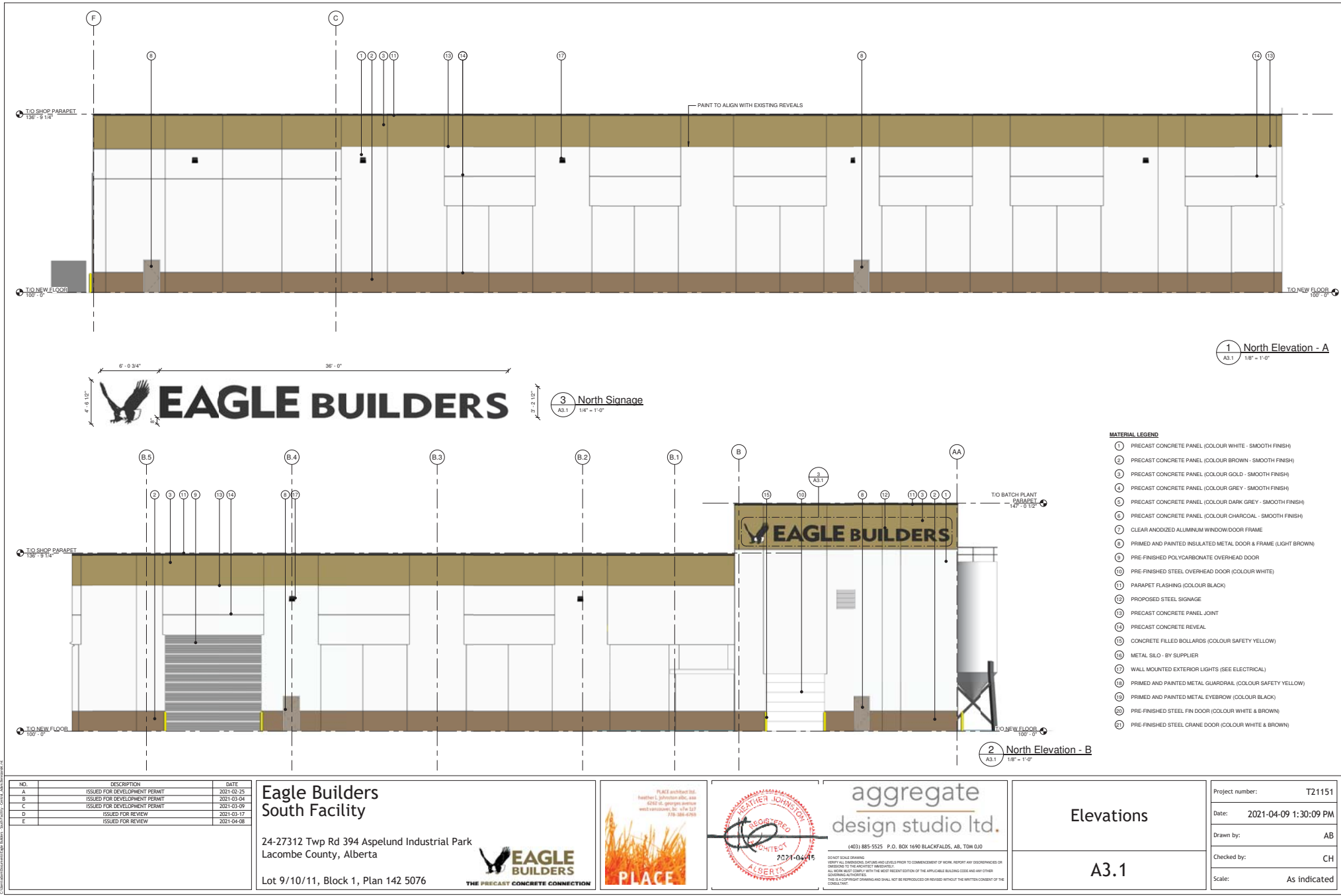
Project number: T21151

Date: 2021-04-22 12:47:07 PM

Drawn by: AB

Checked by: CH

Scale: As indicated



1 North Elevation - A  
A3.1 1/8" = 1'-0"

3 North Signage  
A3.1 1/4" = 1'-0"

2 North Elevation - B  
A3.1 1/8" = 1'-0"

- MATERIAL LEGEND**
- 1 PRECAST CONCRETE PANEL (COLOUR WHITE - SMOOTH FINISH)
  - 2 PRECAST CONCRETE PANEL (COLOUR BROWN - SMOOTH FINISH)
  - 3 PRECAST CONCRETE PANEL (COLOUR GOLD - SMOOTH FINISH)
  - 4 PRECAST CONCRETE PANEL (COLOUR GREY - SMOOTH FINISH)
  - 5 PRECAST CONCRETE PANEL (COLOUR DARK GREY - SMOOTH FINISH)
  - 6 PRECAST CONCRETE PANEL (COLOUR CHARCOAL - SMOOTH FINISH)
  - 7 CLEAR ANODIZED ALUMINUM WINDOW/DOOR FRAME
  - 8 PRIMED AND PAINTED INSULATED METAL DOOR & FRAME (LIGHT BROWN)
  - 9 PRE-FINISHED POLYCARBONATE OVERHEAD DOOR
  - 10 PRE-FINISHED STEEL OVERHEAD DOOR (COLOUR WHITE)
  - 11 PARAPET FLASHING (COLOUR BLACK)
  - 12 PROPOSED STEEL SIGNAGE
  - 13 PRECAST CONCRETE PANEL JOINT
  - 14 PRECAST CONCRETE REVEAL
  - 15 CONCRETE FILLED BOLLARDS (COLOUR SAFETY YELLOW)
  - 16 METAL SILO - BY SUPPLIER
  - 17 WALL MOUNTED EXTERIOR LIGHTS (SEE ELECTRICAL)
  - 18 PRIMED AND PAINTED METAL GUARDRAIL (COLOUR SAFETY YELLOW)
  - 19 PRIMED AND PAINTED METAL EYEBROW (COLOUR BLACK)
  - 20 PRE-FINISHED STEEL FIN DOOR (COLOUR WHITE & BROWN)
  - 21 PRE-FINISHED STEEL CRANE DOOR (COLOUR WHITE & BROWN)

NO.	DESCRIPTION	DATE
A	ISSUED FOR DEVELOPMENT PERMIT	2021-02-25
B	ISSUED FOR DEVELOPMENT PERMIT	2021-03-04
C	ISSUED FOR DEVELOPMENT PERMIT	2021-03-09
D	ISSUED FOR REVIEW	2021-03-17
E	ISSUED FOR REVIEW	2021-04-08

**Eagle Builders South Facility**

24-27312 Twp Rd 394 Aspelund Industrial Park  
Lacombe County, Alberta

Lot 9/10/11, Block 1, Plan 142 5076

**EAGLE BUILDERS**  
THE PRECAST CONCRETE CONNECTION

PLACE architect ltd.  
10000 1st Street SW, Suite 100  
Edmonton, Alberta T6A 1K7  
780-484-4700

**PLACE**

REGISTERED  
ARCHITECT  
ALBERTA  
2021-04-15

**aggregate design studio ltd.**

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

DO NOT SCALE DRAWING  
VERIFY ALL DIMENSIONS, SPECIFICATIONS AND MATERIALS TO BE USED TO CONFORM WITH THE APPLICABLE BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES  
THIS IS A PRELIMINARY DRAWING AND SHALL NOT BE REPRODUCED OR REVISED WITHOUT THE WRITTEN CONSENT OF THE CONSULTANT

**Elevations**

**A3.1**

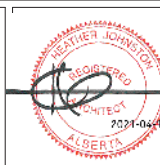
Project number:	T21151
Date:	2021-04-09 1:30:09 PM
Drawn by:	AB
Checked by:	CH
Scale:	As indicated



Eagle Builders  
South Facility



**EAGLE BUILDERS**  
THE PRECAST CONCRETE CONNECTION



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

### A3.2

Scale: As indicated



403.885.4677  
publicworks@blackfalds.com  
www.blackfalds.com

---

May 17, 2021

Dale Freitag, RPP, MCIP  
Director of Planning Services  
Lacombe County  
RR3  
Lacombe, AB T4L 2N3

Dear Dale Freitag:

**RE: Request for Comment - Development Permit 80/21  
Affecting Lot 2, Block 2, Plan 142 5076 (South Aspelund Industrial Park)  
Business Industrial "I-BI" District  
Nobel REIT GP Inc. / Western Production Services Corp.**

Please be advised that we are in receipt of your referral package for the above noted development permit.

We have reviewed the information provided and have no objection to the proposed development.

We ask that all future referrals from Lacombe County, related to Planning and Development, be directed to our general email address at [planning\\_development@blackfalds.com](mailto:planning_development@blackfalds.com).

Thank you for the opportunity to comment.

Sincerely,

**TOWN OF BLACKFALDS**

Patty Urban  
Development Officer II

cc: Preston Weran, Director of Infrastructure and Property Services  
Terry Topolnitsky, Planning and Development Manager  
Liz Pollock, Intern Planner





## NOTICE OF DEVELOPMENT APPLICATION

### Municipality/ Government Agency

*Alberta Transportation  
Town of Blackfalds*

Please advise this office of any comments and/or concerns that you have with respect to the following application for development:

<b>Application No.:</b>	80/21
<b>Proposed Development:</b>	heavy equipment sales and rental <i>*known as Aero Rental Services</i> contractor business <i>* known as Eagle Well Servicing</i>
<b>Legal Description:</b>	Lot 2 Block 2 Plan 142 5076, Pt. NW 21-39-27-W4M (South Aspelund Industrial Park)
<b>Titled Area:</b>	5.66 hectares (14 acres)
<b>Zoning:</b>	Business Industrial 'I-BI' District
<b>Landowner:</b>	Nobel REIT GP Inc.
<b>Applicant:</b>	Western Production Services Corp.

A copy of the application is attached. Please provide any comments on the proposed development in writing to Lacombe County Planning Services by **May 24, 2021**. To avoid postal delays, responses may be emailed to the County.

Dale Freitag, RPP, MCIP  
Director of Planning Services  
Lacombe County  
RR 3  
Lacombe AB T4L 2N3

Phone: (403) 782-8389  
Email: [planning@lacombecounty.com](mailto:planning@lacombecounty.com)

May 3, 2021

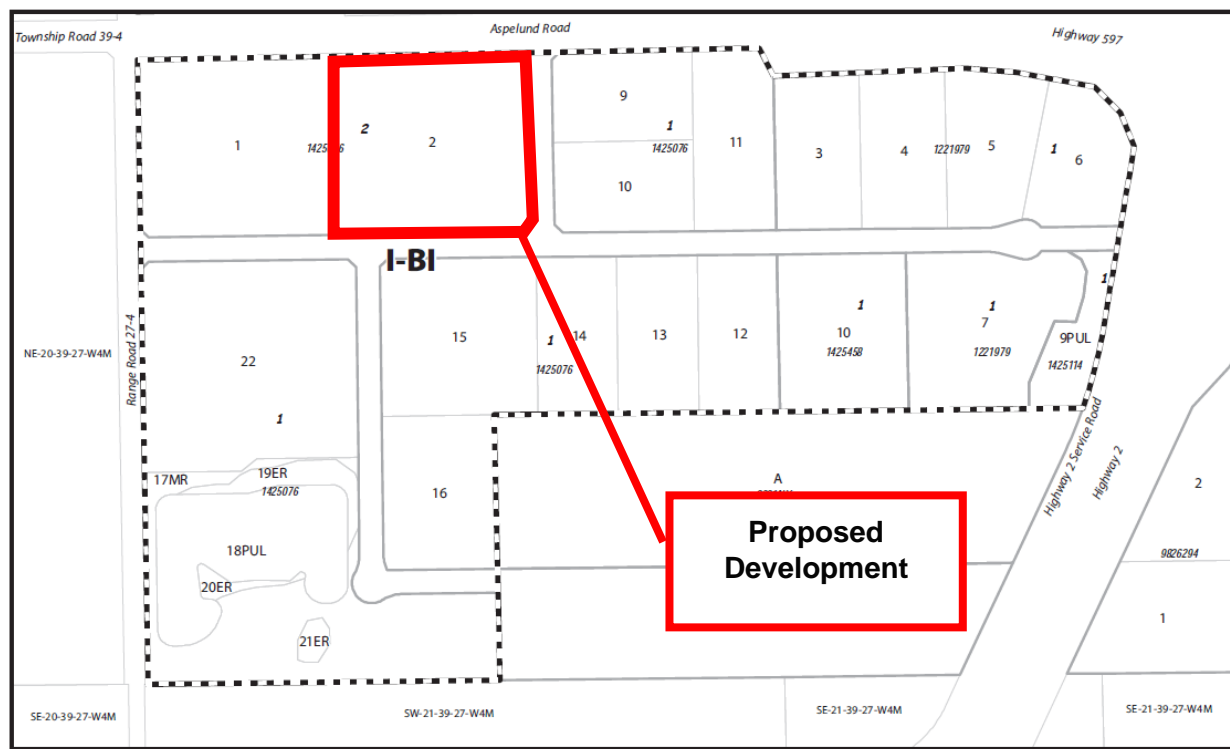
Attachments

---

#### Notes

1. *Any comments received by the County regarding this proposed development may, upon request, be examined by the public. A copy of all the comments will be provided to the applicant.*
2. *The County is unable to respond, on an individual basis, to the letters it receives. However, a copy of the development application decision will be sent for information purposes to all landowners who submit written comments.*

## CONTEXT MAP



# SUPPLEMENTARY BUSINESS FORM

*Required Info for a Development Permit Application*



## 1 BUSINESS INFORMATION

Name of business
Business owner

## 2 LEGAL LAND DESCRIPTION OF PROPERTY

<input type="radio"/> All OR <input type="radio"/> Part of	Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
OR Being all parts of Lot	Block	Plan				
Hamlet or Subdivision Name						
Civic Address ( <i>Blue 911 Sign</i> )				Total Parcel Size		

## 3 DESCRIPTION OF THE BUSINESS

Describe the proposed business, including the **total site area** required for the business and **types of activities** that will take place at the site:

Identify the use(s) that will be made of any **existing buildings and/or other structures**:  
*Please attach a site plan showing the location of these buildings with their distances from roads, other property boundaries, and water bodies.*

Indicate whether any **new building(s) or structure(s)** will be required for the business and what use will be made of them:  
*Please attach a site plan showing the location of any proposed new building(s) or structures with their distances from roads, other property boundaries, and water bodies.*

**On-site Employee Information:**

*On-site employees are those who normally work on the site of the business **more than a total of 6 hours in a week.** On-site employees typically also include yourself, the business owner/operator.*

Number of resident on-site employees

Number of non-resident on-site employees

**Off-site Employee Information:**

*Off-site employees are those who normally work on the site of the business **less than a total of 6 hours in a week.***

Number of resident off-site employees

Number of non-resident off-site employees

Specify the business **hours of operation** (including days of week, hours per day):

*For example, the business is operated Monday-Friday, 8 am to 5 pm.*

Describe the **types of materials, equipment and/or vehicles** that will be used in the business:

This business will generate  vehicle trips per day

Give details on the **traffic** that is expected to be generated by the proposed business:

*For example, how much traffic may be expected on a daily basis, when will the most traffic occur and what types of vehicles and equipment will be using the site (e.g. tractor trailers, boom trucks, half-tonne trucks, etc).*

Describe how much **parking space** will be provided for customers and employees:

*Please indicate the proposed parking location and access(es) into the property on the site plan.*

Describe any **outdoor storage** that will be required for the business, including the types of materials and equipment that will be stored outside. Please specify any **screening** that is proposed for this outdoor storage, such as fencing, landscaping or earth berms:

*Please indicate the proposed location of the outdoor storage on the site plan in relation to any buildings, structures, roads and other natural features.*

Explain what **measures will be taken to minimize or avoid any potential nuisances or other conflicts** with neighbouring residents and land uses, due to noise, dust, lighting, traffic, etc.:

**Have you discussed your business proposal with your neighbours?** If so, please indicate which neighbours you've discussed it with, what they had to say, and what you propose to do to address any issues or concerns that were raised?

Do you require any **signage** for the business:

☐ Yes   OR   ☐ No

#### 4 DESCRIPTION OF THE SIGNAGE

*If you require signage for your business, please complete the following section. This information may include proposed new signage, or already existing signage.*

##### TYPE OF SIGN

☐ Freestanding sign    OR    ☐ Fascade Sign

☐ The sign will be illuminated.

##### PURPOSE OF SIGN

##### LOCATION OF SIGN

Describe the location of any signage that will be required for the business.

*Please indicate the proposed location of the signage on the site plan in relation to any buildings, structures, roads and other natural features.*



##### SKETCH OF SIGN

Draw a sketch of any signage that will be required for the business, or attach separately to your application.



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

---

**MEETING DATE:** May 25, 2021

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

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

---

**BACKGROUND:**

Attached is the revised Building Permit Comparison chart for 2019-2021 for the month of April 2021 year to date. There was an error with the calculator generating information from our data base. Therefore, note the 2021 changes to the rows below on first page of report:

S.F.D.:	number increased by 2, & dollar amount increased by \$300,000
Total Res Dwellings:	number increased by 2, & dollar amount increased by \$300,000
Decks:	number increased by 2, & dollar amount increased by \$10,000
Basement Renos:	number increased by 3, & dollar amount increased by \$80,000
Other:	number increased by 1, & dollar amount increased by \$10,500
Commercial:	number increased by 3, & dollar amount increased by \$100,000
Public Facility:	number increased by 1, & dollar amount increased by \$5,500,000

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 reattached this list for consistency, but there were no errors on the second page as that list is generated by a different method and are separate of this calculation.

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:**


- *Revised April 2021 Comparison Report in full*

**Approvals:**

Acting CAO Sean Barnes

Department Director/Author

REVISED, MAY 17, 2021

 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	14	\$ 3,855,460.00	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>18</b>	<b>\$ 4,738,800</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	2	\$ 10,000.00	0	\$ -
Basement Reno	61	\$ 1,014,820.00	58	\$ 1,067,750.00	12	\$ 353,000.00	15	\$ 258,150.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	0	\$ -
Home Business	27	\$ -	30	\$ -	19	\$ -	6	\$ -
Other	52	\$ 1,331,760.00	58	\$ 989,561.17	11	\$ 98,500.00	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>12</b>	<b>\$ 529,400.00</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>3</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>1</b>	<b>\$ 13,000.00</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>6</b>	<b>\$ 8,113,000.00</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>88</b>	<b>\$ 13,933,700.00</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



# City of Lacombe

## COUNCIL HIGHLIGHTS

May 10, 2021

### 3. Presentations

#### 3.1 Parkland Airshed Management Zone

Council received a presentation from Kevin Warren, Executive Director of Parkland Airshed Management Zone.

#### 3.2 Flatiron Building Lease

Council received a presentation from Melissa Blunden, Executive Director/Curator Lacombe & District Historical Society, regarding their proposal to revitalize Lacombe's Flatiron Building.

### 5. Requests for Decision (Regular)

#### 5.1 Flatiron Lease Options

The Lacombe & District Historical Society proposed focusing its operations within the Flatiron Building to gain much-needed archival and exhibit space.

Additionally, this move would advance many synergies, including shared office space with Lacombe Regional Tourism and dedicated space for the City's public art collection.

Council agreed to extend the Flatiron Building lease from January 1, 2022, through December 31, 2026, at an additional net cost of \$5,000 annually.

#### 5.2 2021 Property Tax Rate Bylaw 489

Under Section 353 of the Municipal Government Act, RSA 2000, c M-26, the City must adopt, on an annual basis, a property tax rate bylaw for levying property taxes within the City of Lacombe.

Bylaw 489 was prepared to meet 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% - approximately half of the Alberta CPI identified in the Annual Budget and Taxation Preparation Policy.

Council voted to amend the 2021 Operating Budget as described in this memo. Council then gave second and third reading to Bylaw 489 as presented.

#### 5.3 Land Use Bylaw Amendment 400.35 (Fitness Facility)

An application was made to allow a "Fitness facility" as a use on the West Part of Lot 30, Plan RN9. The subject site is located at 5346 50 Avenue and is the former site of the Lacombe Pentecostal church.

The proposed bylaw, if approved, would limit this use to the subject site.

Council gave first reading to Bylaw 400.35 as presented and scheduled a public hearing for Bylaw 400.35 at 5:30 p.m. on Monday, June 14, 2021.

#### **5.4 Dry Cooler RFP Results**

The Lacombe Memorial Centre has a long-standing problem with excessive heat in its rooms during high-attendance functions in fall, winter, and spring.

Council last reviewed the Dry Cooler capital project on December 7, 2020, when it approved additional funding for a total project budget of \$223,650. A \$5,000 engineering assessment already purchased confirmed the size of dry cooler needed and the necessary reinforcement to the LMC roof to bear the weight and the absence of alternative remediation systems.

Reissued in early 2021, a new Request for Proposal received five responses.

Council approved a contract award to Johnson Controls for the proposed price of \$166,500 plus GST for supply and install of a dry cooler at the LMC.

#### **5.5 Municipal Election Bylaw 484**

The next municipal election occurs on October 18, 2021.

There are changes and edits to the Municipal Election Bylaw required to prepare for the election. Administration has created a new bylaw, Election Bylaw 484, that aligns with the updated Local Authorities Election Act.

Per the Local Authorities Election Act, several decisions are required through passing a Bylaw.

Council made all necessary motions, including the first reading of Municipal Election Bylaw 484 and appointing Corporate Service Director Diane Piche as Returning Officer for the City of Lacombe 2021 General Municipal Election.

#### **5.6 City Hall Renovation: RFP Recommendation**

An RFP for the City Hall renovation project was posted on the Alberta Purchasing Connection that closed on April 30, 2021. Seven submissions were received. Administration recommended SVEMY Construction Ltd. as the successful proponent.

Council approved awarding the construction contract to SVEMY Construction Ltd. for \$200,000.

The amount budgeted for the entire project is \$200,000.

#### **5.7 Municipal Stimulus Program Funding Update – Highway 12**

To ensure maximum opportunity for contractors to complete the work by the end of the year, as required by the MSP grant, Administration requests that Council provide special authorization to award the projects to the lowest qualifying bidder, without further Council review or resolution.

The authorization is conditional on the combined bid values totalling less than, or equal to, \$1,662,384 (the MSP funding amount received by the City).

The pre-tender estimates for the MSP projects (Highway 12 paving, snow storage facility, and east side recreation area) are within the allocated MSP funding amount.

## 8. Notice of Motion

### 8.1 Hibbs

Council voted to review and discuss Bylaw 381 – (Business License Bylaw) with the intent of altering or eliminating business license fees at the May 25 council meeting.

### 8.2 Hibbs

Councillor 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 Dec. 31, 2021.

Council subsequently voted to withdraw the motion.

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

- ***Tuesday, May 25, 2021 – Regular Council Meeting at 5:00 p.m.***
- ***Monday, June 7, 2021 – Council Committee Meeting at 5:00 p.m.***
- ***Monday, June 14, 2021 – Regular Council Meeting at 5:00 p.m.***



WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING May 13, 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 ongoing vaccine program.

### **BUFFALO LAKE SOUTH SHORE ASP/BYLAW NO. 1651/21**

By resolution of Council the County Manager was authorized to send a letter to the County of Stettler indicating that Lacombe County has no objection to the draft Buffalo Lake South Shore Area Structure Plan or Bylaw No. 1651/21, a bylaw of the County of Stetter to amend their Land Use Bylaw.

### **SYLVAN LAKE COMMUNAL SERVICING SYSTEM – DEFERRAL OF HOOK-UP**

A resolution that Lacombe County defer the requirement for property owners within the Sylvan Lake Communal Servicing System area to connect to this system to October 31, 2022 did not receive the approval of Council.

### **ALIX CEMETERY CAPITAL PROJECT FUNDING**

Funding in the amount of \$ 10,000 towards the Alix Cemetery Expansion Project was approved; and further, this contribution will be funded from the Cemetery Development Reserve.

### **NOVA CHEMICALS – ANNUAL MEETING**

Council will attend a virtual annual meeting with Nova Chemicals on June 2, 2021.

### **BYLAW NO 1341/21 REDESIGNATION OF LAND**

Council gave first reading to Bylaw No. 1341 /21, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17 to change the zoning of approximately 10.00 acres (4.05 hectares) described as Block 5 Plan 982 4269, Pt. NE 01-41-01 W5M from Recreation "PR" District to Recreational Vehicle Resort "R-RVR" District

A public hearing regarding Bylaw No. 1341/21 will be held on June 10, 2021 commencing at 9:00 a.m.

### **TAX PAYMENT DEADLINE 2021**

Council agreed to extend the tax payment deadline from August 31<sup>st</sup> to a September 30<sup>th</sup> due to the COVID-19 pandemic.

### **SAFE & CARING SCHOOLS PROGRAM – WOLF CREEK SCHOOL DIVISION**

Barb Reaney, Director of Safe and Caring Schools and Danica Martin, Assistant Superintendent for Inclusive Learning for the Wolf Creek School Division provided a presentation on the Social Work Program for the Wolf Creek School Division.

### **LACOMBE & DISTRICT HISTORICAL SOCIETY**

Melissa Blunden, Executive Director and Debbie Gillard, President of the Lacombe & District Historical Society provided a presentation on the Society's Flatiron Revitalization Initiative and their request for funding for lease space in the Flatiron Building.

The County Manager was directed to prepare a report on the Lacombe & District Historical Society's Flatiron Revitalization Initiative and the request for funding, to be presented at a future Council meeting for Council's consideration.



WHERE PEOPLE ARE THE KEY

**ALPHABOW ENERGY LTD.**

Quan Li, CEO, Alphabow Energy provided a virtual presentation on the current circumstances being experienced by Alphabow Energy and a proposal to address the outstanding taxes owed to Lacombe County.

The County Manager was directed to prepare a report on the proposal to be presented at a future Council meeting for Council's consideration.

**Next Regular Council Meeting is**  
**Thursday, May 27, 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.**



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
April 8<sup>th</sup>, 2021 – 7:00 pm**

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A Family and Community Support Services regular meeting for the Town of Blackfalds was held on the 8<sup>th</sup> day of April 2021 via Microsoft Teams.

**Members Present**

Councillor Rebecca Stendie, Councillor Ray Olfert, Troy McQueen, Tennielle Gilchrist, Melissa MacLeod, Cliff Soper, Chandra Cooke, Samantha Wilson

**Attended via Microsoft Teams**

**Regrets**               Theressa Franko

**Staff**

Sue Bornn           FCSS Manager  
Sue Penner         FCSS Admin Assistant

**Delegation**

N/A

**Minutes**

**1       FCSS MEETING**

1.1     Call to Order

Chairperson Troy McQueen called the meeting to order at 7:03 pm.

**2       AGENDA APPROVAL**

2.1     Agenda April 8<sup>th</sup>, 2021.

**RES. 18/21**

Member MacLeod moved to accept the agenda with the correction of item 6.1.4 which should read Iron Ridge Intermediate Campus (not Junior) and the addition of item 8.3 FCSSAA March Board Meeting Update.

**CARRIED UNANIMOUSLY**

**3       DELEGATION**

N/A

**4       ADOPTION OF MINUTES**

4.1     Meeting Minutes March 11<sup>th</sup>, 2021.

**RES. 19/21**

Member Soper moved to accept the minutes dated March 11<sup>th</sup>, 2021 as presented.



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
April 8<sup>th</sup>, 2021 – 7:00 pm**

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**CARRIED UNANIMOUSLY**

**5 OLD BUSINESS**

**N/A**

**6 NEW BUSINESS**

**6.1 FCSS Grant Applications**

- 6.1.1 Anam (On-um) Rural Youth Association
- 6.1.2 Big Brothers Big Sisters of Lacombe & District
- 6.1.3 Iron Ridge Elementary Campus
- 6.1.4 Iron Ridge Intermediate Campus

- Manager Bornn reviewed these application and discussion followed.
- Councillor Stendie advised that she was part of a budget meeting with Iron Ridge Elementary Campus and thought that the new school budget included a 1.0 FTE Social Worker position.
- Manager Bornn will connect with the school and will provide updated information for the May meeting.

**RES. 20/21**

Councillor Stendie moved that this item be referred back to FCSS Administration.

**CARRIED UNANIMOUSLY**

**7 ACTION CORRESPONDENCE**

**8 INFORMATION**

**8.1 FCSS Manager's Update**

- Manager Bornn advised the Board of a few highlights from the update information.
  - Proceeding with a new format for 2021 Volunteer Award Presentations on April 13<sup>th</sup>. Awards will be presented, and highlights will be filmed by a videographer and compiled into a short film Included will be a pre-recorded greeting from MP Calkins, MLA Orr and our event sponsor which will be promoted during National Volunteer Week and prior to the drive-in movie.
  - National Volunteer Week is April 18-24, 2021.
  - 2021 Community Volunteer Drive-In Movie on May 14<sup>th</sup> presented by MEGlobal for all invited community volunteers.
  - Youth programming is running with good success – youth yoga was well attended.
  - The Good Food Box Program will transition to a Food Bank Program once current funding is used up.





**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
April 8<sup>th</sup>, 2021 – 7:00 pm**

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- 8.2 Family Resource Network Update
- Manager Bornn noted that Lacombe and Area Family Resource Network Program are seeing great success with their programming.
- 8.3 FCSSAA March Board Meeting
- This information will be sent to FCSS Board Members after the meeting.

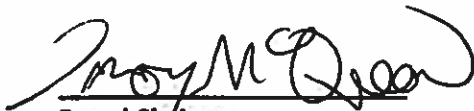
**RES. 21/21**

Member MacLeod moved to accept the Information Items as presented.  
**CARRIED UNANIMOUSLY**

- 9 INFORMATION CORRESPONDENCE
- 10 CONFIDENTIAL MATTERS
- 11 ADJOURN

Next meeting scheduled for May 13th, 2021 at 7:00 pm.

Chairperson Troy McQueen declared the meeting adjourned at 8:08 pm.

  
Board Chairperson  
Troy McQueen  
May 13, 2021  
YYYY / MM / DD

  
FCSS Manager  
Sue Bornn

## Council Monthly Round Table Report

TO		Members of Council		
FROM		Richard Poole		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: April 16 – May 15, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR APRILISIONS
	(Choose one)			
April/May			numerous Pod casts	Continuing education of hour long podcasts by MW shares and other presenters. X 5
April 16			Virtual conference	AUMA leadership Caucus 9-1
April 19	X		Zoom meeting	Women and Minorities in Politics
April 19	X		Zoom meeting	Standing Committee of Council meeting.
April 20	X			Agenda review meeting
April 21	X		Virtual zoom	RDRMUG steering committee.
April 22				Cheque review and signing.
April 23			Virtual conference	Alberta Association of Police Governance: 9-5
April 27			teleconference	Central Alberta Mayors Caucus hosted by Red Deer
April 27	X		Zoom meeting	Town of Blackfalds Regular Council meeting
April 28	X		Zoom meeting	RDRMUG executive meeting
April 29			Webinar	Navigating change to Successful transition hosted by Community Futures of Central Alberta.
May 4			RDC Virtual announcement	Announcement from RDC regarding their future transition from College to Polytechnical Institution.
May 4	X			Agenda review meeting
May 6				Town Cheques review and signing.
May 10	X		Zoom meeting	Women and minorities in Politics
May 11	X		Zoom meeting	Regular Council meeting
May 12	X		Zoom meeting	RDRMUG steering committee special meeting

## Council Monthly Round Table Report

May 12	X		Telemeeting	Talked with representative regarding possible future magazine interview. After receiving further information no further action.
May 12			Teleconference	Meeting with Premier Kenney, Minister Shandro, chief medical officer Hinshaw regarding current Pandemic conditions and restrictions.
May 14			Mayor virtual luncheon	Invited administration to join in a luncheon presentation sponsored in part by St. Albert's Mayor Cathy Heron on Business resiliency through Community and Inclusion sponsored in part by St. Albert's Mayor Cathy Heron on Business resiliency through Community and Inclusion

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Laura Svab</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: April 16, 2021 – May 15, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
		<i>(Choose one)</i>		
April 19	x			Women and Minorities in Politics
April 19	x			Standing Committee of Council
April 27	x			Regular Council Meeting
April 30	x			Adhoc Sub Committee
May 4	x			Library Board
May 10	x			Women and Minorities in Politics
May 10	x			Economic Development and Tourism Advisory Committee
May 11	x			Adhoc Sub Committee
May 11	x			Regular Council Meeting
May 12	x			Municipal Planning Commission
May 13	x			St Gregory the Great School Council

## Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor - Marina Appel		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: April 15 – May 14, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
April 19	X			Women + Minorities in Politics (WMP) Initial Committee Meeting
April 19	X			SCC - <a href="#">Minutes</a>
April 21			X	Eagle Builder's Centre Tour – <i>Scheduled : however unable to attend due to restrictions placed by facility</i>
April 27	X			Website Update Workshop
April 27	X			RCC - <a href="#">Minutes</a>
April 28	X			LREMP Advisory Committee Meeting
April 30	X			Sub-Committee Meeting Preparation + Meeting
May 5			X	Eagle Builder's Centre Tour – <i>Scheduled, but cancelled due to additional GOA restrictions</i>
May 5	X			Rec, Culture & Parks Meeting
May 10	X			Women + Minorities in Politics (WMP) Committee Meeting

## Council Monthly Round Table Report

May 10	X			EDTAC Meeting – with our new EDO (rescheduled from May 3 <sup>rd</sup> )
May 11	X			Sub-Committee Meeting Preparation + Meeting
May 11	X			RCC - <a href="#">Agenda</a>

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Jamie Hoover</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: April 16, 2021 to May 16, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Apr 19	x			SCC
Apr 21			x	EBC tour
Apr 23		x		AAPG Conference
Apr 27	x			RCC
Apr 30	x			Sub-committee meeting
May 11	x			RCC
May 12	x			MPC

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Ray Olfert</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: April 16 to May 15, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
April 19	x			Regular Standing Committee Meeting
April 21			x	Tour of Eagle Builders Centre
April 22	x			Regular PRL Executive Meeting
April 23	x			AAPG Conference and AGM
April 27	x			Virtual Meeting with MLA Ron Orr
May 4	x			Regular Library Board Meeting
May 6	x			Blackfalds Chamber of Commerce AGM
May 11	x			Regular Council Meeting





## Council Monthly Round Table Report

403.885.4677  
info@blackfalds.com  
www.blackfalds.com

May 13	x			Regular FCSS Meeting
May 14			x	Councillor's Corner Submission

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Rebecca Stendie</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: April 15 – May 15, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
April 19, 2021				Women and Minorities in Politics Committee
April 19, 2021				Standing Committee of Council
April 27, 2021				Pop up Policy- The Pandemic, Women, and Jobs with the Honourable Minister Sawhney
April 27, 2021				Regular Council meeting
May 4, 2021				Iron Ridge Elementary Campus school council meeting
May 6, 2021				SAGE Analytics meeting
May 10, 2021				SAGE Analytics meeting
May 10, 2021				Women and Minorities in Politics Committee
May 11, 2021				Regular Council meeting
May 13, 2021				SAGE Analytics meeting
May 13, 2021				Family and Community Support Services meeting

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Will Taylor</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: March 16 – April 19, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
		<i>(Choose one)</i>		
April 19th	x			Standing Committee Meeting
April 21st	x			Council Meeting
April 27th	x			Lacombe Foundation Meeting
March 30th	x			Municipal Planning Meeting
March 30th	x			Special Council Meeting
April 1st	x			Blackfalds Chamber of Commerce Meeting
April 7th	x			Recreation, Culture and Parks Board Meeting
April 8th	x			Restorative Justice Meeting
April 12th	x			Virtual Meeting with MP Calkins
April 13th	x			Standing Committee Meeting



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, May 11, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, May 11, 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  
Christopher Johnson, Economic Development Officer  
Kalina Van Winssen, Executive Assistant

**REGRETS**

None

**MEDIA**

None

**PUBLIC**

None

**INTRODUCTIONS:**

Chris Johnson was introduced as the new Economic Development Officer.

**CALL TO ORDER:**

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

**ADOPTION OF AGENDA**

Under Confidential, FOIP Section 19 was moved to item 13.4, Section 29 was added as item 13.2 and Section 23 was added as item 13.3.

**136/21** Deputy Mayor Svab moved that Council adopt the May 11, 2021 agenda as amended.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES**

**Request for Decision – Information/Data Policy**

At the April 27<sup>th</sup> Regular Council Meeting, Council passed a motion to bring an Information/Data Policy which would establish qualifying data for Council consideration.

**137/21** Councillor Stendie moved that Administration research other communities to determine if they have a Data/Information Policy.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, May 11, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

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**BUSINESS**

**Request for Decision – National Public Works Week**

May 16<sup>th</sup> – 22<sup>nd</sup> is National Public Works Week, to celebrate all the services the Department provides for the community, including: water, wastewater, stormwater treatment, taking care of parks and public spaces, roads, and waste management.

- 138/21** Councillor Olfert moved that May 16<sup>th</sup> – 22<sup>nd</sup> be proclaimed as Public Works Week.

**CARRIED UNANIMOUSLY**

**Request for Decision – Operating Statements and Variance Analysis**

The Corporate Services Director presented the 1<sup>st</sup> quarter Operating Statement, Variance Analysis and Capital Project update for the three-month period ending March 31, 2021. These reports represent the financial activities of the municipality during the period year-to-date.

- 139/21** Councillor Taylor moved that the Operating Statement and Variance Report for the three-month period ending March 31, 2021 be accepted as information.

**CARRIED UNANIMOUSLY**

- 140/21** Deputy Mayor Svab moved that the Capital Project Report for the period ending March 31, 2021 be accepted as information.

**CARRIED UNANIMOUSLY**

**Request for Decision – Appointment of Returning Officer and Substitute Returning Officer**

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

- 141/21** Councillor Stendie moved 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.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

**Request from Canadian Union of Postal Workers**

- 142/21** Councillor Stendie moved that Council invite the Canadian Union of Postal Workers to be a delegation at a future Council Meeting.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Report to Council, Building and Development Permit Report – April 2021
- Report to Council, Enforcement Services Monthly Report – April 2021
- Report to Council, Council Expenditures 1<sup>st</sup> Quarter Report
- Lacombe County, Council Highlights for April 22, 2021
- City of Lacombe, Council Highlights for April 26, 2021
- Recreation, Culture and Parks Board Minutes for April 7, 2021
- Municipal Planning Commission Meeting Minutes for March 30, 2021



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, May 11, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

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**143/21** Deputy Mayor Svab moved to accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUNDTABLE DISCUSSION**

None

**ADOPTION OF MINUTES**

**144/21** Councillor Appel moved that Council accept the Regular Council Meeting Minutes from April 27, 2021 as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BREAK**

**145/21** Councillor Olfert moved for a five-minute recess at 8:08 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Poole called the Regular Council Meeting back to order at 8:13 p.m.

**CONFIDENTIAL – Closed Session**

- **FOIP S.24**
- **FOIP S.29**
- **FOIP S.23**
- **FOIP S.19**

**146/21** Councillor Stendie moved that Council move to a closed session commencing at 8:14 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24, 29, 23 and 19 of Alberta's Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance - FOIP S.24:** Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Myron Thompson

**Closed Session Attendance - FOIP S.29:** Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Myron Thompson

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

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

**147/21** Councillor Stendie moved to come out of the closed session at 9:51 p.m.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, May 11, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

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**148/21** Councillor Appel moved that Council direct Administration to proceed further on the Centre Plaza Project on the basis of a total upset project cost value of \$600,000 and recovery through sponsorship and other revenue generators to offset project cost a minimum of 50% or \$300,000.

**CARRIED**

*Opposed: Councillors Stendie and Svab*

**ADJOURNMENT**

Mayor Poole adjourned the meeting at 10:01 p.m.

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Richard Poole, Mayor

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Myron Thompson, CAO



**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
May 17, 2021 at 7:00 p.m.  
**MINUTES**

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, May 17, 2021 via remote virtual conferencing platform, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Sean Barnes, Acting CAO  
Preston Weran, Director of Infrastructure and Planning Services  
Justin de Bresser, Director of Corporate Services  
Cory Babey, Information Technology Analyst  
Lorrie Logan, Municipal Clerk

**REGRETS**

Councillor Taylor  
CAO Thompson

**MEDIA**

None

**PUBLIC**

None

**REGULAR COUNCIL MEETING CALLED TO ORDER**

Deputy Mayor Svab called the Standing Committee Meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

**38/21** Councillor Hoover moved that the Standing Committee of Council move to accept the agenda for May 17, 2021 as presented.

**CARRIED UNANIMOUSLY**

**DELEGATION**

None

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None

**BUSINESS**

**Request for Direction, Advertising Bylaw 1259.21**

Acting CAO Barnes brought forward Advertising Bylaw 1259.21, which will bring Blackfalds into compliance with the *MGA* and *LAEA* by outlining a variety of effective methods for use in communication with the Town residents.





**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
May 17, 2021 at 7:00 p.m.  
**MINUTES**

- 39/21** Councillor Stendie moved that the Standing Committee of Council forward Advertising Bylaw 1259.21 to Council for formal approval; and, that Administration include a procedural policy for Council's consideration.

**CARRIED UNANIMOUSLY**

**Request for Direction, Credit Card Policy 152.21**

Director de Bresser brought forward for discussion and review the Corporate Credit Card Policy with some minor amendments.

- 40/21** Mayor Poole moved that the Standing Committee of Council accept Administration's recommended changes to the Credit Card Usage Policy as amended; and, that this item be forwarded to the next Regular Council Meeting for formal approval.

**CARRIED UNANIMOUSLY**

**INFORMATION**

None

**ROUND TABLE**

None

**ADOPTION OF MINUTES**

None

**BUSINESS FOR THE GOOD OF THE COMMITTEE**

None

**BREAK**

- 41/21** Councillor Appel moved for a five-minute recess at 7:20 p.m.

**CARRIED UNANIMOUSLY**

**STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER**

Deputy Mayor Svab called the Standing Committee Meeting back to order at 7:25 p.m.

**CONFIDENTIAL – Closed Session**

- FOIP S.24
- FOIP S.24
- FOIP S.24

- 42/21** Councillor Olfert moved that Standing Committee of Council move to a closed session commencing at 7:25 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under S.24 of Alberta's Freedom of Information and Protection of Privacy Act,

**CARRIED UNANIMOUSLY**

**Closed Session Attendance – FOIP S.24** Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Ray Olfert, Acting CAO Sean Barnes

**Closed Session Attendance – FOIP S.24** Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Ray Olfert



**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
May 17, 2021 at 7:00 p.m.  
**MINUTES**

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**Closed Session Attendance – FOIP S.24** *Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Ray Olfert*

**43/21** Councillor Hoover moved to come out of the closed session at 8:12 p.m.

**CARRIED UNANIMOUSLY**

**Standing Committee of Council Meeting Attendance:** *Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Ray Olfert, Acting CAO Sean Barnes*

**44/21** Councillor Appel moved that the Standing Committee of Council direct Administration to prepare a letter to be forwarded to Red Deer Catholic Regional Schools committing to working with them to determine and secure the land needed for the new 4-5 ha school and playground site.

**CARRIED UNANIMOUSLY**

**AJOURNMENT**

Deputy Mayor Svab adjourned the meeting at 8:14 p.m.

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Deputy Mayor, Laura Svab

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Sean Barnes, Acting Chief Administrative Officer