

## AGENDA

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1. **Call to Order**
  2. **Land Acknowledgement**
    - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
  3. **Adoption of Agenda**
    - 3.1 Agenda for October 24, 2023
  4. **Delegation**
    - 4.1 Fire Services Quarterly Report, *Fire Chief Robert Côté*
  5. **Public Hearing**

None
  6. **Business Arising from Minutes**

None
  7. **Business**
    - 7.1 Request for Decision, Directors' Quarterly Reports - 3rd Quarter of 2023
    - 7.2 Request for Decision, Quarterly Financial Reports for the Period Ending September 30, 2023
    - 7.3. Request for Decision, Bylaw 1293.23 - Schedule "C" – 2023 Community Services Facilities Fee Schedule (*First, Second and Third Reading*)
    - 7.4 Request for Decision, Bylaw 1289.23 - Council Procedural Bylaw (*First, Second & Third Reading*)
    - 7.5 CAO Report (*verbal*)
  8. **Action Correspondence**

None
  9. **Information**
    - 9.1 Recreation Culture and Parks Board Meeting Minutes - September 6, 2023
    - 9.2 Family and Community Support Services Board Meeting Minutes - September 14, 2023
    - 9.3 Letter from Battle River Watershed Alliance - Municipal Funding Request - September 27, 2023
    - 9.4 City of Lacombe Council Highlights - October 10, 2023
    - 9.5 County of Lacombe Council Highlights - October 12, 2023
    - 9.6 Special Events Permit, Remembrance Day Service - November 11, 2023
    - 9.7 2023 Holiday Train Schedule
  10. **Round Table Discussion**
    - 10.1 Mayor Hoover
    - 10.2 Deputy Mayor Dennis
    - 10.3 Councillor Sands
    - 10.4 Councillor Stendie
    - 10.5 Councillor Appel
    - 10.6 Councillor Svab
  11. **Adoption of Minutes**
    - 11.1 Minutes from the Regular Council Meeting on October 10, 2023
    - 11.2 Minutes from the Standing Committee of Council Meeting on October 16, 2023
  12. **Notices of Motion**

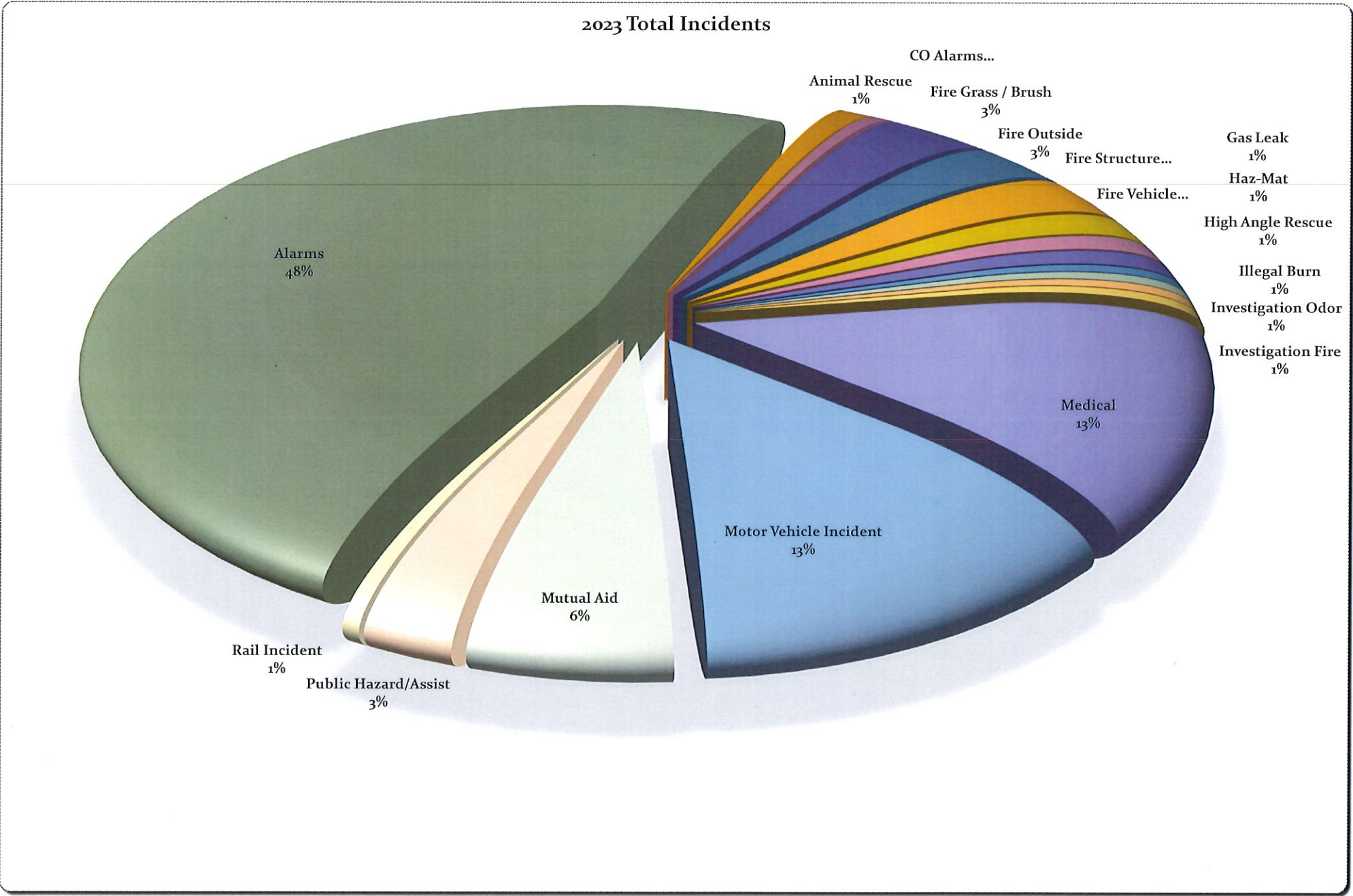
None
  13. **Business for the Good of Council**

None
  14. **Confidential**
    - 14.1 Trust Agreement – FOIP 25 (1) Disclosure Harmful to Economic and Other Interests of a Public Body.
    - 14.2 Disposition of Municipal Land - FOIP 24(1) Advice From Officials
    - 14.3 Code of Conduct – FOIP 24 (1) Advice From Officials
  15. **Adjournment**
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**Future Meetings/Events:**

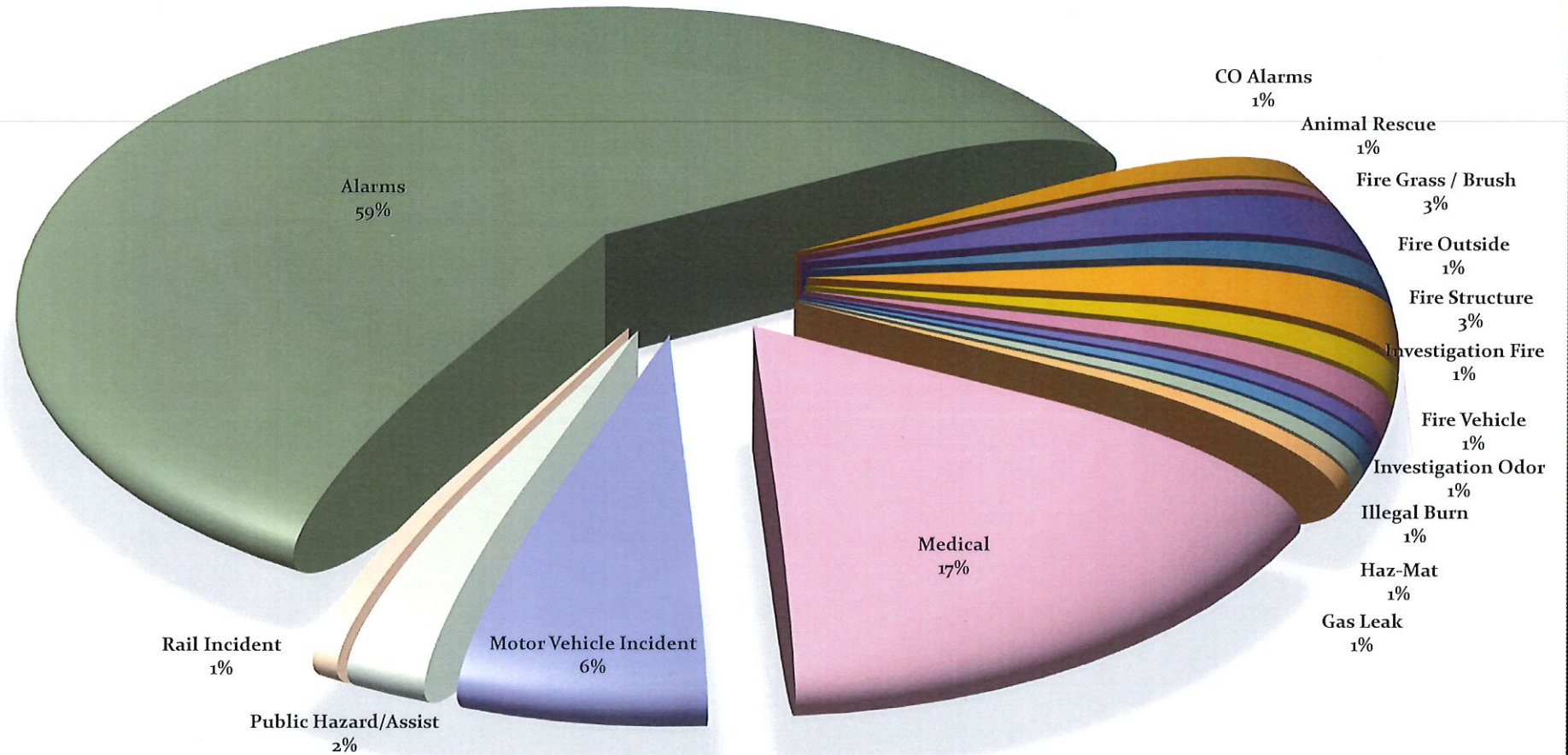
- Regular Meeting - TBD
- Standing Committee of Council -TBD

Incident Type	Incidents
Alarms	86
Animal Rescue	2
Aviation Incident	
CO Alarms	1
Fire Grass / Brush	6
Fire Outside	5
Fire Rubbish	
Fire Structure	5
Fire Vehicle	3
Gas Leak	2
Haz-Mat	2
High Angle Rescue	1
Illegal Burn	1
Investigation Fire	1
Investigation Odor	1
Investigation Smoke	
Medical	23
Motor Vehicle Incident	24
Mutual Aid	11
Public Hazard/Assist	5
Rail Incident	1
Water/Ice Incident	
Total Incidents	180



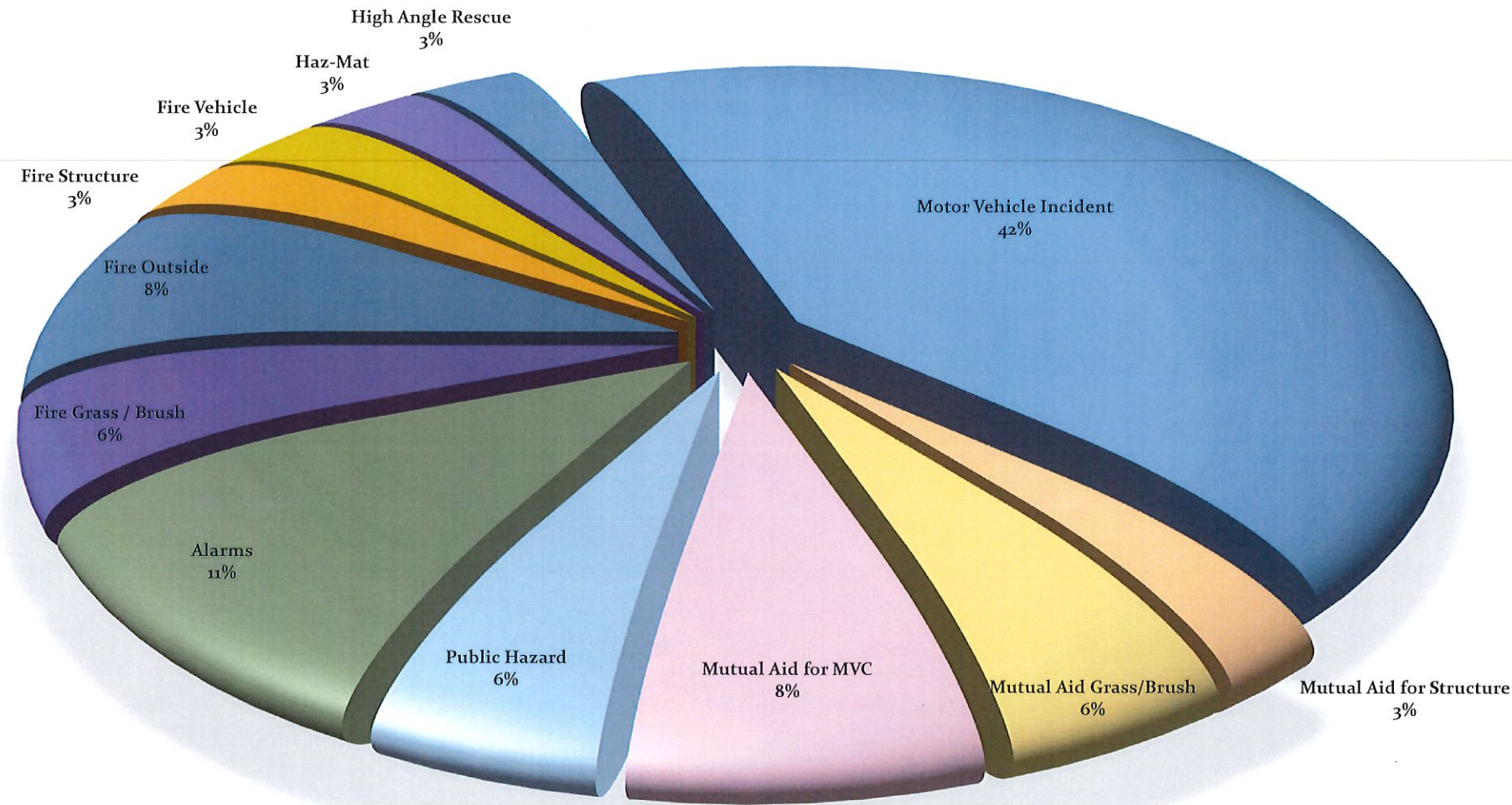
Incident Type	Incidents
Alarms	82
Animal Rescue	2
Aviation Incident	
CO Alarms	1
Fire Grass / Brush	4
Fire Outside	2
Fire Rubbish	
Fire Structure	4
Fire Vehicle	2
Gas Leak	2
Haz-Mat	1
Illegal Burn	1
Investigation Fire	1
Investigation Odor	1
Investigation Smoke	
Medical	23
Motor Vehicle Incident	9
Mutual Aid Requested	
Public Hazard/Assist	3
Rail Incident	1
Total Incidents	139

2023 Incidents within Town of Blackfalds



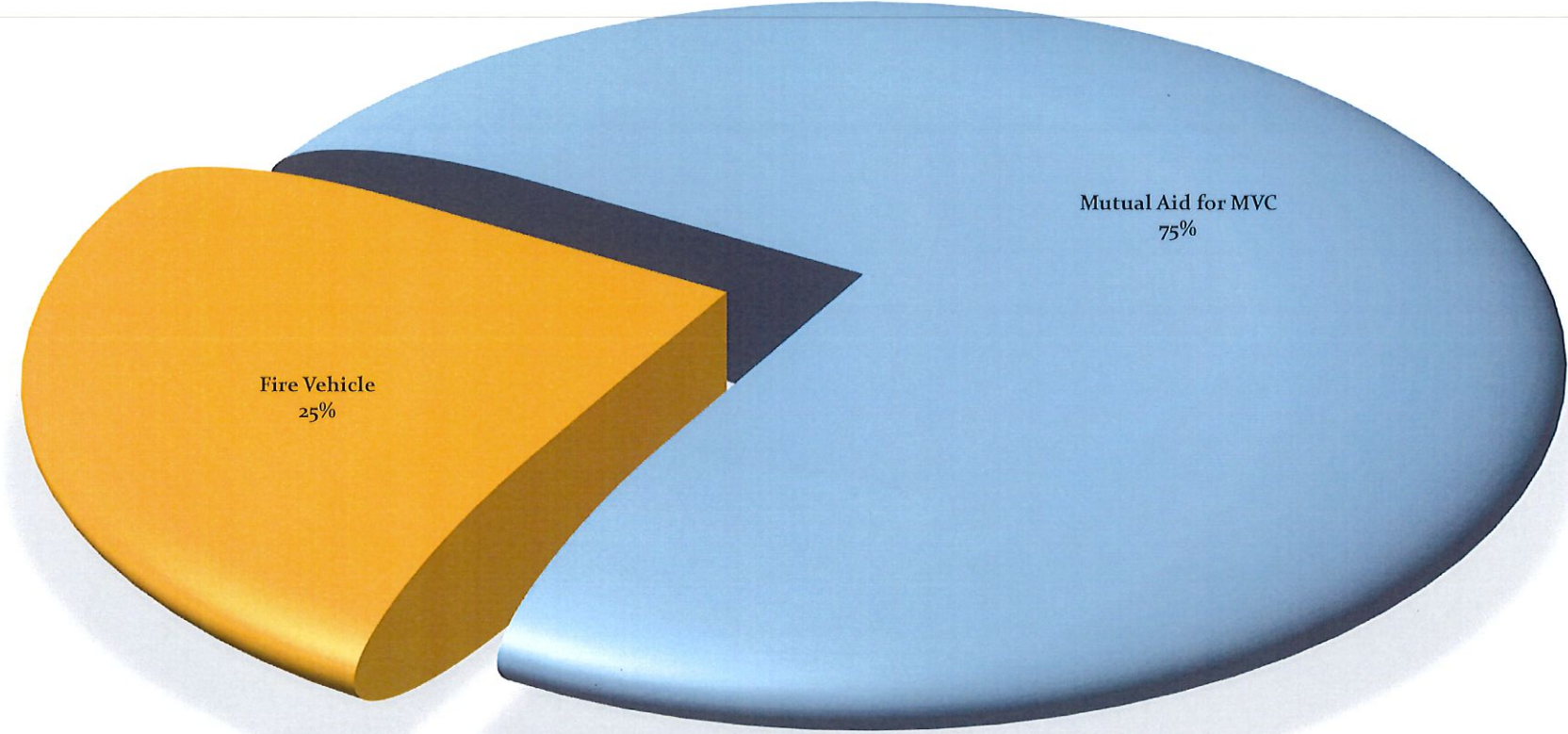
Incident Type	Incidents
Alarms	4
Animal Rescue	
Aviation Incident	
CO Alarms	
Fire Grass / Brush	2
Fire Outside	3
Fire Rubbish	
Fire Structure	1
Fire Vehicle	1
Gas Leak	
Haz-Mat	1
High Angle Rescue	1
Illegal Burn	
Investigation Fire	
Investigation Odor	
Investigation Smoke	
Medical	
Motor Vehicle Incident	15
Mutual Aid for Alarm	
Mutual Aid for Structure	1
Mutual Aid Grass/Brush	2
Mutual Aid for MVC	3
Mutual Aid Vehicle Fire	
Public Hazard	2
Rail Incident	
Water/Ice Incident	
Total Incidents	36

2023 Incidents to Lacombe County

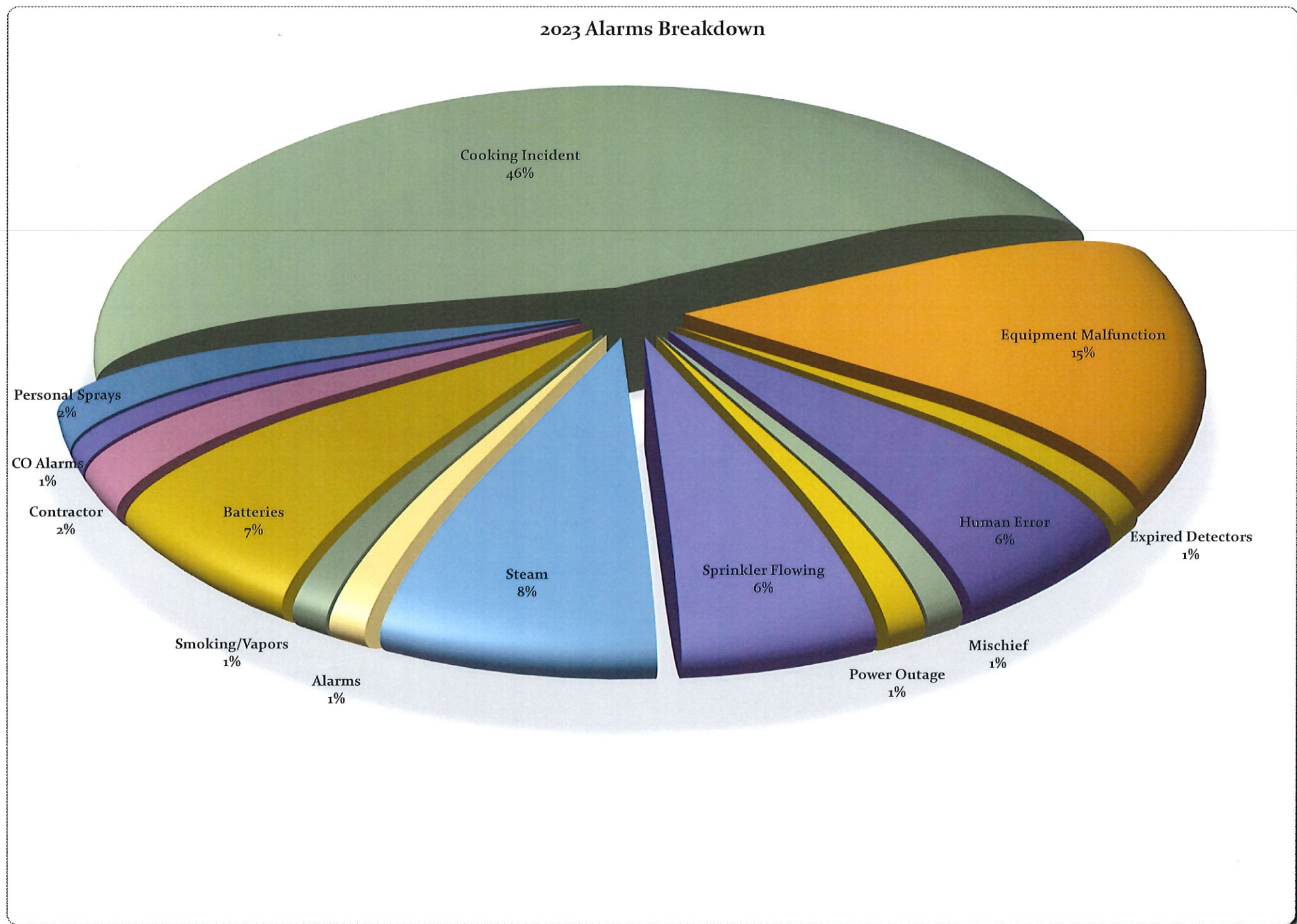


Incident Type	Incidents
Alarms	
Animal Rescue	
Aviation Incident	
CO Alarms	
Fire Grass / Brush	
Fire Rubbish	
Fire Structure	
Fire Vehicle	1
Gas Leak	
Haz-Mat	
Illegal Burn	
Investigation Fire	
Investigation Odor	
Investigation Smoke	
Medical	
Motor Vehicle Incident	
Mutual Aid for Structure	
Mutual Aid for MVC	3
Public Hazard	
Rail Incident	
Total Incidents	4

2023 Incidents with City of Lacombe

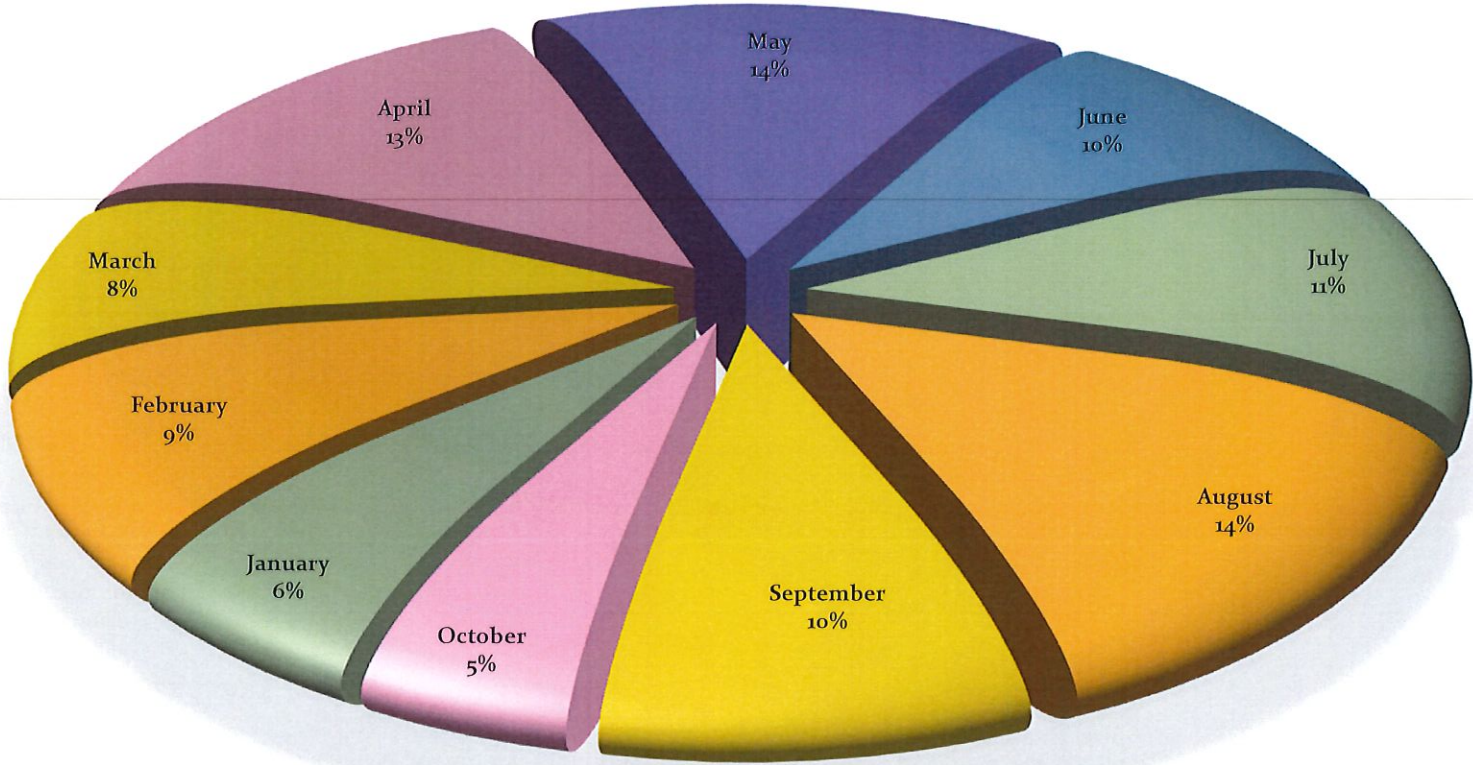


Incident Type	Incidents
Alarms	1
Amonia	
Batteries	6
Personal Sprays	2
CO Alarms	1
Contractor	2
Cooking Incident	39
Equipment Malfunction	13
Expired Detectors	1
Fire Drill	
Human Error	5
Maintenance	
Mischief	1
No One Home	
Power Outage	1
Renovations	
Sprinkler Flowing	5
Steam	7
Security Code	
Smoke Machines	
Smoking/Vapors	1
Total Incidents	85



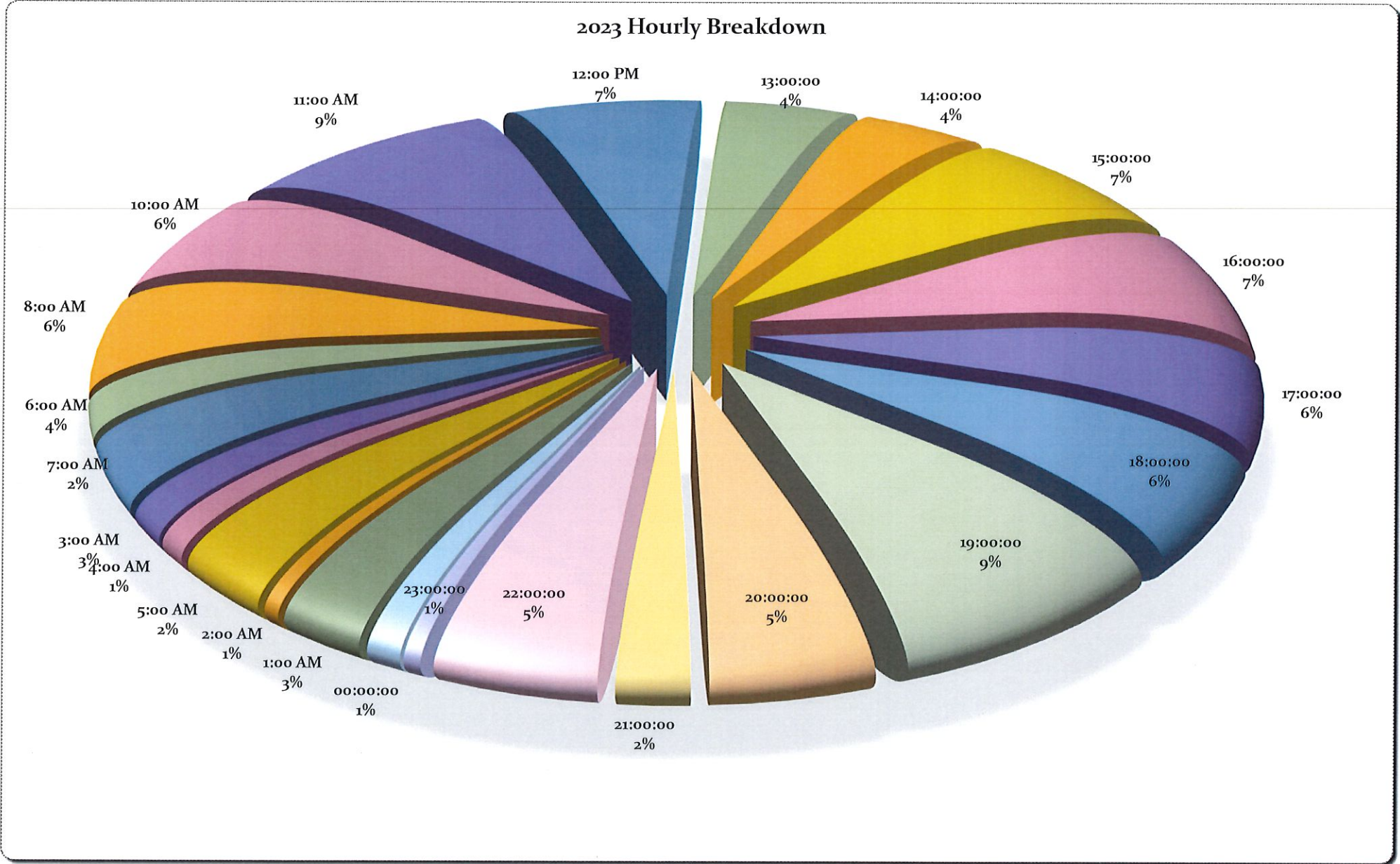
Day of Week	Incidents
January	11
February	16
March	14
April	24
May	25
June	17
July	20
August	26
September	18
October	9
November	
December	
Total Incidents	180

2023 Monthly Breakdown



24 hour Clock	Incidents
1:00 AM	5
2:00 AM	1
3:00 AM	6
4:00 AM	2
5:00 AM	3
6:00 AM	7
7:00 AM	4
8:00 AM	10
9:00 AM	
10:00 AM	11
11:00 AM	16
12:00 PM	12
13:00:00	8
14:00:00	7
15:00:00	13
16:00:00	13
17:00:00	10
18:00:00	11
19:00:00	16
20:00:00	9
21:00:00	4
22:00:00	9
23:00:00	1
00:00:00	2

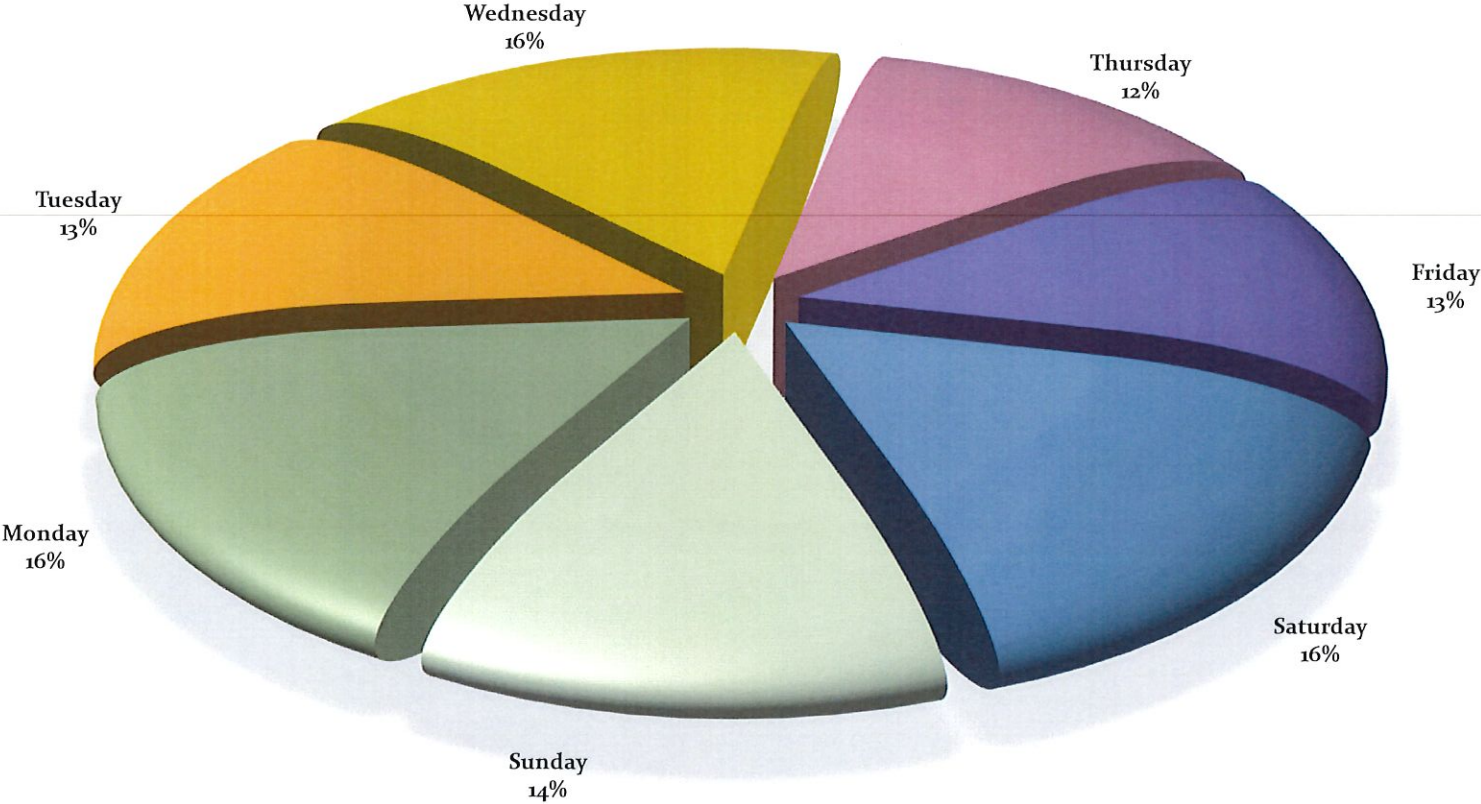
Total Incidents 180



Day of Week	Incidents
Monday	28
Tuesday	24
Wednesday	29
Thursday	22
Friday	23
Saturday	29
Sunday	25

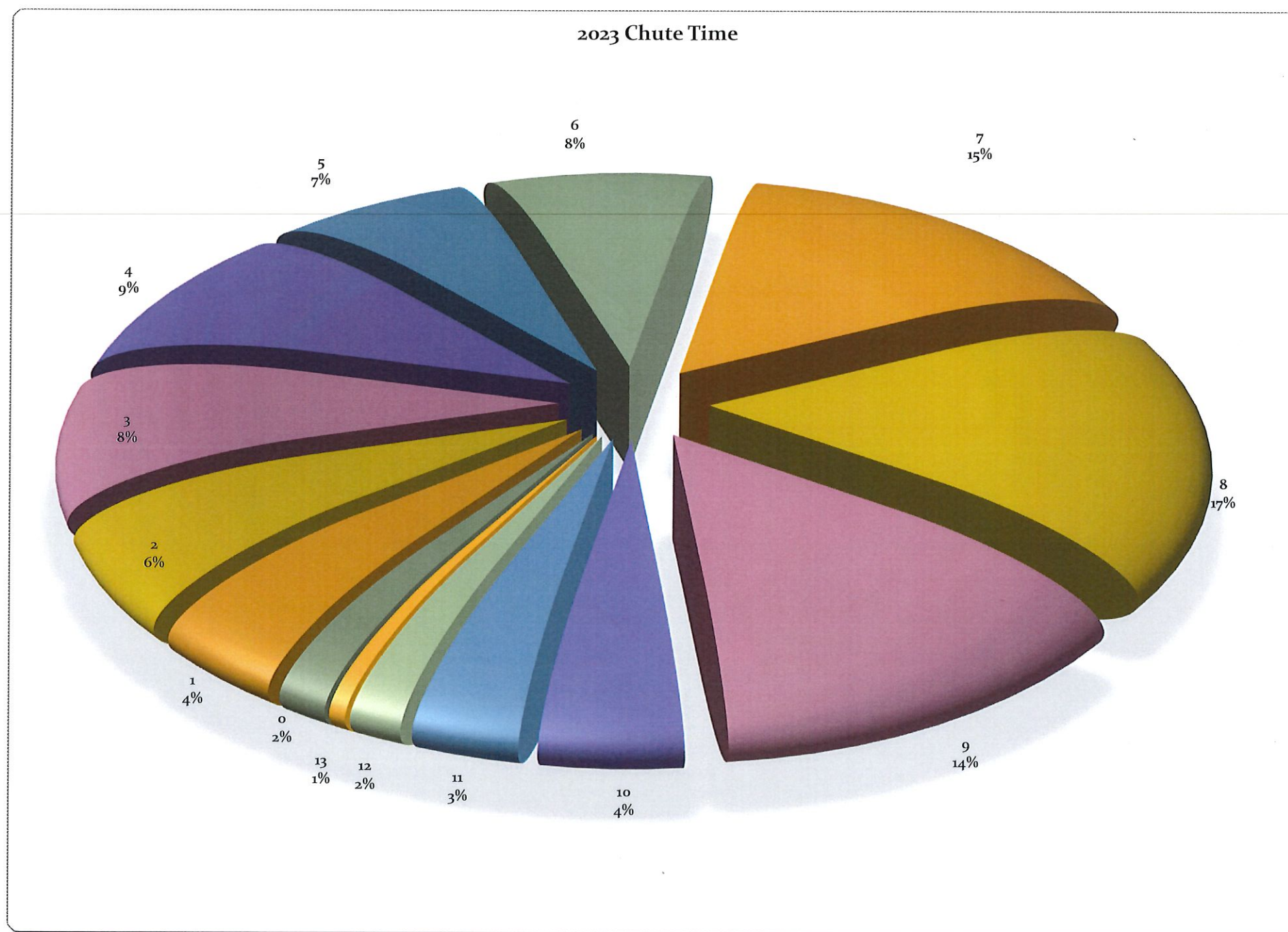
Total Incidents 180

2023 Week Day Breakdown



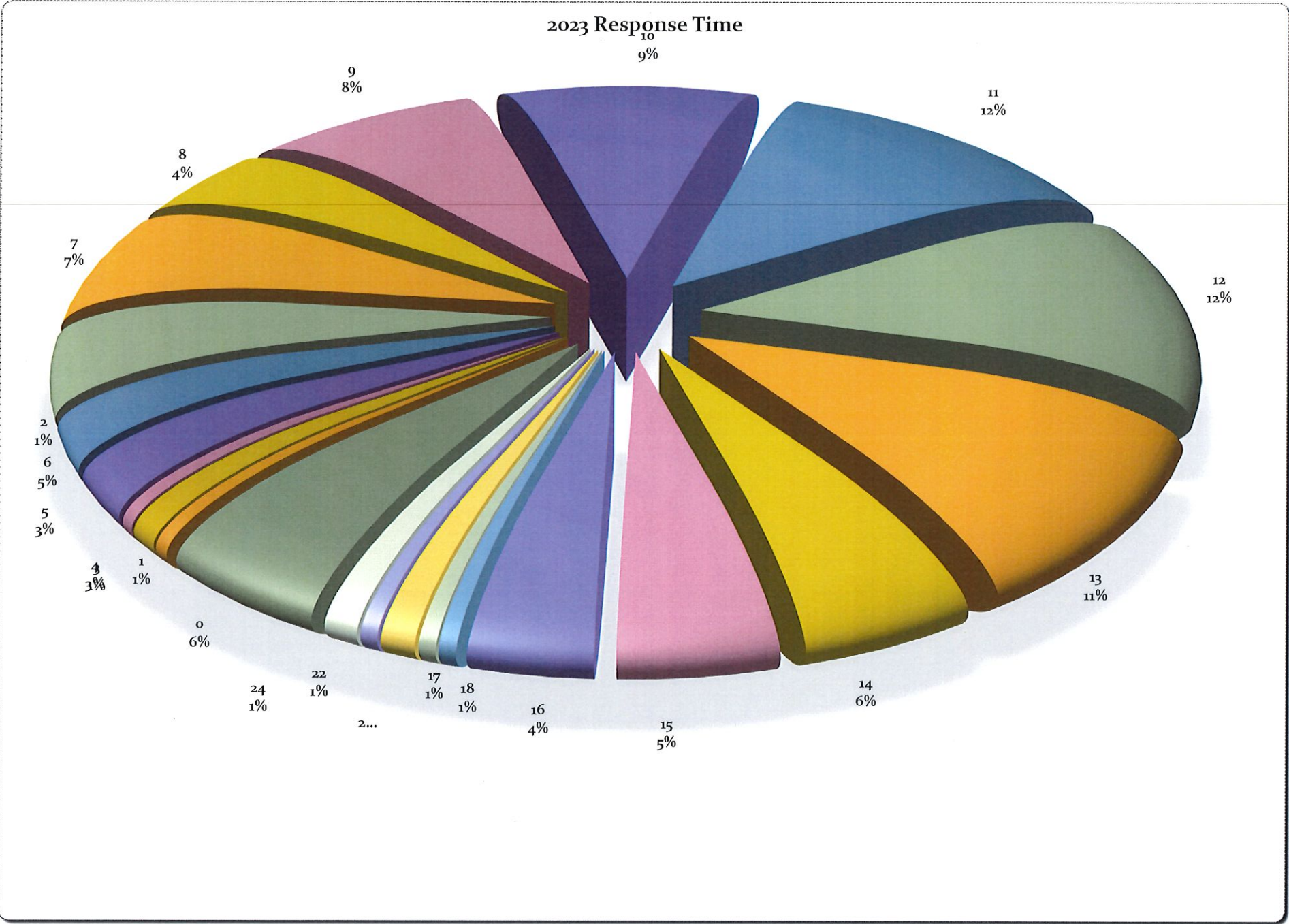
Response Time	Incidents
0	3
1	8
2	11
3	15
4	17
5	12
6	14
7	27
8	30
9	25
10	8
11	6
12	3
13	1
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Total Incidents 180

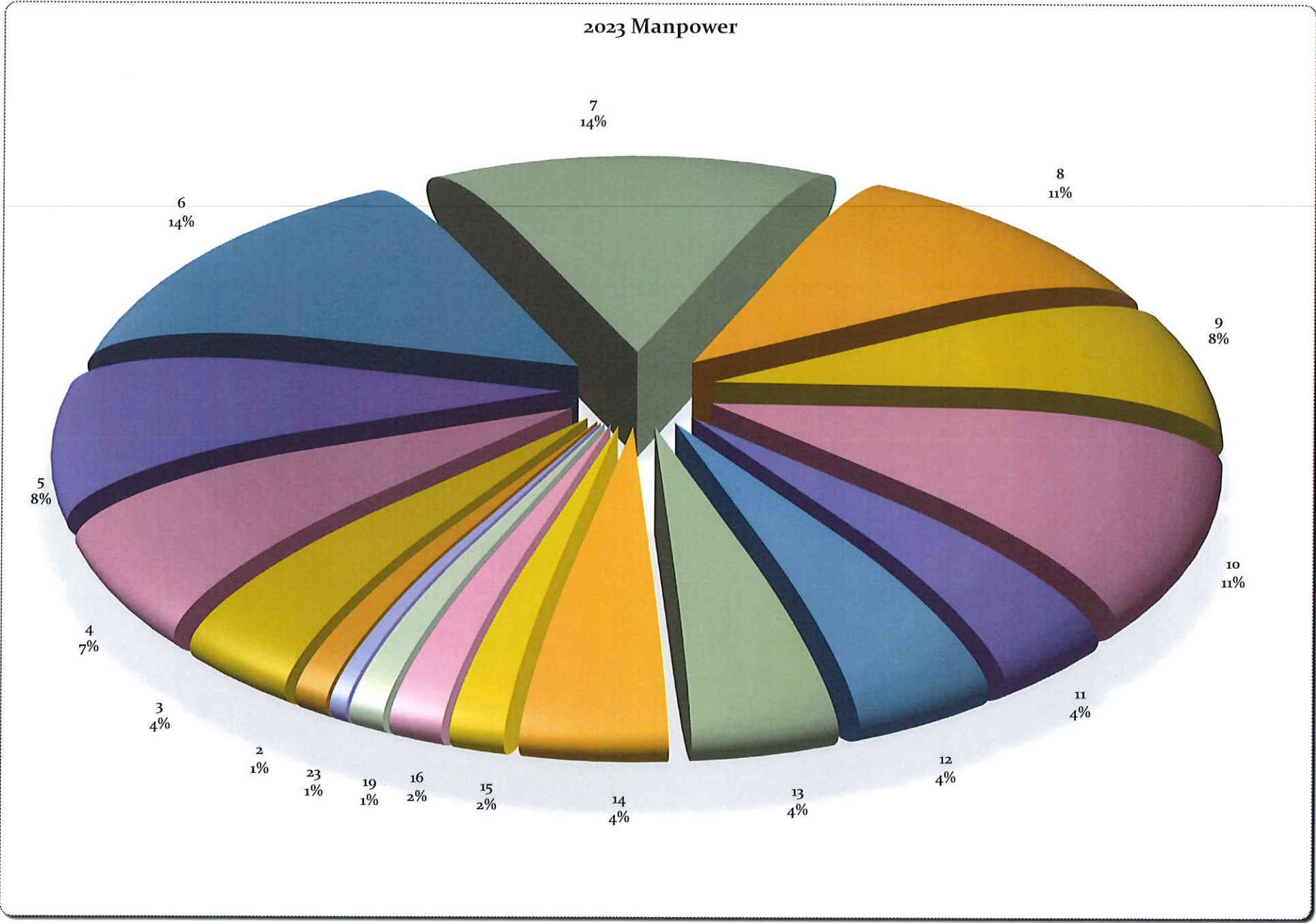


Response Time	Incidents
0	10
1	1
2	2
3	1
4	5
5	5
6	9
7	12
8	8
9	14
10	16
11	22
12	22
13	20
14	10
15	9
16	7
17	1
18	1
19	
20	2
21	
22	1
23	
24	2
25	
26	
27	
28	
29	
30	

Total Incidents 180



Manpower	Incidents
1	
2	2
3	7
4	12
5	15
6	26
7	25
8	20
9	14
10	19
11	7
12	8
13	8
14	8
15	3
16	3
17	
18	
19	2
20	
21	
22	
23	1
24	
25	
26	
27	
28	
29	
30	
Total Incidents	180



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**MEETING DATE:** October 24, 2023

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Directors' Quarterly Reports - 3rd Quarter of 2023**

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## **BACKGROUND**

Council and Administration have incorporated a reporting process that includes quarterly reports provided by the department Directors that provide updates on activities within each division. The objective of these quarterly reports, as well as the reporting of the CAO on a monthly basis, assist in improving the flow of information for Council and ensuring that they have adequate knowledge of programs and activities of the various departments' functional areas. These reports also provide additional insight to the public into activities related to municipal operations.

## **DISCUSSION**

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

## **FINANCIAL IMPLICATIONS**

None.

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the Directors' 3rd Quarter Reports for 2023 as information.

## **ALTERNATIVES**

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

## **ATTACHMENTS**

- *Corporate Services Director's Quarterly Report, 3rd Quarter of 2023*
- *Community Services Director's Quarterly Report, 3rd Quarter of 2023*
- *Infrastructure and Property Services Director's Quarterly Report, 3rd Quarter of 2023*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

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Department Director/Author

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**MEETING DATE:** October 24, 2023

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

**SUBJECT:** **Corporate Services Director's Quarterly Report, 3rd Quarter of 2023**

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## **ADMINISTRATION OVERVIEW**

- The Director attended various Meetings and webinars, including Reserve Policy and Budget Planning meetings ahead of the upcoming budget cycle.
- Onboarding the Economic Development Officer, establishing familiarity with Town operations and processes.
- Followed up with the insurance claim regarding the April grass fire, and the fence replacement is underway.
- The Director of Corporate Services attended the Alberta Municipalities convention from the 27<sup>th</sup> to the 29<sup>th</sup> of September. Including a meeting with Alberta Transportation
- 2024 Business Planning with managers and Team Leads

## **FINANCE**

- The CAO budget review of all departments is now completed. Each department, along with its Director, had an opportunity to explain changes in the budget from 2023 and plans and initiatives planned for 2024.
- Facilitated a Capital Budget Review meeting.
- Budget activities. Questica refresher sessions were held for staff who will be setting budgets. Access to Questica has been rolled out to the budget managers, who will have until Aug 31 to establish their draft budgets. The finance team has commenced weekly budget planning meetings, which keep us on track to complete the budget. Several meetings have been set with the leadership team to review the 10-year capital plan, staffing changes, and utilities. Finance prepared for the budget assumptions meeting, which was held with Council on Aug 8. This was an opportunity for Council to give direction to Administration on budget preferences.
- The annual budget survey was drafted and taken to Council for endorsement. The survey asks citizens to provide feedback on the services the Town provides. This year, the survey will include links to the Town's YouTube channel. The department leaders are recording short videos about the department services to be both informative and educational during the survey. The Survey will be finalized and set up online with access to run from August 28- September 17. Community engagement is also planned for Council to attend the Community Information Expo on September 13, 2023.

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- Financial services engaged in a review of the short-term and mid-term investments. Near the end of July, we were able to rebalance our holdings with anticipation of capitalizing on returns over the next six – to twelve-month period.
  - Alberta Municipalities was on site for a mid-term insurance review. The purpose was to introduce us to our new Insurance representative, give us some updates and further explain the advantages of some of their insurance programs that we are not utilizing. We discussed the use of construction insurance for large projects, IT cyber security insurance and ever-changing risks associated with cyber attacks, and Environmental impairment Liability insurance. The Infrastructure Services Manager joined us for the special presentation on environmental impairment liability. We will likely have a reassessment of replacement costs for several of our buildings in 2024 or 2025.
  - The Financial Services Manager and the Financial Analyst attended a webinar for Reserve Policy Essentials. This webinar was an in-depth look at reserves, their purposes, usefulness, and how to better manage reserves and possibly restructure reserves with specific purposes to better plan for future capital projects.
  - Budget planning has commenced. Questica has been set up for the 2024 to 2026 Budget, the Payroll Coordinator has updated the salary information, and the Financial Analyst has updated corporate controlled expenses and projections for costs of insurance, gas, power, and telephones. The operating budget training sessions for budget managers are established for next week, with the plan to have budget managers build their operating budgets throughout the month of August. Meetings with the Interim CAO and Directors have been scheduled for capital planning, utilities, and staff planning.
  - Quarter 2 Financial reports were completed for the period ending June 30, 2023, and will be presented at the next Council Meeting.

## **INFORMATION TECHNOLOGY & RECORDS MANAGEMENT**

- IT is working with the Town CPOs and Total Control Security to review the Town's current Security Camera systems to produce a plan for future critical upgrades.
- Records management continues to diligently work on entering 440 boxes of physical records into the Versatile Professional system.
- IT Department has been performing security updates on servers. Purchase for upcoming 2023 workstations and cell phone replacement has been completed. The project concerning reorganizing the automated phone tree system at the Civic Centre location is ready to move forward.
- The department has been busy configuring 13 new workstations for the 2023 hardware replacement and closing 136 help desk tickets for the quarter.

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**MARKETING & COMMUNICATIONS**

- BOLT Video and Brochure
  - Published BOLT Video catered to post-secondary students. The video was well received, with the post reaching over 3,500 people. A BOLT brochure was developed that is easier to consume for interested riders.
- Budget 2024
  - MarCom is assisting Corporate Services with getting ready for the public engagement portion of the 2024 Budget. This includes the creation and dissemination of the Budget Survey, which will be published on August 28. As well as updating and uploading the 2024 Budget Week videos, which will also be included in the survey.
- Fall Program Guide
  - We have finalized the Fall Program and Activity Guide, which will be printed and delivered by the end of August.
- Blackfalds Culture Days
  - Assisting with various community organizations for Blackfalds Culture Days, which includes the creation of the Blackfalds Culture Days brochure, social media advertisements, website updates, etc.
- Corporate Apparel
  - We received ten submissions for the Corporate Apparel Request for Quote and have signed a 2-year agreement with Strand 360 from Lacombe, Alberta. We will work with them to create a modern and easy-to-use corporate apparel/swag website that will be available in October for the Fall Apparel order. We are grateful to Grand Central for providing us with our Town apparel for many years and look forward to this new relationship with another local company.
- Bike Skills Park
  - MarCom finalized the design for the Bike Skills Park sign, which Lacombe Singmaster's installed on Wednesday, July 12. We are excited that the new addition is a clean, consistent look that compares to all the wayfinding designs throughout town. It adds a professional look while working with the flow of the course, so riders are no longer interrupted like they were with the previous temporary sign.



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Department Director/Author

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**MEETING DATE:** October 24, 2023

**ORIGINATED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Community Services Director's Quarterly Report, 3rd Quarter of 2023**

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## **ADMINISTRATION OVERVIEW**

It's time to start gearing up for winter!

The Parks and Facilities Operations team was particularly busy preparing for the summer season. This included upkeep and logistical support for sports fields, swimming pools, and parks, among other facilities. They also assisted other departments like the Fire Department and were a crucial part of community-centered events such as Blackfalds Days.

The Abbey Centre had a significant quarter in terms of both staff development and member engagement. Training programs were rolled out for the staff, helping them get up to speed with the latest in facility management. They also launched new summer camps and introduced Summer Pass memberships. These initiatives were a hit, drawing a considerable number of daily visitors and making a strong case for community involvement in wellness activities. Financially, the Centre recorded over 17,000 daily admissions and approximately \$95,000 in membership revenue.

On the Family and Community Support Services (FCSS) front, community engagement was ramped up. Programs aimed at senior citizens saw strong participation, while community clean-up events also drew in the locals. Social media activities promoted citizen interaction, adding a digital layer to community involvement. The Projects, Events & Eagle Builders Centre Operations team wasn't far behind. They managed to make significant improvements in infrastructure, including critical warranty work and lighting updates at the Eagle Builders Centre. They also successfully hosted Blackfalds Days and even started scouting opportunities to bring national sports events to the community.

From new initiatives in public facilities to meaningful community programs and sound financial performance, the town's Community Services had a successful quarter in all respects.

## **PARKS AND FACILITIES OPERATIONS**

### Sterling Industries Sports Park

- Park hosted six ball tournaments and the drive-in movie.

### Eagle Builders Centre Operations

- Glass was replaced in Arena 1 to prepare for ice making.
- Arena 1 ice installation started on July 25<sup>th</sup> with Arena 2 ice installation starting at the beginning of September.

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- Both ice surfaces are in operation at the middle of September.

#### Vesta Energy Bike Skills Park

- The Bike Skills Park has been a busy Park this summer and fall. There were some closures due to precipitation, but the Parks crew opened the Park as soon as possible after the park was dry and safe to ride.
- Jump Jam event on August 26/23.
- The Park will stay operational until the first snowfall or heavy rain.

#### Facility Operations

- Facility Operators continue to do general maintenance in all Town facilities, operate Arena 1 and 2, and support facility and special event set-ups as required.
- Six staff completed training from the Alberta Association of Recreation Facility Personnel Symposium (held in Lacombe) in Building Maintenance and Custodial Care.

#### Parks Operations

- Contracted weed control was utilized at open spaces, transfer site, and PUL's.
- Staff watered trees, shrubs, annuals, hanging baskets, and flower beds quite a lot this summer and fall due to the hot summer.
- Downtown edible planters are producing carrots, lettuce, swiss chard, and cucumbers. Parks staff took some of the harvest to the Food Bank.
- Closed and winterized Tayles Water Spray Park and Lekos (washrooms).
- Contractors were hired to do tree maintenance (Abbey Centre, Panorama Dr., Westridge Dr, Valley Ridge Diamond 5, Aspen Lakes Blvd, etc.)
- Parks summer staff are working hard maintaining our green spaces (grass cutting and trimming) although it has slowed down a bit with the drier conditions. The mowing and trimming crew are supporting other Parks duties (mulch be maintenance, Bike Skills Park maintenance, post and cable fence repairs, and some mowing/trimming where growth is continuing. We had a great crew of summer staff this season!
- Performed some non-evasive weed at Centennial Park, playgrounds with sand, Wadey Centre, and Bike Skills Park.

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- The Prairie Ridge playground surfacing project was completed.
  - One Parks staff completed training from the Alberta Association of Recreation Facility Personnel in Parks and Sports Fields Operations.
  - Fertilized and aerated sports field surfaces
  - Playground and fall protection maintenance.
  - Park furniture installed at 2A Pond and Abbey Centre.
  - Outdoor fitness equipment removed at Abbey Centre.

**ABBEY CENTRE OPERATIONS**

- Water Safety Awareness Colouring contest was held for 3–12-year-olds and took place for the month of July. The winner received a \$50 Abbey Centre gift card.
- Additional Red Cross Babysitters courses were added on July 13 and Aug 10 so our existing instructor could co-teach additional staff to add programming flexibility in the future.
- SuperKids ran July 8th with low registration numbers after a three-year hiatus. Evaluation of the event will be done to see to its viability of continuation.
- Sound testing was completed on the pool mechanical and spray park pits – necessary signage and notification were put in place regarding hearing protection requirements per the results.
- We held our 'Thanks for Being Awesome' campaign this July and August to recognize youth for following rules, being helpful, kind or treating others with respect. They received a coupon for a slushie at Food Services.
- The Abbey Centre had a table at the Iron Ridge Junior Campus open house on Aug 31 and Community Info Expo on Sept 13 to help build community connection.
- Camp Curious wrapped up a busy summer with a 99% fill rate with 156 left waitlisted.
- Swim lessons for the summer lesson set had a 70% fill rate. We evaluated instructor and parent feedback and will look at adjustments for our programming for next season.
- We are grateful to have had 8 volunteers between our Aquatic and Camp Curious Volunteer programs this summer. We appreciate their efforts and time greatly.
- The Aquatics team performed 24 water rescues this year - up significantly from 9 last year. Thankfully, we had zero aquatics-based major medical or emergency procedures this summer.

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- Our new pool closure policy helped guide staff throughout the season. Pool closures for the summer saw the pool shut down 6 times due to the Air Quality Index and 4 times due to low temperature.
  - The two sponsored picnic tables have been installed and are being very well received. Naming rights sponsorship work has been ongoing this summer and a new Field House banner agreement for \$25,000 has been secured.
  - Blackfalds Fire Department did their deep/cold water training in the Junior Olympic tank September 5, 2023
  - Lacombe County FCSS 2024 Day Camp funding request was completed, and a grant application was submitted September 15th to Alberta Blue Cross for their "Built Together" program. If successful, this \$50,000 grant would be utilized to replace the outdoor fitness equipment which has been removed from the Abbey Centre grounds due to safety and maintenance concerns.
  - The Stronghold Arm Wrestling League Championship was held in the amphitheatre on Aug 5, and we were the host facility for the Little of This Market on Sept 23 & 24.
  - Last day of pool operations was Sept 5, with the Aquatic Centre shutdown and winterization completed and the remaining aquatic staff's final day on September 15th.
  - PolyLevel Alberta started the pool deck lifting project on September 18th, with completion pending.
  - Fall programming started up on Sept 18, and we have added an additional drop-in class to Thursday nights at 5 pm. Programming is being worked on for the winter sessions.
  - C'Amped (PD Day camps) resumed on Sept 22 with the addition of 5 days to align with the Red Deer Catholic school calendar. We now also have a hot lunch option available for campers via our continued partnership with Sabrina's Pizzeria, who were also our new hot lunch provider for Camp Curious.
  - There have been some tangible staff changes this summer - Facility Monitors, Children's Services Attendant I casuals and part-time, Guest Services Rep part-time and Fitness Programmer. Job postings and interviews remain ongoing for several remaining positions.
  - Fall cleaning and maintenance (lights) happened in the Indoor Play Space Sept 29.
  - We attracted 17,572 daily admissions and 24,681 member visits in this quarter. Membership revenues for this quarter were \$94,958, facility/program room rental fees were \$23,080 and day admission sales were \$152,402. As of September 30th, we had 394 annual members, 500 monthly members, and 2021 punch pass holders.

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**FCSS OPERATIONS**Visitor Statistics and Meetings

- The FCSS Office had a total of 463 visitors over the three months.
- Blackfalds Interagency Meetings continued on a bimonthly basis, with varying attendance and multiple agencies involved.

Programs and Events

- August saw an ID Clinic with 10 attendees, and the Back-to-School Program supported 72 families with 165 children and youth.
- September featured a Community Info Expo, attended by numerous organizations, that coincided with the Celebrating Diversity Food Truck Festival.
- The Seniors Active Programming included the 50+ Walking Club and other fitness classes, drawing regular participation.

Volunteer and Community Recognition

- Stars of Alberta nominations were submitted for several local volunteers.
- Community fundraising for the Winter Coats for Kids Program raised a total of \$13,156.

Ongoing Initiatives

- BYC Summer and September programs attracted youth for various activities, from water balloon fights to craft-making.
- Blackfalds Seniors Club Engagement and various volunteer opportunities continued, including 53 volunteers for the Super Kids Triathlon.

Newsletters and Communication

- The FCSS Volunteer Newsletter had consistent open rates of 50-53%.
- The FCSS Vibrant Living 50+ newsletter also maintained high open rates and kept the community informed.

Collaborations and Committees

- Ongoing collaborations with local and regional committees like the Youth Action Planning Coalition and the Central Alberta Rural Communities Coalition were sustained.

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- The Dow/MeGlobal Summer Social event marked FCSS's 10th year of involvement with the Community Advisory Panel.

## **PROJECTS, EVENTS & EAGLE BUILDERS CENTRE OPERATIONS**

### Projects

- The Border Paving Plaza made significant progress in July and August. Concrete was poured for the stairs, floor, trail, and benches. In September, the fence was constructed, and landscaping elements like trees and grass were added. A fire bowl was also placed in the middle of the plaza.
- Administration collaborated with Brandon Sterling from Sterling Industries to secure his company as the title sponsor for All Star Park. After over three months of negotiations, our ball diamonds and soccer fields at All Star Park have been renamed "Sterling Industries Sports Park."

### Events

- The Town hosted seven events in the Summer Cultural Series at the Ag Society Amphitheatre. Most were well-received, offering families enjoyable entertainment.
- In partnership with House of Wheels from Edmonton, we organized our first-ever Jump Jam competition at Vesta Energy Bike Skills Park. The event was a big hit, attracting riders from all over Alberta and other provinces.
- The August long weekend featured another Arm Wrestling Championship at the Ag Society Amphitheatre, with over 100 competitors participating.

### Eagle Builders Centre

- The Bulldogs' youth training camp took place in August.
- The Town held numerous meetings with local minor sports groups, the Junior A Bulldogs, and out-of-town groups to plan the new schedule for the season. It's incredible how busy and tightly packed our schedule is for the next eight months, from September to mid-April.



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Department Director/Author

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**MEETING DATE:** October 24, 2023

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

**SUBJECT:** **Infrastructure and Property Services Director's Quarterly Report,  
3rd Quarter of 2023**

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## **ADMINISTRATION OVERVIEW**

- The Department hosted its first safety stand-down meeting, which was a success. There was great conversation around specific items for improvement, what's working, as well as why safety is important to all. The results from the stand-down will be used to guide future departmental safety opportunities.
- Budget 2024 operational areas have been completed for the department. The Director will attend the budget workshop on the last weekend of October along with the other Senior Management team members.
- The Department Director and senior staff welcomed the new CAO, Kim Issak. She has been a great and positive asset to the team. We look forward to continued collaboration with her and Council to ensure the department's regulatory and service levels remain strong and supportive for our residents.
- The Director attended the Battle River Watershed Board meeting in Camrose.
- The Director and the Edo attended a tour of the Red Deer Recovery Centre and discussed transit stop options.
- Director and Mayor attended the Burns Natural Area Park grand opening by the County of Lacombe. The park is located at the end of Highway 597 with Sylvan Lake access here for pedestrians. The parking area, natural area and pathways were very well done.
- During the 3<sup>rd</sup> quarter, changes were implemented to ensure better transparency in our Municipal Planning Committee meetings. Agendas and minutes for MPC meetings moving forward are posted on the bulletin board outside of Council Chambers and under the Boards & Committees page on the Town's website.

## **OPERATIONS**

- The Director and Infrastructure Services Manager attended the Extended Producer Responsibility Webinar put on by Alberta Recycling Management Authority (ARMA). It was an excellent webinar and answered a number of questions on what future recycling programs will look like for the Town.
- The department continues to actively identify and create internal policies and procedures to ensure municipal best practices are being implemented, along with transparency and

consistency in our practices. Planning and Development staff have completed a draft Administrative Policy and Procedures to address Development Security Deposits that will undergo internal referral shortly, busy with LUB amendments and other bylaw revision tracking and inquiries over the summer months.

- At the end of Quarter 3 2023, Planning & Development had processed 133 permits with a total permit value of \$10,640,000. In comparison, by the end of Quarter 3 2022, the department had processed 178 permits with a total permit value of \$14,625,000. In summary, both permit activity and values are down, which is like what many Central Alberta municipalities are experiencing with the current economic climate. However, with more smaller permits needing more staff support, our area is very busy.
- Several conversations were had over Q3 with developers to discuss updating their current districting of properties to allow for increased density. These conversations have been sparked by less uptake of single dwelling parcels, financing challenges for potential purchasers and programs like the one the CHMC is currently offering that encourages the development of accessory suites. The P&D section is working with these developers to assist them with their amendment applications.
- Administrative Policy and Procedures pertaining to Development Securities have been drafted and are currently being reviewed by impacted staff. These policies and procedures have been developed to provide transparency and consistencies in the provision of development securities required through the Development Permit process, provide guidance to staff on when to release the securities, and what to do when the individual who provided the security is no longer the landowner of the parcel the security was originally taken for.
- Various Area Structure Plans (ASPs) have been discussed over the last few quarters:
  - a. Work continues on the Aspen Lakes West ASP amendments, which are necessary to accommodate the new Catholic elementary school. Much progress has been made and the ASP is currently back with the developer and their consultants to make some final adjustments before the amendments will be brought forward to Council for consideration.
  - b. Significant progress has been made on the McKay Ranch (previously McKay Ridge) ASP amendments. The developer and their consultants are making the final changes before the plan amendments undergo external referrals. Once the external referrals are complete and any issues coming out of the referrals have been addressed, the amended McKay Ranch ASP will go to Council for final adoption.
- The two sections of the department have been working together to conduct numerous development reviews, as well as working with developers with projects currently in construction to maintain compliance with approval requirements.
- This summer, Public Works has been busy with completing alley grading and improvement, street sweeping, line painting, cemetery road regrading, calcium applications on gravel roads, crack sealing, hydrant and valve repairs, and are currently in the process of conducting the hydrant flushing program with anticipated completion for the end of summer.

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**CAPITAL UPDATE**

- Landscaping for Womacks Road and Highway 2A is completed along with the work at Highway Avenue and Womacks Road. Painting of crosswalks, lanes and centerlines completed. Pedestrian rail crossing fencing and pathway repairs is completed adjacent to the Border Paving Plaza.
- The NW stormwater Project is still awaiting the Alberta Environmental Appeal Board decision. One formal update has been received that they are working on it, however, the information on when the board will be completing the report to the Minister is still unknown. No movement on this item since the last reporting period. We have instructed our legal representative to request a formal update from the Appeal Board.
- Lorne Avenue rehabilitation project is completed, with the residents happy with the overall project.
- The EV charging project is 90% completed, with the contractor coming back shortly to install and commission the level 1 charging station beside the old FCSS build. The level 2 station has been installed at the BMI. The department has also removed the small, landscaped island area on the south side of the Civic Center and it has been converted to parking. The western landscaping area in the same parking lot adjacent to Tayles park will also be converted to parking in the spring to add additional parking spots.
- The transfer station upgrade capital is nearly complete with all site environmental remediation, new burn pit construction, relocation of new, used oils seacan, and site pad expansion complete. Only minor works remain with the installation of the new fence and new signage. Feedback from residents has been very positive, and we welcome the new changes to the site.

**PROGRESS ON PROJECTS/PROGRAMS**

- Off-site Levies public engagement is being planned and will include open houses and online submission forms.
- A BOLT user video was completed, and we are working to review and submit green infrastructure grants for planning and capital purchases of additional buses for the future.



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Department Director/Author

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**MEETING DATE:** October 24, 2023

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

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

**SUBJECT:** **Quarterly Financial Reports for the Period Ending September 30, 2023**

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## **BACKGROUND**

The Quarterly Financial Reports for the period ending September 30, 2023, are attached. Together, these reports represent the financial activities of the municipality during the period year to date.

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

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

Capital Projects are reported for the year-to-date activity for the period ending September 30, 2023 (Appendix C). The report displays the prior years' approvals, approved budget from the capital plan, additional funding approvals, Expenditures to date and a brief update on the status of the projects.

Included in the financial reporting is the Council Expenditure report (Appendix D). This report displays the budget, Year-to-date expenses, variance and % of the budget by Councilor.

## **DISCUSSION**

The operating revenues recognized for the period ending September 30, 2023, are at \$18.1 M, which is 76.71% of the budgeted revenues, on track for this quarter. The Operating Expenditures are \$16.0M, which is 74.7% of the annual budgeted expenditures. This is slightly below the quarterly budgeted amount for the period. The Town is currently operating in a surplus position, \$2.M before transfers to reserves. Due to the seasonal nature of the operations, most of the surplus will be absorbed in the future as seasonal activities occur.

Environmental Services revenue for the third quarter is \$6.06 M or 77.21% of the annual budget. Expenses are \$ 5.24M or 75.43% of the budgeted amount, creating a surplus of \$820,700 current year to date. The surplus at the end of the year is transferred into the Utility reserves for supporting utility maintenance projects. Environmental Services activity is on track for the year.

Appendix B provides a Divisional Variance Analysis to compare revenue, expenses, and surplus/deficit to the annual budget. Many of the department activities are slightly lower than the YTD average budget, and the expenses are affected by seasonal activities, the timing of summer contracts, and lower staffing costs due to vacancies and leaves of absence.

**Revenues**

- General Revenue is higher than expected due to higher than budgeted returns on investments.
- Administration Revenue continues to be low YTD. There is no revenue generated from the Service Support Centre, and lower than expected for program guide advertising YTD.
- Protective Services Division revenue is higher than the quarterly average due to by-law fines and fire service calls.
- FCSS fundraising exceeds expectations for the year.
- Development Services' total revenue is lower than the YTD average. Higher than anticipated revenue in home-based business, safety code, plumbing, gas and electrical permits is offset by low revenues from compliance certificates and Administration fees and YTD Permit fees are only at 43% of the annual budget.
- Recreation Revenue is above the YTD average. Abbey's revenue has exceeded the annual budget for memberships, admission, day camp, swimming lessons, locker and vending rental. The YTD result is balanced out with off-season revenues. As the season changes to fall and winter, revenue forecasted for ice rentals and events at the Community Centre are expected to increase during the last quarter of the year.
- Environmental Services are on track for the period. Invoicing is based on usage and is currently 77.2% of the budget.

**Expenses**

- Administration expenses are lower than the YTD average. This is mainly salaries and benefits, due to the vacancies earlier in the year. Materials and supplies also continue to be lower than budget this YTD. We anticipate these expenses will materialize by the end of the year.
- Protective Services Expenses are lower in the wages, benefits and WCB due to vacancies in custodial services and replacing temporary services at a lower wage. Contracted policing services are pushing YTD expenses higher than budget.
- Infrastructure Services expenses are lower due to vacancies and leaves in salaries, wages and benefits. Many contracted expenses and street activities have not been expensed YTD.
- Development services expenses continue to be low, related to contracted services.
- Recreation and Parks costs are slightly higher than the YTD budget amounts as summer programs are winding down and winter activities commence. The expenses for the year are expected to stabilize by the end of the year.
- Environmental Services expenses are slightly below the YTD average. Lower costs for wages and benefits due to vacancies are offset by costs related to contracted services, keeping overall expenses within the expected range.

Currently the Town of Blackfalds operations are on track for 2023. Administration will continue to monitor and assess financial results as they arise closely.

### **Capital Projects**

Capital Budget consists of items that provide the Town with long-term benefit and/or service and ties directly into the long- term capital plan. The Capital Budget includes projects that are continuing from prior years and not yet completed \$6.2M, plus new funding approved with the capital plan of \$4.9M, and additional capital approved throughout the year of \$2.9M. The total Capital budget is \$14M, of which \$2.2M has been spent YTD.

Appendix C - Capital Projects, provides details of each capital project, including prior year approvals, funds remaining, additional approved budget amounts for 2023, the amount spent to date, the number of funds remaining, along with a simple update on the project status.

Projects that were carried over from prior years include Freightliner Pumper Truck, Womack Rd. & Gregg Street Realignment, Border Paving Plaza, McKay Ranch Lift Station, Northwest Storm System, and Hot tub tiling and Pool Equipment at the Abbey. New projects that have commenced include Vehicle Hoist & equipment, Light Trucks, and Abbey General Capital Projects such as H-VAC and server room ventilation. Projects that have been completed this year include Council Chambers IT upgrades, Photocopier replacement, Support Services Centre shingles, Fire department sign, washing machines, Jaws of Life, pavement quality study, and skid steer replacement.

The Town Capital Budget progress is closely monitored by Administration. If capital projects should require modifications in either scope or capital spending, the items will be brought forward to Council for approval and guidance.

### **Council Expenditure**

The report on Council expenditures is included in Appendix D. This report shows the year-to-date actual expenses, the annual budget, and the variance as a dollar amount spent to date and as a percentage of the budget. Being the third quarter of the fiscal year, the expectation would be for expenses to be approximately 75% of the annual budget. All elected officials' honorariums are on track for the year. Many Councillors' per diems and travel expenses are lower than the YTD budget. We anticipate that these expenses will occur later in the year.

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

### **ADMINISTRATIVE RECOMMENDATION**

1. That Council accepts the Operating Statement and Variance report for the period ending September 30, 2023, as information.
2. That Council accepts the Capital Project Report for the period ending September 30, 2023, as information.
3. That Council accepts the Council Expenditure report for the period ending September 30, 2023, as information.

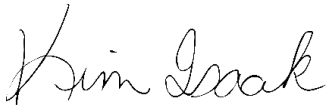
**ALTERNATIVES**

- a) That Council refers the report back to Administration for review.

**ATTACHMENTS**

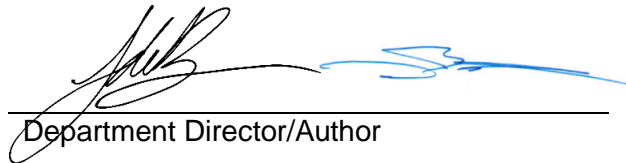
- *Appendix A – Operating Statement of Revenue & Expenditure*
- *Appendix B – Division Statement & Variance Analysis*
- *Appendix C – Capital Project Report*
- *Appendix D – Council Expenditure Report*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

# BUDGET



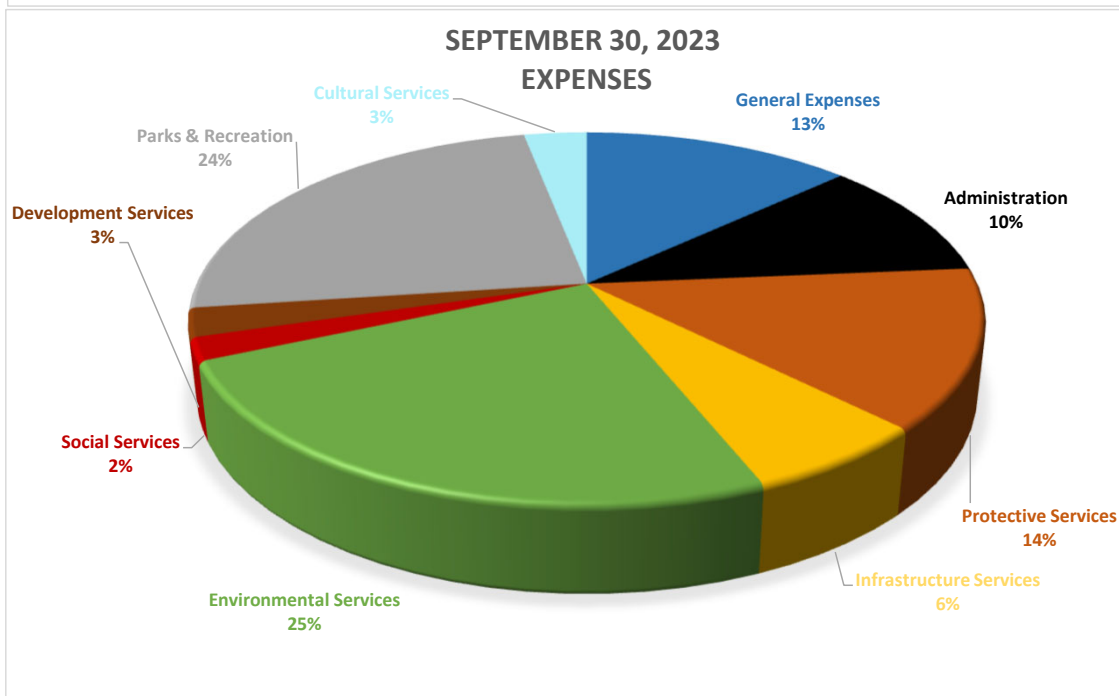
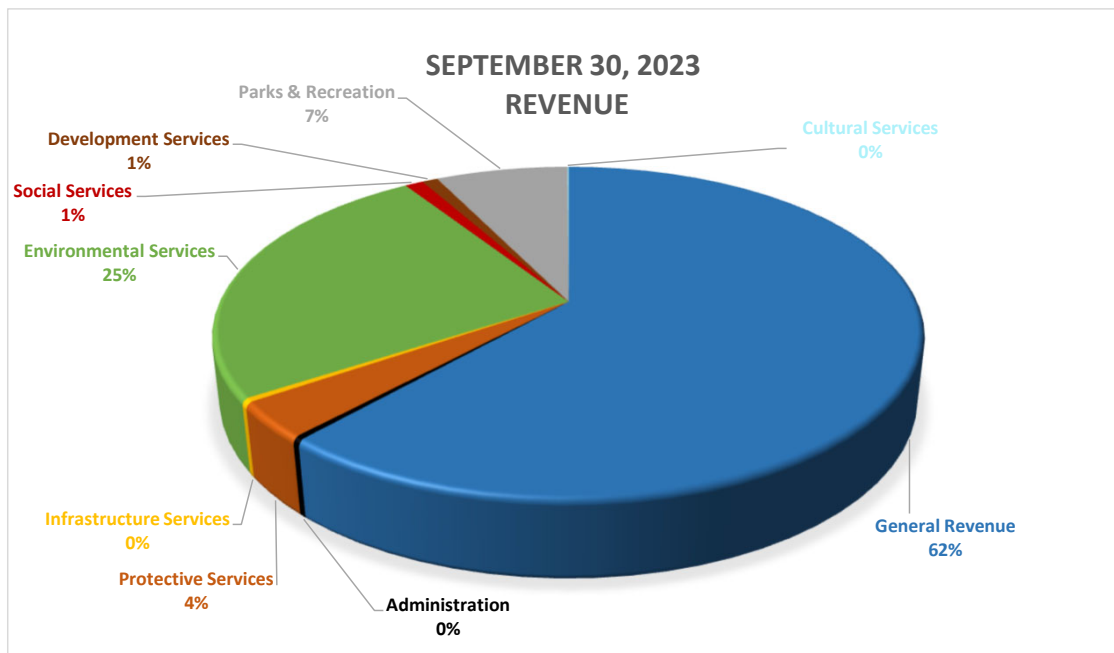
## Town of Blackfalds Operating Statements of Revenue & Expenditure For the Period Ending September 30, 2023

	2023 Actual	2023 Budget	Variance	% of Budget
<b>Revenues</b>				
Property Taxes	9,390,399	12,520,532	3,130,133	75.00%
Requisition (Education, Seniors Foundation)	2,821,265	3,761,687	940,422	75.00%
<b>Total Taxation</b>	<b>12,211,664</b>	<b>16,282,219</b>	<b>4,070,555</b>	<b>75.00%</b>
General Revenue	2,678,571	3,209,902	531,331	83.45%
Administration	78,807	120,000	41,193	65.67%
Protective Services	852,952	1,051,935	198,983	81.08%
Infrastructure Services	89,136	120,634	31,498	73.89%
Social Services	239,213	274,391	35,178	87.18%
Development Services	207,296	353,697	146,401	58.61%
Parks & Recreation	1,743,738	2,188,324	444,586	79.68%
Cultural Services	15,000	15,000	0	100.00%
<b>Total Other Revenue</b>	<b>5,904,712</b>	<b>7,333,883</b>	<b>1,429,171</b>	<b>80.51%</b>
<b>Total Revenue</b>	<b>18,116,376</b>	<b>23,616,102</b>	<b>5,499,726</b>	<b>76.71%</b>
<b>Expenditures</b>				
General Expenses	2,803,686	3,762,790	959,104	74.51%
Administration	2,238,495	3,114,770	876,275	71.87%
Protective Services	2,953,004	3,676,852	723,848	80.31%
Infrastructure Services	1,368,749	2,156,576	787,827	63.47%
Social Services	419,618	558,775	139,157	75.10%
Development Services	533,219	863,755	330,536	61.73%
Parks & Recreation	5,128,732	6,540,805	1,412,073	78.41%
Cultural Services	652,618	874,668	222,050	74.61%
<b>Total Expenditures</b>	<b>16,098,122</b>	<b>21,548,991</b>	<b>5,450,869</b>	<b>74.70%</b>
<b>Net Surplus/(Deficit) To Date</b>	<b>2,018,254</b>	<b>2,067,111</b>		
<b>Environmental Services</b>	<b>2023 Actual</b>	<b>2023 Budget</b>	<b>Variance</b>	<b>% of Budget</b>
(Self Supported Utilities*)				
Water	2,641,640	3,382,920	741,280	78.09%
Wastewater	2,192,341	2,867,400	675,059	76.46%
Solid Waste	1,230,347	1,604,144	373,797	76.70%
<b>Environmental Services Revenue</b>	<b>6,064,328</b>	<b>7,854,464</b>	<b>1,790,136</b>	<b>77.21%</b>
Water	2,260,319	2,997,145	736,826	75.42%
Wastewater	1,754,500	2,409,611	655,111	72.81%
Solid Waste	1,228,808	1,544,491	315,683	79.56%
<b>Environmental Services Expenditures</b>	<b>5,243,628</b>	<b>6,951,247</b>	<b>1,707,619</b>	<b>75.43%</b>
<b>Net Surplus/(Deficit) To Date</b>	<b>820,700</b>	<b>903,217</b>		

# BUDGET

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

**Town of Blackfalds**  
**Operating Statements of Revenue & Expenditure**  
**For the Period Ending September 30, 2023**





# BUDGET

## Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending September 30, 2023

	2023 Actual	2023 Budget	Variance	% of Budget	Explanation
<b>General</b>					
Taxation	12,211,664	16,282,219	4,070,555	75.00%	Represents 75% of tax revenue YTD. Property Taxes are invoiced in the second quarter but earned evenly throughout the year.
General Revenue	2,678,571	3,209,902	531,331	83.45%	Higher than expected due to better return on investments than budgeted for the year.
<b>Total General Revenue</b>	<b>14,890,235</b>	<b>19,492,121</b>	<b>4,601,886</b>	<b>76.39%</b>	
General Expenses	2,803,686	3,762,790	959,104	74.51%	On track
<b>Net General</b>	<b>12,086,550</b>	<b>15,729,331</b>	<b>3,642,781</b>	<b>76.84%</b>	
<b>Legislation &amp; Administration</b>					
Revenue	78,807	120,000	41,193	65.67%	Revenue is low due to lack of rental income being generated from Support Services Centre, and advertising revenue generated from the first two program guides coming in less than expected.
Expenses	2,238,495	3,114,770	876,275	71.87%	Lower salaries and benefits are due to vacancies in Q2. Materials & Supplies are also lower than expected at the end of Q3 contributing to under budget YTD totals.
<b>Net Legislation &amp; Admin</b>	<b>-2,159,689</b>	<b>-2,994,770</b>	<b>-835,081</b>	<b>72.12%</b>	
<b>Protective Services</b>					
Revenue	852,952	1,051,935	198,983	81.08%	Revenue is higher in by-law fine and fire service calls, but lower than expected in Policing fines. Animal licenses are slightly lower than budgeted this year.
Expenses	2,953,004	3,676,852	723,848	80.31%	Wages, Benefits, and WCB are slightly lower than expected due to staffing vacancies in custodial services. RCMP contracted services are pushing YTD totals higher than budget.
<b>Net Protective Services</b>	<b>-2,100,053</b>	<b>-2,624,917</b>	<b>-524,864</b>	<b>80.00%</b>	
<b>Infrastructure - Services</b>					
Revenue	89,136	120,634	31,498	73.89%	Infrastructure revenue on track, with collection of levy, however, bus pass revenue continues be lower than projected.
Expenses	1,368,749	2,156,576	787,827	63.47%	Salary, wages and benefits are slightly under budget due to staffing leaves. Contracted services are also low due to no sidewalk repair expenses yet and minimal snow removal costs at the beginning of the year. Low Sand, Gravel, and Salt along with Paving, Curb, and Sidewalk materials are also contributing to lower than expected YTD costs.
<b>Net Operations - Infrastructure Services</b>	<b>-1,279,614</b>	<b>-2,035,942</b>	<b>-756,328</b>	<b>62.85%</b>	
<b>Social Services</b>					
Revenue	239,213	274,391	35,178	87.18%	FCSS gifts/fundraising revenue is higher than the entire 2023 budget. Similar to cemetery sales which have also surpassed the entire year's budget.
Expenses	419,618	558,775	139,157	75.10%	On Track
<b>Net Social Services</b>	<b>-180,405</b>	<b>-284,384</b>	<b>-103,979</b>	<b>63.44%</b>	



# BUDGET

## Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending September 30, 2023

	2023 Actual	2023 Budget	Variance	% of Budget	Explanation
<b>Development Services</b>					
Revenue	207,296	353,697	146,401	58.61%	The largest contributors to the below-projected actuals are Permit Fees which sit at 43% of budget. Compliance Certificates, Subdivision Fees, and Development Agreement Administration revenue are also below expected levels for Q3. Home-Based Business Permit, Building Safety Code, and Plumbing, Gas & Electrical Permit fees are all above the 75% of budget expectation.
Expenses	533,219	863,755	330,536	61.73%	Development services is below budget mainly in Contracted & General Services area where only 45% of the budget has been spent YTD.
<b>Net Planning &amp; Development</b>	<b>-325,923</b>	<b>-510,058</b>	<b>-184,135</b>	<b>63.90%</b>	
<b>Parks &amp; Recreation</b>					
Revenue	1,743,738	2,188,324	444,586	79.68%	User Fees have surpassed the entire 2023 budget already. This consists of most Abbey revenue such as Admissions, Memberships, Day Camp, Swimming Lessons, Child Minding, Personal Training, etc. which will slow down for the last quarter of the year. Rental revenue such as arena ice, banquet rooms, and community hall is at about 65% of the total budget, however, Q4 is expected to be busier.
Expenses	5,128,732	6,540,805	1,412,073	78.41%	Salaries, Wages, & Benefits are slightly above the 75% threshold due to temporary summer staff at the Abbey Centre. Contracted General Services are also higher than expected at both the Abbey and EBC contributing to the slightly above projected YTD.
<b>Net Parks &amp; Recreation</b>	<b>-3,384,994</b>	<b>-4,352,481</b>	<b>-967,487</b>	<b>77.77%</b>	
<b>Cultural Services</b>					
Revenue	15,000	15,000	0	0.00%	Sponsorship recognized for the year.
Expenses	652,618	874,668	222,050	74.61%	On Track
<b>Net Library</b>	<b>-637,618</b>	<b>-859,668</b>	<b>-222,050</b>	<b>74.17%</b>	
<b>Total Operation</b>					
Revenue	18,116,376	23,616,102	5,499,726	76.71%	
Expenses	16,098,122	21,548,991	5,450,869	74.70%	
<b>Surplus/(Deficit) before Transfers - YTD</b>	<b>2,018,254</b>	<b>2,067,111</b>	<b>48,857</b>		
<b>Environmental Services</b>					
Revenue	6,064,328	7,854,464	1,790,136	77.21%	On Track for this period to date. Invoicing is based on usage.
Expenses	5,243,628	6,951,247	1,707,619	75.43%	On track overall. Staffing vacancies and leaves also affect environmental services. These cost savings are offset by slightly higher Contracted & General Services than expected.
<b>Net Environmental Services</b>	<b>820,700</b>	<b>903,217</b>	<b>82,517</b>		

# BUDGET



## Town of Blackfalds Capital Projects - Current and Carry forwards as at September 30, 2023

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2023 Capital Budget Approved	2023 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
<b>Administration &amp; Protective Services</b>										
22-1205	Council Chambers - IT Upgrades	50,000	10,193				10,193	18,435	- 8,242	Complete
23-1208	Photocopier Replacement	-	-		12,000		12,000	11,892	108	Complete
23-1290	Shingle replacement (Support Services Centre)				20,000		20,000	11,750	8,250	Complete
22-2306	Freightliner Pumper	800,000	647,333		-		647,333	591,893	55,440	Truck received, some outfitting invoices still to come
23-2307	Fire Department Sign				15,000		15,000	13,200	1,800	Complete
23-2308	Washing Machine				12,500		12,500	12,590	- 90	Complete
23-2309	Jaws of Life				55,000		55,000	50,699	4,301	Complete
23-2601	Municipal Enforcement Vehicle				68,860		68,860	60,256	8,604	EV received, outfitting invoices still to come
<b>Total Administration &amp; Protective Services</b>		<b>850,000</b>	<b>657,526</b>	<b>-</b>	<b>183,360</b>	<b>-</b>	<b>840,886</b>	<b>770,715</b>	<b>70,171</b>	
<b>Infrastructure</b>										
17-3201	Womack Road & Gregg Street Realignment /Centre Plaza (CP Rail Crossing)/ Hwy 2 intersection improvements	6,810,970	357,709	-			357,709	466,276	- 108,567	In Progress
21-3209	One ton 4x4 PW Truck (replacement)	90,000	90,000			43,667	133,667	-	133,667	On hold
21-3210	Duncan Ave & Leunge Road Phase I	2,014,504					-	8,817	- 8,817	Project is completed except for seasonal deficiencies
21-3212	Asset Management Software	49,700	-				-	-	-	
22-3215	Pavement Quality Study	110,000	44,849			-	44,849	18,273	26,576	Complete
22-3217	Dodge Ram 5500 1.5 TON Dump	100,000	100,000		-	4,437	104,437	75,921	28,516	Truck received. Outfitter to put on the dump box still
22-3220	All Star Park Parking Lot - Duncan Ave	250,000	60,169				60,169	-	60,169	Project is complete aside from seasonal deficiencies
23-3221	Annual Pavement Improvements				300,000		300,000	26,287	273,713	In progress
23-3222	Vehicle Hoist & Associated Equipment				20,000	20,000	40,000	22,343	17,657	In progress
23-3223	Pedestrian Upgrades				14,000		14,000	7,011	6,989	In progress
23-3225	Skid Steer				112,000		112,000	112,000	-	Complete
23-3224	Air Photos				40,000		40,000	11,920	28,080	Cost YTD includes orthophoto acquisition and production
23-3251	Motor Replacement T11-11					11,000	11,000	-	11,000	Not started yet
23-3253	Vinyl Fence Replacement - Aurora Heights							90,789	- 90,789	To replace fence lost to fire
23-6902	EV Charging Stations					98,982	98,982	71,300	27,682	In Progress
<b>Total Infrastructure</b>		<b>9,425,174</b>	<b>652,727</b>	<b>-</b>	<b>486,000</b>	<b>178,086</b>	<b>1,316,813</b>	<b>910,937</b>	<b>405,876</b>	
<b>Recreation</b>										
18-7207	2018 Wayfinding Signage	293,400	107,346				107,346	24,742	82,604	In progress
19-7221	Emergency Generator - Community Hall	80,000	62,173				62,173	-	62,173	On hold
22-7229	Toro 4010-D	85,000	85,000		15,000		100,000	-	100,000	Not started yet
22-7231	Hot Tub Tiling/Pool Equipment	30,000	12,769				12,769	10,309	2,460	In progress
22-7203	Border Paving Plaza	723,258	429,093				429,093	327,287	101,806	In progress
23-5601	Additional Columbarium				80,000		80,000	-	80,000	Not started yet
23-7237	Annual Trail Development				50,000		50,000	28,365	21,635	In progress
23-7239	Light Truck(s)				40,000		40,000	37,640	2,360	Two 2012 Ford F150's purchased

# BUDGET



## Town of Blackfalds Capital Projects - Current and Carry forwards as at September 30, 2023

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2023 Capital Budget Approved	2023 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
23-7238	Prairie Ridge Playground				65,000		65,000	27,291	37,709	In progress
23-7240	Abbey Capital Projects				42,500		42,500	16,343	26,157	Washer/Dryer, H-Vac, and Server room ventilation completed. Remaining still in progress
23-7241	Lifting of Pool Deck				100,000		100,000	-	100,000	No invoices received yet
<b>Total Recreation</b>		<b>1,211,658</b>	<b>696,381</b>	<b>-</b>	<b>392,500</b>	<b>-</b>	<b>1,088,881</b>	<b>471,977</b>	<b>616,904</b>	
<b>Total Capital Projects &amp; Funding</b>		<b>11,486,832</b>	<b>2,006,634</b>		<b>1,061,860</b>	<b>178,086</b>	<b>3,246,580</b>	<b>2,153,629</b>	<b>1,092,951</b>	
<b>Utilities/ Development</b>										
13-4200	PW-STM-01 East Area Storm System and Wetlands	7,325,384					-	103,945	- 103,945	The project is nearing completion
14-4203	Lift Station - McKay Ranch	2,710,747	<b>2,383,278</b>		1,781,375		4,164,653	-	<b>4,164,653</b>	Design is completed, tendering again in 2023 for 2023/2024, construction pending agreement with developer.
17-3702	North West Storm System	2,485,458	<b>1,865,496</b>		2,000,000		3,865,496	-	<b>3,865,496</b>	Predesign is completed, awaiting Environmental Appeal Board Decision. Then design and tendering in 2023 for 2023/2024 construction, pending decision
23-4101	Water/Wastewater Asset Management Plan				100,000		100,000	-	100,000	Not started yet
23-4107	Ignition SCADA System					60,000	60,000	-	60,000	Not started yet
23-4204	NE-22-39-27-W4 Sanitary Trunk					2,650,000	2,650,000	2,275	<b>2,647,725</b>	In progress
23-4301	Phase 1 Transfer Site Upgrade					91,000	91,000	16,035	<b>74,965</b>	In progress
<b>Total Utilities / Development Projects</b>		<b>12,521,589</b>	<b>4,248,774</b>	<b>-</b>	<b>3,881,375</b>	<b>2,801,000</b>	<b>10,931,149</b>	<b>122,255</b>	<b>10,808,894</b>	
<b>Total Capital Projects</b>		<b>24,008,421</b>	<b>6,255,408</b>		<b>4,943,235</b>	<b>2,979,086</b>	<b>14,177,729</b>	<b>2,275,884</b>	<b>11,901,846</b>	

## Town of Blackfalds

### Council Expenditures

For the Period Ending September 30, 2023

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
<b>Mayor - Hoover</b>				
Honorarium	60,358	45,268	(15,090)	75.00%
Per Diem	10,965	9,720	(1,245)	88.65%
<b>Salaries &amp; Benefits</b>	71,323	54,988	(16,335)	77.10%
Conference & Travel	9,850	9,396	(454)	95.39%
<b>TOTAL EXPENSES</b>	81,173	64,384	(16,789)	79.32%
<b>Councillor - Appel</b>				
Honorarium	28,712	21,534	(7,178)	75.00%
Per Diem	7,522	5,520	(2,002)	73.38%
<b>Salaries &amp; Benefits</b>	36,234	27,054	(9,180)	74.66%
Conference & Travel	5,200	3,379	(1,821)	64.98%
<b>TOTAL EXPENSES</b>	41,434	30,433	(11,001)	73.45%
<b>Councillor - Coulter</b>				
Honorarium	28,712	21,534	(7,178)	75.00%
Per Diem	7,522	2,640	(4,882)	35.10%
<b>Salaries &amp; Benefits</b>	36,234	24,174	(12,060)	66.72%
Conference & Travel	5,200	729	(4,471)	14.01%
<b>TOTAL EXPENSES</b>	41,434	24,903	(16,531)	60.10%
<b>Councillor - Dennis</b>				
Honorarium	28,712	21,534	(7,178)	75.00%
Per Diem	7,522	2,775	(4,747)	36.89%
<b>Salaries &amp; Benefits</b>	36,234	24,309	(11,925)	67.09%
Conference & Travel	5,200	765	(4,435)	14.72%
<b>TOTAL EXPENSES</b>	41,434	25,074	(16,360)	60.52%
<b>Councillor - Sands</b>				
Honorarium	28,712	21,534	(7,178)	75.00%
Per Diem	7,522	4,305	(3,217)	57.23%
<b>Salaries &amp; Benefits</b>	36,234	25,839	(10,395)	71.31%
Conference & Travel	5,200	2,353	(2,847)	45.25%
<b>TOTAL EXPENSES</b>	41,434	28,192	(13,242)	68.04%
<b>Councillor - Stendie</b>				
Honorarium	28,712	21,534	(7,178)	75.00%
Per Diem	7,522	2,505	(5,017)	33.30%
<b>Salaries &amp; Benefits</b>	36,234	24,039	(12,195)	66.34%
Conference & Travel	5,200	761	(4,439)	14.64%
<b>TOTAL EXPENSES</b>	41,434	24,800	(16,634)	59.85%
<b>Councillor - Svab</b>				
Honorarium	28,712	21,534	(7,178)	75.00%
Per Diem	7,522	3,150	(4,372)	41.88%
<b>Salaries &amp; Benefits</b>	36,234	24,684	(11,550)	68.12%
Conference & Travel	5,200	747	(4,453)	14.37%
<b>TOTAL EXPENSES</b>	41,434	25,431	(16,003)	61.38%

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**MEETING DATE:** October 24, 2023

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Bylaw 1293.23 - Schedule C - Community Services Facilities Fee Schedule**

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## **BACKGROUND**

Typically, the Recreation, Culture and Parks Board (RCP) reviews the rates and fees for recreation facilities every two years and recommends changes for Council consideration. Last year, as part of the review, two rooms were added to the fee schedule (Community Centre Meeting Room & EBC Performance Room), hourly ice rental rates increased, the tournament ice rate decreased, a non-prime ice rate was added, the Minor Baseball/Soccer player fee increased, and the small plot fee for the community gardens decreased. For the Abbey Centre, the track fee was added, as well as a fee for toddlers. Changes were made to the age categories, and membership rates increased.

Changes to the rates and fees for recreation facilities typically come into effect in January of the following year, with the exception of arena fees, which come into effect the following ice usage season (August). At the last review in 2022, direction was provided to review rates again in 2023 instead of every two years to determine the effects coming out of the pandemic. The rates and fees were discussed at the RCP Board Meeting on September 6 and October 4.

## **DISCUSSION**

Administration has reviewed the rate and fees with the RCP Board. In the attached copy of the rates and fees, all proposed changes are shown in red. Changes include an increase to room rental rates for all Community Centre rooms, the Banquet Room, Performance Room and Dry Floor at the Eagle Builders Centre, Ball Diamonds and Soccer Pitches and all rooms at the Abbey Centre, excluding the Amphitheatre. The Ag. Room and Amphitheatre did not see an increase so as to encourage more use of those spaces. There was a minor change to the definitions to include businesses as part of the local and non-local definitions.

## **FINANCIAL IMPLICATIONS**

The proposed rates and fees will provide additional rental revenue to help offset the expenses of operating our recreation facilities.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following:

1. That Council give First Reading to Bylaw 1293.23 - Schedule C - Community Services Facilities Fee Schedule.

2. That Council give Second Reading to Bylaw 1293.23 - Schedule C - Community Services Facilities Fee Schedule.
3. That Council give unanimous consent to give Third Reading to Bylaw 1293.23 - Schedule C - Community Services Facilities Fee Schedule
4. That Council give Third and Final Reading to Bylaw 1293.23 - Schedule C - Community Services Facilities Fee Schedule

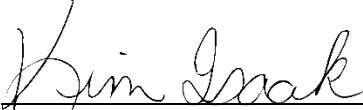
**ALTERNATIVES**

- a) That Council refer this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Bylaw 1293.23 - Schedule C - Community Services Facilities Fee Schedule*
- *Bylaw 1293.22 - Appendix A - Schedule "C" - Community Services Facilities Fee Schedule*

**APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND THE RATE BYLAW 1053/07 TO CHARGE FOR VARIOUS GOODS AND SERVICES PROVIDED BY THE TOWN OF BLACKFALDS**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for amendments to Bylaw 1053/07, known as the Rate Bylaw of the Town of Blackfalds.

WHEREAS the Municipal Council deems it necessary and expedient to amend Bylaw 1053/07.

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

THAT Bylaw 1053/07 - Schedule "C" – Community Services Facilities Fee Schedule is hereby amended by this Bylaw.

**PART 1 - TITLE**

- 1.1 That this Bylaw shall be cited as the **"Schedule "C" – Community Services Facilities Fee Schedule"**.
- 1.2 That Appendix A, attached to this Bylaw, shall form part of this Bylaw.

**PART 2 - REPEAL**

- 2.1 That Bylaw 1273.23 is hereby repealed upon this Bylaw coming into effect.

**PART 3 - DATE OF FORCE**

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

READ for the first time this     day                      of , A.D..

(RES.                      )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

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

(RES.                      )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

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

(RES.                      )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

# **Bylaw 1293.23 - Appendix A** **Schedule “C” - Community Services Facilities Fee Schedule**

FACILITY - COMMUNITY CENTRE	Local	Non-local	Local Non-Profit	Notes	2023	2023	2023
	Local	Non-Local	Local Non-Profit		Local	Non-Local	Local Non-Profit
<b>Main Hall</b>							
Hourly Rental Rate	\$ 65.00	\$ 78.00	\$ 39.00	\$20 more than the Banquet Rm. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 62.00	\$ 74.40	\$ 37.20
Daily Rental Rate	\$ 520.00	\$ 624.00	\$ 312.00		\$ 496.00	\$ 595.20	\$ 297.60
Partial Weekend Rate	\$ 780.00	\$ 936.00	\$ 468.00		\$ 744.00	\$ 892.80	\$ 446.40
Full Weekend Rate	\$ 910.00	\$ 1,092.00	\$ 546.00		\$ 868.00	\$ 1,041.60	\$ 520.80
<b>Multipurpose Room</b>							
Hourly Rental Rate	\$ 45.00	\$ 54.00	\$ 27.00	Comparable to Banquet Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 41.50	\$ 49.80	\$ 24.90
Daily Rental Rate	\$ 360.00	\$ 432.00	\$ 216.00		\$ 332.00	\$ 398.40	\$ 199.20
Partial Weekend Rate	\$ 540.00	\$ 648.00	\$ 324.00		\$ 498.00	\$ 597.60	\$ 298.80
Full Weekend Rate	\$ 630.00	\$ 756.00	\$ 378.00		\$ 581.00	\$ 697.20	\$ 348.60
<b>Main Hall &amp; Multipurpose Room</b>							
Hourly Rental Rate	\$ 81.25	\$ 97.50	\$ 48.75	Hourly Rate, Daily Rate and Weekend Rate is 1.25 x Main Hall rates. Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate.	\$ 77.00	\$ 92.40	\$ 46.20
Daily Rental Rate	\$ 650.00	\$ 780.00	\$ 390.00		\$ 616.00	\$ 739.20	\$ 369.60
Partial Weekend Rate	\$ 975.00	\$ 1,170.00	\$ 585.00		\$ 924.00	\$ 1,108.80	\$ 554.40
Full Weekend Rate	\$ 1,137.50	\$ 1,365.00	\$ 682.50		\$ 1,078.00	\$ 1,293.60	\$ 646.80
<b>Meeting Room</b>							
Hourly Rental Rate	\$ 35.00	\$ 42.00	\$ 21.00	Comparable to Program Room, Performance Room and Fitness Studio 2	\$ 31.00	\$ 37.20	\$ 18.60
Daily Rental Rate	\$ 280.00	\$ 336.00	\$ 168.00		\$ 248.00	\$ 297.60	\$ 148.80
Full Weekend Rate	\$ 560.00	\$ 672.00	\$ 336.00		\$ 496.00	\$ 595.20	\$ 297.60

FACILITY - EAGLE BUILDERS CENTRE	Local	Non-local	Local Non-Profit	Notes	2023	2023	2023
	Local	Non-Local	Local Non-Profit		Local	Non-Local	Local Non-Profit
<b>Banquet Room</b>							
Hourly Rental Rate	\$ 45.00	\$ 54.00	\$ 27.00	Comparable to Multipurpose Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 41.50	\$ 49.80	\$ 24.90
Daily Rental Rate	\$ 360.00	\$ 432.00	\$ 216.00		\$ 332.00	\$ 398.40	\$ 199.20
Partial Weekend Rate	\$ 540.00	\$ 648.00	\$ 324.00		\$ 498.00	\$ 597.60	\$ 298.80
Full Weekend Rate	\$ 630.00	\$ 756.00	\$ 378.00		\$ 581.00	\$ 697.20	\$ 348.60
<b>Performance Room</b>							
Hourly Rental Rate	\$ 35.00	\$ 42.00	\$ 21.00	Comparable to Program Room, Community Centre Meeting Room and Fitness Studio 2	\$ 31.00	\$ 37.20	\$ 18.60
Daily Rental Rate	\$ 280.00	\$ 336.00	\$ 168.00		\$ 248.00	\$ 297.60	\$ 148.80
Full Weekend Rate	\$ 560.00	\$ 672.00	\$ 336.00		\$ 496.00	\$ 595.20	\$ 297.60
<b>Ag. Room</b>							
Hourly Rental Rate	\$ 26.00	\$ 31.20	\$ 15.60	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 26.00	\$ 31.20	\$ 15.60
Daily Rental Rate	\$ 208.00	\$ 249.60	\$ 124.80		\$ 208.00	\$ 249.60	\$ 124.80
Full Weekend Rate	\$ 416.00	\$ 499.20	\$ 249.60		\$ 416.00	\$ 499.20	\$ 249.60
<b>Ice Rate</b>							
Hourly Rental Rate	\$ 180.00	\$ 216.00	\$ 108.00	Local = Base Rate, Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate.	\$ 180.00	\$ 216.00	\$ 108.00
Tournament Rate	\$ 153.00	n/a	n/a		\$ 153.00	n/a	n/a
Junior Hockey Rate	\$ 153.00	n/a	n/a	0.85 x the local base rate	\$ 153.00	n/a	n/a
Non-Prime Rate (Weekdays 8 am to 2 pm)	\$ 72.00	n/a	n/a	0.4 x the local base rate	\$ 72.00	n/a	n/a
<b>Dry Floor Arena</b>							
Hourly Rental Rate	\$ 85.00	\$ 102.00	\$ 51.00	Comparable to 2/3 of Field House. Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 82.50	\$ 99.00	\$ 49.50
Daily Rental Rate	\$ 680.00	\$ 816.00	\$ 408.00		\$ 660.00	\$ 792.00	\$ 396.00
Full Weekend Rate	\$ 1,360.00	\$ 1,632.00	\$ 816.00		\$ 1,320.00	\$ 1,584.00	\$ 792.00

FACILITY - STERLING INDUSTRIES SPORTS PARK/COM. GARDEN	Local	Non-local	Local Non-Profit	Notes	2023	2023	2023
					Local	Non-Local	Local Non-Profit
<b>Ball Diamonds</b>							
Hourly Rental Rate	\$ 20.00	\$ 24.00	\$ 12.00	Local = Base Rate, Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate. Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate x 3 diamonds.	\$ 15.50	\$ 18.60	\$ 9.30
Daily Rental Rate per Diamond	\$ 160.00	\$ 192.00	\$ 96.00		\$ 124.00	\$ 148.80	\$ 74.40
Full Weekend Rate	\$ 960.00	\$ 1,152.00	\$ 576.00		\$ 744.00	\$ 892.80	\$ 446.40
Extended Weekend Rate	\$ 1,440.00	\$ 1,728.00	\$ 864.00		\$ 1,116.00	\$ 1,339.20	\$ 669.60
Concession Day Rate	\$ 82.50	\$ 99.00	\$ 49.50		\$ 82.50	\$ 99.00	\$ 49.50
Concession Weekend Rate	\$ 247.50	\$ 297.00	\$ 148.50		\$ 247.50	\$ 297.00	\$ 148.50
Campground - Tenting	\$ 10.00				No change from the previous rates		
Campground - Trailer	\$ 20.00						
<b>Soccer Pitches</b>							
Hourly Rental Rate	\$ 20.00	\$ 24.00	\$ 12.00	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate x 1.5 pitches.	\$ 15.50	\$ 18.60	\$ 9.30
Daily Rental Rate	\$ 160.00	\$ 192.00	\$ 96.00		\$ 124.00	\$ 148.80	\$ 74.40
Full Weekend Rate	\$ 480.00	\$ 576.00	\$ 288.00		\$ 372.00	\$ 446.40	\$ 223.20
<b>Minor Baseball/Soccer Player Fee</b>	\$ 11.00	per registered player			\$ 11.00		
<b>Community Garden</b>							
Large Garden	\$ 30.00	per garden plot			\$ 30.00		
Small Garden	\$ 15.00	per garden plot			\$ 15.00		

FACILITY - ABBEY CENTRE	Local	Non-local	Local Non-Profit	Notes	2023 Local	2023 Non-Local	2023 Local Non-Profit
<b>Servus Program Room</b>							
Hourly Rental Rate	\$ 35.00	\$ 42.00	\$ 21.00	Comparable to Community Centre Meeting Room, Performance Room and Fitness Studio 2	\$ 31.00	\$ 37.20	\$ 18.60
Daily Rental Rate	\$ 280.00	\$ 336.00	\$ 168.00		\$ 248.00	\$ 297.60	\$ 148.80
Full Weekend Rate	\$ 560.00	\$ 672.00	\$ 336.00		\$ 496.00	\$ 595.20	\$ 297.60
<b>Fitness Studio 1</b>							
Hourly Rental Rate	\$ 45.00	\$ 54.00	\$ 27.00	\$5 more than Banquet Rm, \$10 more than Fitness Studio 2 & Program Rm.	\$ 41.50	\$ 49.80	\$ 24.90
Daily Rental Rate	\$ 360.00	\$ 432.00	\$ 216.00		\$ 332.00	\$ 398.40	\$ 199.20
<b>Fitness Studio 2</b>							
Hourly Rental Rate	\$ 35.00	\$ 42.00	\$ 21.00	Comparable to Community Centre Meeting Room, Performance Room and Servus Program Room	\$ 31.00	\$ 37.20	\$ 18.60
Daily Rental Rate	\$ 280.00	\$ 336.00	\$ 168.00		\$ 248.00	\$ 297.60	\$ 148.80
Full Weekend Rate	\$ 560.00	\$ 672.00	\$ 336.00		\$ 496.00	\$ 595.20	\$ 297.60
<b>1/3 Field House Gym</b>							
Hourly Rental Rate	\$ 45.00	\$ 54.00	\$ 27.00	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 41.50	\$ 49.80	\$ 24.90
Daily Rental Rate	\$ 360.00	\$ 432.00	\$ 216.00		\$ 332.00	\$ 398.40	\$ 199.20
Full Weekend Rate	\$ 720.00	\$ 864.00	\$ 432.00		\$ 664.00	\$ 796.80	\$ 398.40
<b>2/3 Field House Gym</b>							
Hourly Rental Rate	\$ 85.00	\$ 102.00	\$ 51.00	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 82.50	\$ 99.00	\$ 49.50
Daily Rental Rate	\$ 680.00	\$ 816.00	\$ 408.00		\$ 660.00	\$ 792.00	\$ 396.00
Full Weekend Rate	\$ 1,360.00	\$ 1,632.00	\$ 816.00		\$ 1,320.00	\$ 1,584.00	\$ 792.00
<b>Full-use Field House Gym</b>							
Daily Rental Rate	\$ 850.00	\$ 1,020.00	\$ 510.00	Day Rate is based on 1.25 x the 2/3 Field House. Weekend Rate = 2 x day rate.	\$ 825.00	\$ 990.00	\$ 495.00
Partial Weekend Rate	\$ 1,105.00	\$ 1,326.00	\$ 663.00		\$ 1,072.50	\$ 1,287.00	\$ 643.50
Full Weekend Rate	\$ 1,700.00	\$ 2,040.00	\$ 1,020.00		\$ 1,650.00	\$ 1,980.00	\$ 990.00
<b>Amphitheatre</b>							
Hourly Rental Rate	\$ 21.00	\$ 25.20	\$ 12.60	Day Rate is based on 8 x the hourly rate. Weekend Rate = 2 x day rate.	\$ 21.00	\$ 25.20	\$ 12.60
Daily Rental Rate	\$ 168.00	\$ 201.60	\$ 100.80		\$ 168.00	\$ 201.60	\$ 100.80
Full Weekend Rate	\$ 336.00	\$ 403.20	\$ 201.60		\$ 336.00	\$ 403.20	\$ 201.60

ABBEY CENTRE MEMBERSHIP/ADMISSIONS			
<b>Single Admission</b>	<b>Rate</b>	<b>Notes</b>	No change from the previous rates
Track	\$ 2.00		
Infant	FREE	Under 1	
Toddler	\$ 1.00	1 and 2	
Child	\$ 5.00	3 to 7	
Youth	\$ 5.50	8 to 12	
Teen	\$ 6.50	13 to 17	
Adult	\$ 9.00	18 to 59	
Senior	\$ 7.00	60+	
Senior+	FREE	75+	
Family	\$ 20.00	Max. of 5 family members in household (max 2 ages 18-74)	
<b>Punch Passes</b>	<b>Rate</b>	<b>Notes</b>	No change from the previous rates
Track	\$ 20.00	10 Admissions	
Toddler	\$ 9.00	New Rate	
Child	\$ 45.00		
Youth	\$ 49.50	10 admissions for the price of 9 per age category.	
Teen	\$ 58.50		
Adult	\$ 81.00		
Senior	\$ 63.00		
Family	\$ 180.00		
<b>Monthly Memberships*</b>	<b>Rate</b>	<b>Notes</b>	No change from the previous rates
Child	\$ 26.25		
Youth	\$ 28.88		
Teen	\$ 34.13		
Adult	\$ 47.25	Equal to the price of 5.25 admissions per age category.	
Senior	\$ 36.75		
Family	\$ 105.00		
<b>Annual Memberships*</b>	<b>Rate</b>	<b>Notes</b>	No change from the previous rates
Child	\$ 262.50		
Youth	\$ 288.75		
Teen	\$ 341.25		
Adult	\$ 472.50	10 x the monthly membership rate per age category.	
Senior	\$ 367.50		
Family	\$ 1,050.00		
<b>Child Minding</b>	<b>Rate</b>	<b>Notes</b>	No change from the previous rates
One Child (per half hour)	\$ 3.00	10 hour punch cards are based on 9 hours of use.	
Family (per half hour)	\$ 5.00		
One Child (10 hour punch pass)	\$ 54.00		
Family (10 hour punch pass)	\$ 90.00		
<b>*Note:</b> When purchasing a monthly or annual family membership, an additional child, youth or teen can be added to the family at a discount of 50% from a regular, child, youth or teen membership of the same membership type.			

DEFINITIONS	
Local	Individuals/ <b>businesses</b> who pay their taxes to either the Town of Blackfalds or
Non-Local	Individuals/ <b>businesses</b> who do not pay their taxes to the Town of Blackfalds or Lacombe County
Local Non-Profit	Registered non-profit organizations based in Blackfalds or Lacombe County with a mailing address in either municipality, not including other Towns or Cities in Lacombe County

ADDITIONAL FEES/CHARGES		
Lost Key	cost to re-key the building	No change from the previous rates
Lost Fob	\$25.00	
Damage Fee	\$50.00/hour plus supplies	
Clean Up Fee	\$75.00/hour	
Late Fee	\$50.00/half hour	
Damage Deposit up to	\$500.00	
Non-Refundable Booking Fee	\$300.00	
Com. Centre Stage Setup Fee	\$15/stage panel (max. 6 panels)	
Sound System Fee (Arena, Community Centre)	\$50.00	
Non-alcohol Event Damage Deposit	\$100.00 (excl. Abbey Centre)	
Alcohol Event Damage Deposit	\$500 (excl. Abbey Centre)	

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**MEETING DATE:** October 24, 2023

**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Bylaw 1289.23 - Council Procedural Bylaw**

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## **BACKGROUND**

The *Municipal Government Act* (MGA), Section 145, provides that a municipality may pass a Bylaw in relation to the procedure and conduct of Council, Council Committees, and other bodies established by Council.

The Council Procedural Bylaw establishes rules of procedure for governing processes related to Council and Committee Meetings, as well as to regulate the conduct of Councillors and members of Committees established by Council. Both the Bylaw and the Agenda are an integral part of efficient Council Meetings and are important to the integrity of a municipality's operations.

## **DISCUSSION**

At the June 19, 2023, Standing Committee of Council, a Request for Direction was brought forward to introduce a Consent Agenda to Regular Council Meetings. From the direction of the Committee, the Council Procedural Bylaw was revised to include a Consent Agenda provision. In addition to the Consent Agenda, Administration took this opportunity to update and provide clarity to the procedures within the bylaw. A brief outline of further amendments to the Bylaw is as follows:

- Table of Contents as Appendix A and removing AUMA Ethical Guidelines.
- Removal of reference to Robert's Rules of Order and putting sole reliance back on the procedures outlined in the Bylaw.
- Combining Inaugural and Organizational Meetings under one Part (7).
- Revised standard order of business on Agendas for both Council and Committees.
- "Types" of Motions and how they are applied and utilized during meetings have been expanded upon in Parts 21 – 29 and were included to provide clarity to Council on the use of Motions during meetings. Including Motions for information.
- Expansion on Special Meetings and notice required.
- Expansion on Council communications and decisions in Part 13.
- Timelines on Delegations (Section 14.3) and subject matters set out in Section 30.12.
- Expansion on Public Hearings in accordance with the MGA.
- Separating out conduct of public during meetings into its own Part (20) subject to the MGA.
- Re-organization of the Bylaw's Parts and Sections to be more consistent.
- Establishment of the Standing Committee of Council and procedures for the Committee.
- Standing Committee of Council Agenda item submission timelines.

At the September 18, 2023, Standing Committee of Council Meeting, the Committee referred the Council Procedural Bylaw to the October 16, 2023, Standing Committee of Council Meeting and prior to the meeting being held, the Committee requested to take part in a workshop with a mock Agenda.

On October 16, 2023, Council participated in the Council Procedural Bylaw Workshop. The workshop was held just prior to the Committee Meeting, and a condensed cheat sheet of the procedural rules was provided to Council as a guide. Succeeding the workshop, the newly revised Council Procedural Bylaw was brought forward to the Standing Committee of Council for further review, where Administration welcomed feedback from the Committee on the proposed Bylaw, specifically on whether the Bylaw as proposed provides enough clarity to the rules and conduct for Council Meetings and it was motioned:

**045/23** Mayor Hoover moved That Standing Committee of Council recommends bringing forth the newly revised Council Procedural Bylaw 1289.23 for first reading at the October 24, 2023, Regular Council Meeting.

**CARRIED UNANIMOUSLY**

Although the Standing Committee of Council only recommended the first reading of the Bylaw, Administration will be requesting Council give all three readings to the Bylaw to expedite the process.

#### **FINANCIAL IMPLICATIONS**

None.

#### **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following:

1. That Council give First Reading to Bylaw 1289.23 - Council Procedural Bylaw.
2. That Council give Second Reading to Bylaw 1289.23 - Council Procedural Bylaw.
3. That Council give unanimous consent to give Third Reading to Bylaw 1289.23 – Council Procedural Bylaw.
4. That Council give Third and Final Reading to Bylaw 1289.23 – Council Procedural Bylaw.

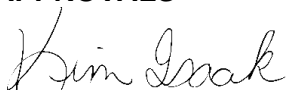
#### **ALTERNATIVES**

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

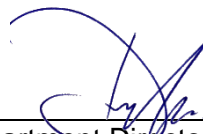
#### **ATTACHMENTS**

- *Bylaw 1289.23 - Council Procedural Bylaw*
- *Council Procedural Bylaw Quick Reference*

#### **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

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**BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

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**WHEREAS** the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass Bylaws in relation to the procedure and conduct of Council, and Committees established by Council, and may regulate the conduct of Council and Members of Committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and Committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council;

**NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**PART 1 - TITLE**

- 1.1 That this Bylaw may be cited as the "**Council Procedural Bylaw**" of the Town of Blackfalds.
- 1.2 That Appendix A, B, C, and D, attached to this Bylaw, shall form part of this Bylaw.

**PART 2 - DEFINITIONS**

- 2.1 In this Bylaw:
  - a) "**Act**" means the *Municipal Government Act* (MGA or the Act), as amended.
  - b) "**Administration**" means the collective of the Officers as outlined in this Bylaw.
  - c) "**Adjourn/Adjourned/Adjournment**" means the conclusion of a Council or Committee Meeting when stated by the Presiding Officer.
  - d) "**Agenda**" means the order of business items for any meeting of Council or Committee.
  - e) "**Amend**" means a Motion by which to amend a Motion that has been made but not yet voted on.
  - f) "**Business**" shall mean any matter appearing on an Agenda that requires a decision of Council or direction of a Committee.
  - g) "**Bylaw**" means a Municipal Bylaw of the Town.
  - h) "**CAO**" means the Chief Administrative Officer appointed for the Town.
  - i) "**Call the Question**" means when the Presiding Officer ends debate and Council or Committee must vote on the Motion that has been made.
  - j) "**Chairperson**" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee.
  - k) "**Committee**" means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw established in accordance with the Act.
  - l) "**Consent Agenda**" means a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
  - m) "**Council**" means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
  - n) "**Council Committee Meeting**" means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
  - o) "**Council Meeting(s)**" are regularly scheduled or Special Meetings that require the attendance of Council.

- p) **"Delegation"** shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
- q) **"Deputy Mayor"** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- r) **"Extenuating Circumstances"** means circumstances or situations that diminish the capability of a Member to attend a Council or Committee Meeting in person.
- s) **"FOIP"** means the *Freedom of Information and Protection of Privacy Act* of Alberta.
- t) **"General Municipal Election"** means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- u) **"Inaugural Meeting"** means the Organizational Meeting immediately following a General Municipal Election.
- v) **"In-Camera"** means a part of the meeting closed to the public at which no Resolution or Bylaw may be passed, except a Resolution to recommend to Council or revert to a meeting held in public.
- w) **"Live Streaming"** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- x) **"Majority of Council"** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw;
- y) **"Mayor"** means the Chief Elected Official of the Town of Blackfalds duly elected.
- z) **"Media Representatives"** shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- aa) **"Member(s)"** means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council.
- bb) **"Minutes"** means the record of decisions of a Council or Committee Meeting.
- cc) **"Motion"** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- dd) **"Notice of Motion"** is the means by which a Member of Council brings business before Council.
- ee) **"Omnibus Motion"** means a Motion to place on the floor and adopt, approve, or accept, without debate, two (2) or more items.
- ff) **"Organizational Meeting"** shall mean the meeting held for the purpose of scheduling Council Meetings and to make Council appointments to Committees of Council, to be held annually no later than the 2<sup>nd</sup> Regular Council Meeting in October.
- gg) **"Officer"** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure and Property Services, or their delegates, all of whom shall be recorded in official Minutes if their attendance is required.
- hh) **"Pecuniary Interest"** means any matter that could monetarily affect a Council Member or an employer of the Council Member, or the Council Member knows or should know that the matter could monetarily affect the Council Member's family in accordance with Section 170 (1) of the MGA.
- ii) **"Point of Information"** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- jj) **"Point of Order"** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.

- kk) **"Point of Privilege"** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to the following:
- i. the organization or existence of Council;
  - ii. the comfort of Members;
  - iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
- ll) **"Point of Procedure"** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
- i. make an appropriate Motion;
  - ii. raise a Point of Order;
  - iii. understand the procedure; or
  - iv. understand the effect of a Motion.
- mm) **"Presiding Officer"** shall mean the Mayor or the Deputy Mayor or, in the absence of the two (2), any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- nn) **"Postpone"** means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.
- oo) **"Public Hearing"** means a meeting of the Council, or that portion of a meeting of Council during which Members of the public make representations to Council in accordance with the Act.
- pp) **"Question of Privilege"** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- qq) **"Quorum"** means the majority of Members, fifty (50%) plus 1 (one) of those present, unless Council provides otherwise in this Bylaw;
- rr) **"Recess"** means to take a brief break for a specific time but will continue the Council or Committee afterward.
- ss) **"Reconsider"** means the Motion by which to review a matter previously decided upon by Council or Committee.
- tt) **"Recorded Vote"** means at the request of a Member, the vote is recorded, and the Minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained.
- uu) **"Refer"** means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.
- vv) **"Regular Council Meeting"** means a Council Meeting scheduled at the annual Organizational Meeting held in accordance with the Act.
- ww) **"Rescind"** means the Motion by which is referred to by declaring a previous resolution or Motion null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
- xx) **"Resolution"** means a Motion passed by a Majority of Council.
- yy) **"Round Table Reports"** means a Council Member summary report of meetings, events and activities using the template provided, will take place only at the second Regular Council Meeting each month,
- zz) **"Special Council Meeting"** means a Council Meeting called by the Mayor pursuant to the Act;
- aaa) **"Standing Committee of Council"** is a meeting of Council as a whole.

- bbb) **"State of Emergency"** means an order of the Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.
- ccc) **"Suspension of the Rules"** means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.
- ddd) **"Table"** means the Motion by which allows a matter without debate to be set aside and brought back at a later date.
- eee) **"Terms of Reference"** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw.
- fff) **"Town"** means the municipal corporation of The Town of Blackfalds.
- ggg) **"Video"** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

### **PART 3 – APPLICATION**

- 3.1 This Bylaw applies to:
  - a) Inaugural Meetings;
  - b) Organizational Meetings;
  - c) Regular Council Meetings
  - d) Special Council Meetings; and
  - e) Council Committee Meetings, except:
    - i. when Council has granted permission to a Committee to establish its own procedures.
- 3.2 The precedence of the rules governing the procedure of Council is:
  - a) The Act;
  - b) Other Provincial legislation;
  - c) This Bylaw; and
  - d) Council Code of Conduct Bylaw.
- 3.3 Subject to the appeal process set out in Section 19.3 of this Bylaw, the Presiding Officer or Chairperson shall interpret the procedure of meetings.
- 3.4 Suspension of the Rules:
  - a) In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of 2/3 of all Members present.

### **PART 4 - GENERAL**

- 4.1. Motions of Members and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw.
- 4.2. The table of contents is attached hereto as *Appendix A*.
- 4.3. A breach of any Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 4.4. A Council Member who has a Pecuniary Interest in a matter before Council shall disclose the general nature of the Pecuniary Interest before the meeting has begun and abstain from discussing the matter or voting on the matter and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
- 4.5. Council Meetings will be recorded and broadcast through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Bylaws and Policies and in accordance with legislation.

**PART 5 - NOTICE OF MEETINGS**

- 5.1 For all Council and Committee Meetings, notice must be:
- a) Issued a minimum of twenty-four (24) hours prior to the meeting date;
  - b) In writing and specify the time, date, location and purpose of the meeting;
  - c) Electronically distributed via email to each Council or Committee Member;
  - d) Posted at the Town Office – at the Civic Cultural Centre; and
  - e) Given any other notification as requested by Council or the Committee.

**PART 6 - QUORUM**

- 6.1 When a Quorum is present at the time set for the commencement of a Council or Committee Meeting, the Presiding Officer or Chairperson shall call the meeting to order.
- 6.2 If there is a Quorum present at the time set for the commencement of a Council or Committee Meeting, but the Mayor and Deputy Mayor or Chairperson are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or Chairperson to be chosen by Resolution.
- 6.3 If a Quorum is not constituted within fifteen (15) Minutes from the time set for the commencement of a Council or Committee Meeting, the CAO or designate shall record the names of all the Members present and Adjourn the meeting.
- 6.4 If a Council or Committee Meeting is Adjourned for:
- a) Failure to constitute a Quorum; or
  - b) Due to loss of Quorum as a result of a Member leaving the meeting:
    - i) The Agenda delivered for that Council or Committee shall be considered at the next meeting of Council or Committee unless a Special Council Meeting is conducted to complete such business.

**PART 7 - INAUGURAL AND ORGANIZATIONAL MEETINGS**

- 7.1 The Organizational Meeting immediately following a General Municipal Election shall be called the “**Inaugural Meeting**” and shall be held no later than two (2) weeks after each General Municipal Election.
- 7.2 The Mayor and each Council Member shall take the prescribed Oath of Office as the first order of business at the Inaugural Meeting as prescribed by the *Oaths of Office Act*.
- 7.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Inaugural Meeting.
- 7.4 Council shall hold an annual Organizational Meeting each year no later than the 2<sup>nd</sup> Regular Council Meeting in October in accordance with the Act.
- 7.5 Subject to Section 7.2, the order of business for Inaugural and Organizational Meetings shall be at the discretion of the CAO.
- 7.6 The CAO shall set the time and place for the Organizational Meeting, with the business of the meeting being limited to:
- a) Appointments of Members to Committees which Council is entitled to make, both internal and external;
  - b) Roster of Deputy Mayors for the Council term;
  - c) Council and Committee Meeting dates for Council from October to October; and
  - d) any other business required by the Act or which Council or the CAO may direct.
- 7.7 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.8 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.

**PART 8 – REGULAR MEETINGS OF COUNCIL**

- 8.1. Regular Council Meeting shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Council Meeting will be held elsewhere in the Community.
- 8.2. Regular Council Meetings shall be held on the second and fourth Tuesday of every month.
- 8.3. If a Regular Council Meeting falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
- 8.4. Regular Council Meetings shall commence at 7:00 p.m.
- 8.5. A Regular Council Meeting may be cancelled:
  - a) By a Majority of Council at a previously held meeting; or
  - b) Written consent of a Majority of Council, providing twenty-four (24) hours' notice is provided to Members and the public; or
  - c) Written consent of two-thirds (2/3) of the whole Council if twenty-four (24) hours' notice is not provided to the public.

**PART 9 – SPECIAL MEETINGS OF COUNCIL**

- 9.1. The Mayor may call a Special Council Meeting and notice of such Special Council Meeting shall be given in accordance with the provisions of the Act and this Bylaw.
- 9.2. The Mayor must call a Special Council Meeting if an official written request is made for the meeting from a Majority of Members within fourteen (14) days of which the request was made.
- 9.3. Despite Section 9.2, the Mayor may call a Special Council Meeting on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the Meeting before the Meeting begins.
- 9.4. The notice of a Special Council Meeting shall be provided in accordance with Section 194 of the Act, as amended from time to time. It shall include the time, date and place at which the Special Council Meeting is to be held and state the general nature of the business to be transacted at the meeting shall be provided to each Member of Council and to the public.
- 9.5. A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Members of Council and without notice to the public if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
  - a) By the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
  - b) If less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole Council.
- 9.6. No business other than that stated in the notice shall be conducted at any Special Council Meeting unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

**PART 10 – REGULAR COUNCIL MEETING AGENDA**

- 10.1 Agendas shall list the items and order of business for the meeting.
- 10.2 The standard order of business on the Regular Council Meeting Agenda shall be as follows unless Council otherwise determined by a majority vote a change in order:
  - a) Welcome and Call to Order
  - b) Land Acknowledgement
  - c) Adoption of Agendas
  - d) Delegation
  - e) Public Hearing
  - f) Business
  - g) Notices of Motion
  - h) Confidential
  - i) Adjournment

- 10.3 Council Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Council Agenda are:
- a) Available online to the public no later than 4:00 p.m. on the Friday prior to the day on which the Regular Council meeting is held; and
  - b) Electronically distributed and available to all Members of Council and Officers who are entitled to receive copies.
- 10.5 The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public.
- 10.6 All Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Wednesday prior to Agenda posting.
- 10.7 Only material which has been received in accordance with Section 10.6 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before Council at any meeting, the item shall:
    - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
    - ii) be permitted to be added by the Presiding Officer considered as an addendum to the Agenda upon a majority vote of Council.
- 10.8 Consent Agenda may include, but is not limited to:
- a) Declaration of No Interest (*conflict of duty and interest, pecuniary or other*);
  - b) Adoption of Minutes;
  - c) Round Table Reports;
  - d) Administrative Reports;
  - e) Board, Committee and Commission Minutes and/or Reports;
  - f) Information, includes items of interest to Council Members;
  - g) Correspondence that is addressed to Mayor and/or Council, and all content shall be subject to the *Freedom of Information and Privacy Act*.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.
- 10.10 Round Table Reports will take place only at the second Regular Council Meeting each month, and Council will provide Administration, by the 16th of each month, with a summary report of meetings, events and activities using the template provided and included in the Consent Agenda.
- 10.11 The CAO Report will include monthly administrative activities and will be included on the Consent Agenda at the second monthly Regular Council Meeting.
- 10.12 Delegations shall be registered in accordance with Section 14.1.
- 10.13 Public Hearings shall be conducted in accordance with Part 15.
- 10.14 Business items include templated reports from Administration for items requesting a decision from Council or direction from the Standing Committee of Council:
- a) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
    - i) Vote on the recommended Motion; or
    - ii) Refer back to Administration for further consideration; or
    - iii) Vote on an amended Motion as determined through debate and presented by a Member of Council.
- 10.15 Notices of Motion shall be in accordance with Part 29 of this Bylaw.
- 10.16 Where a Confidential matter is included on the Agenda, the section of FOIP and a description that allows information to be protected from disclosure will be cited on the Agenda and reflected in the Minutes, as set out in *Appendix D – Guideline to Matters Which can be Discussed In Camera Meetings*”.

**PART 11 – CONSENT AGENDA**

- 11.1 Consent Agenda items are a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
- 11.2 If a Member wishes to debate an item included in the Consent Agenda, the Member may exempt any item.
- 11.3 Council must review the items on both the Regular Council Agenda and the Consent Agenda, and prior to the Motion being made, the Presiding Officer shall ask if any Council Member has a Pecuniary Interest or other interest and/or wish to exempt an item on the proposed Consent Agenda.
- 11.4 In the event that a Member declares a Pecuniary Interest or other interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and added under Business.
- 11.5 All exempt Consent Agenda items shall be moved from the Consent Agenda and added under Business.
- 11.6 Subject to the above, the only time that an item should be removed from the Consent Agenda is if it is determined that action, a decision, or significant further discussion is needed or a Council Member declares a conflict of interest or Pecuniary Interest.
- 11.7 Adoption of the Consent Agenda means approval or acceptance of all the items contained within the Consent Agenda and shall be done by one Omnibus Motion.
- 11.8 Council must vote to adopt or amend the Regular Agenda prior to carrying out any business and adopt or amend the Consent Agenda prior to carrying out any business.

**PART 12 – MINUTES**

- 12.1 The CAO or designate shall ensure that the Minutes are prepared and included in the Agenda package distributed to each Member for the next meeting.
- 12.2 Minutes shall be available to the public, including on the Town's website, on the same week as to when they were approved by Council.
- 12.3 Any Member of Council may exempt the Minutes from the Consent Agenda and add them under Business.
- 12.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council or the Committee.
- 12.5 Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a Motion of Council.
- 12.6 Major amendments to the Minutes must be amended and brought forward to the next Council Meeting for adoption.

**PART 13 - COMMUNICATIONS**

- 13.1 When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:
  - a) Be on paper or in a printable form;
  - b) Be able to identify the writer and writer's contact information;
  - c) Subject to Section 13.3, be placed on an Agenda as appropriate; and
  - d) Properly placed within the Town's filing system.
- 13.2 Follow-up on the correspondence may include:
  - a) Discussion on the item under Business;
  - b) Directive to Administration to provide a response to the item of correspondence.

**13.3 Responsibilities of the CAO:**

- a) If the CAO determines the correspondence is within the governance authority of Council, the CAO will:
  - i. If it relates to an item already on the Agenda, deliver a copy of the correspondence or a summary of it to the Council Members prior to or at the meeting in which the Agenda is being considered; or
  - ii. Acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.
  - iii. In situations where the CAO considers correspondence to be libellous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.

**13.4 Decisions on Communications:**

- a) If the CAO determines the communication is not within the governance authority of Council, the CAO will:
  - i. Refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Council Members;
  - ii. Take any other appropriate action on the communication.
- b) If a Council Member objects to the process determined by the CAO, a Council Member may introduce a Notice of Motion requesting the item be included for Council's consideration on a future Agenda.
- c) If the standards set out in Section 13.3 are not met, the CAO may file the communication without any action being taken.
- d) Upon receipt of the communication to Council the CAO will respond to the person or entity regarding the process to be followed and any action taken on the subject of communication.

**PART 14 – DELEGATIONS**

- 14.1 If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to the Legislative Coordinator no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting. The Delegation Application is provided as *Appendix B*.
- 14.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.
- 14.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.
- 14.4 All written presentations will become a matter of public record unless the Delegation informs the office of the CAO or it is deemed confidential in accordance with the FOIP Act.

**PART 15 – PUBLIC HEARINGS**

- 15.1 Council shall hold Public Hearings in accordance with the Act.
- 15.2 Public Hearings, when required by the Act or requested by Council, will be held prior to the second reading of a Bylaw.
- 15.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.
- 15.4 Public Hearings shall be conducted in accordance with the procedures set out in *Appendix C*.
- 15.5 All written submissions from the public must be received by the deadline advertised to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the CAO or designate who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

**PART 16 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES**

- 16.1 Should a State of Emergency or Extenuating Circumstances where restrictive measures are required occur, electronic participation may be allowed by a Member of Council or Committee; participating electronically will be counted in determining whether a Quorum of Members is present and may participate electronically in a meeting.
- 16.2 A Members shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Members participating in the meeting are able to communicate effectively.
- 16.3 A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 16.4 The Mayor, Deputy Mayor, Presiding Officer or Chairperson shall announce to those in attendance at the Council or Committee Meeting that a Member is attending the meeting by means of electronic communications.
- 16.5 Where the rules of procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the rules of procedure to ensure Members can effectively participate in the meeting.
- 16.6 When a Council Member attends a Closed Session, they will be required to confirm that they are attending the Closed Session alone.
- 16.7 The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
- 16.8 Members must notify the CAO or designate a minimum of twenty-four (24) hours prior to the meeting of their intention to participate electronically.
- 16.9 The CAO or designate may provide for the electronic participation of staff, including that of the CAO.

**PART 17 – CLOSED SESSIONS**

- 17.1 Confidential items are those items that are discussed as per Section 197(2) of the Act “In Camera” or “Closed Sessions” and are confidential items of discussion between Council, Administration and invited persons. No Minutes, notes, or recordings of the discussions will take place, and any reports provided to Council will be returned to the CAO.

**PART 18 - ADJOURNMENT**

- 18.1 Council Meetings shall Adjourn no later than 10:00 p.m. unless in session at that time, except to conclude the matter under discussion, and Council shall Recess and reconvene at 6:00 p.m. on the next business day unless:
- a) A matter under discussion has not concluded;
  - b) Otherwise directed by Council; or
  - c) Council, by Resolution of a majority vote, taken as soon before 10:00 p.m. as the business permits, agree to an extension of the meeting beyond 10:00 p.m.
- 18.2 If Adjournment takes place and unfinished business remains, these items will be carried over to the next Regular Council Meeting, or Council can call a Special Council Meeting on a specified day and time to attend to the unfinished business.
- 18.3 When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.

**PART 19 – CONDUCT DURING MEETINGS**

- 19.1 Council Meetings will be held in public, and no person may be excluded except for:
- a) Improper conduct; or
  - b) Council may, by Resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.

- 19.2 The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the Members present, without debate.
- 19.3 A Member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the Members present. If there is no appeal, the decision of the Presiding Officer shall be final.
- 19.4 No Member of Council shall:
- a) Speak without first being recognized by the Presiding Officer and being granted the floor.
  - b) Speak twice to the same item after a Motion on any Agenda item, without the leave of Council, until every Member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued.
  - c) Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking refers to when a Council Member debates a Motion.
- 19.5 The Presiding Officer shall give each Member of Council who wishes to speak on a matter on the Council Agenda an opportunity to do so before calling the question.
- 19.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 19.7 Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.
- 19.8 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
- 19.9 When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege, the point shall be stated succinctly, and the Presiding Officer shall, when giving their decision on the point, cite the rule or authority applicable to the same.
- 19.10 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or Administration.
- 19.11 When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.
- 19.12 When the Presiding Officer wishes to debate or make a Motion, they shall vacate the chair and request another Member to take the chair, in the following order:
- a) Deputy Mayor
  - b) Any other Member of Council.
- 19.13 If no other Member of Council is willing to accept the chair, the Presiding Officer will continue as chair; however, will be allowed to make a Motion and/or debate under the same rights and restrictions as other Members.
- 19.14 When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:
- a) Remain quiet and seated;
  - b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
  - c) Not carry on a private conversation.
- 19.15 When a Member is addressing Council, the Member shall:
- a) Not speak disrespectfully of others;
  - b) Not shout, raise their voice or use offensive language;
  - c) Not reflect on any vote of Council except when moving to Rescind it and shall not reflect on the motives of the Members who voted on the Motion, or the mover of the Motion;

- d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.
- 19.16 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they must indicate their intention and await the Presiding Officer's permission prior to leaving.
- 19.17 The arrival and departure of Council Members will be recorded in the official Minutes.

## **PART 20 – CONDUCT OF PUBLIC DURING MEETINGS**

- 20.1. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- 20.2. Members of the public gallery during a Council Meeting:
  - a) Shall not address Council without permission;
  - b) Shall maintain order and quiet; and
  - c) Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- 20.3. The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.

## **PART 21 – MOTIONS**

- 21.1 A Council Member who wishes to submit a Motion in excess of twenty-five (25) words shall do so in writing to the Presiding Officer and Recording Secretary.
- 21.2 After a Motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
- 21.3 Every Motion shall be stated or read by the mover.
- 21.4 Any Motion made in the negative shall be ruled out of order.
- 21.5 A request may be made to have the Recording Secretary read back the Motion, as made, for clarity prior to being put to vote.
- 21.6 Council or Committees may act on a Motion pertaining to a subject which is not on the Agenda with unanimous consent only.
- 21.7 When moved, a Motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and Officers having the opportunity.
- 21.8 The mover of a Motion may speak and vote for or against the Motion.
- 21.9 No Motion other than an Amending Motion or Motion to Table or Refer shall be considered until the Motion already before Council has been disposed of.
- 21.10 Where the Town has a contractual liability or obligation, Council shall not Reconsider, vary, revoke, or replace any Resolution except to the extent that it does not avoid or interfere with such liability or obligation.
- 21.11 The following Motions are not debatable by Members:
  - a) To take a Recess;
  - b) Question of Privilege;
  - c) Point of Order;
  - d) Suspension of the Rules, temporarily altering or suspend this Bylaw;
  - e) To limit debate on a matter before Members;
  - f) To Table the matter; and
  - g) Adjournment.
- 21.12 A Motion to Adjourn is not subject to debate and is voted on immediately.
- 21.13 A Motion of Suspension of the Rules is not amendable.

**PART 22 – RECESS**

- 22.1 Any Member may move that Council Recess or break for a specific period. After the Recess, business will be resumed at the point when it was interrupted. This Motion may not be used to interrupt a speaker.
- 22.2 A Motion to Recess may be Amended only as to length of time, but neither the Motion nor the amendment is debatable.
- 22.3 If no speaker is addressing Council, the Presiding Officer may call a Recess for a specific period.

**PART 23 – MOTION TO AMEND**

- 23.1 Motion to Amend are those Motions where word(s) or paragraphs are inserted or struck out of the original Motion and can be made by any Member and must be in agreement with the Member originating the Motion.
- 23.2 There shall be a maximum of three (3) Motions on the floor at a time, the main Motion and up to two (2) Amending Motions.
- 23.3 Amendments shall be voted on in reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original Motion is put to a vote.

**PART 24 – MOTION TO RESCIND**

- 24.1 A Motion to Rescind a previous Motion may be accepted by the Presiding Officer, and if passed by a majority vote of Council present, the previous Motion referred to would be declared null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

**PART 25 – MOTION TO REFER**

- 25.1 A Motion to Refer is to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

**PART 26 – MOTION TO POSTPONE**

- 26.1 A Motion to Postpone any matter shall include in the Motion:
- a) A specific time to which the matter is Postponed; or
  - b) Provision that the matter is to be Postponed indefinitely.
- 26.2 When a Motion is Postponed without being settled, no similar or conflicting Motion which would restrict action on the first Motion may be introduced or adopted.
- 26.3 A Motion to Postpone a matter is Amendable and debatable.
- 26.4 Any matter that has been Postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

**PART 27 – MOTION TO TABLE**

- 27.1 A Motion to Table allows a matter without debate to be set aside and brought back at a later date.
- 27.2 To take a matter from the table requires a Motion, that Council lift from the table.

**PART 28 – MOTIONS FOR INFORMATION**

- 28.1 A Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.
- 28.2 A Motion to receive for information means Council or Committee acknowledges the information with no further action taken.

**PART 29 – NOTICE OF MOTIONS**

- 29.1 A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined. It must state the date of the meeting at which the Motion will be made and must meet the following requirements:
- a) A Council Member who submits a written Notice of Motion to the CAO to be read at a Regular Council Meeting need not be present during the reading of the notice.
  - b) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
  - c) If the Council Member is not present for the indicated date, the Motion will be deferred to the next Regular Council Meeting. If the Council Member is not present at the next Regular Council Meeting, the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.
- 29.2 Any Member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven (7) days before the meeting at which time the Motion will be debated, or Council passes a Motion by majority vote dispensing of the period of notice.
- 29.3 If a Motion is defeated, a Member of Council can reintroduce it as a new business item at a Regular Council Meeting by way of a Notice of Motion. It shall be substantially new wording and circumstances from the original Motion, subject to the provisions set out in Section 30.12.

**PART 30 - VOTING ON MOTIONS**

- 30.1 When debate on a Motion is closed, the Presiding Officer shall put the Motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.
- 30.2 No Member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
- 30.3 If any Member of Council wishes to have a Recorded Vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting Minutes pursuant to Section 185 of the Act.
- 30.4 Where a Motion is not carried unanimously by those Members present, then the names of those who voted for and against a Motion shall be entered upon the Minutes for Motions that are carried or defeated.
- 30.5 Votes on all Motions must be taken as follows:
- a) The Presiding Officer must declare the Motion and call for the vote.
  - b) Members must vote by a show of hands.
  - c) The Presiding Officer must declare the result of the vote.
- 30.6 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.
- 30.7 A Motion shall be declared defeated when it:
- a) Does not receive the required majority of votes; or
  - b) Receives an equal division of votes.
- 30.8 Each Member present shall vote on every Motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the Minutes.
- 30.9 Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the *Freedom of Information and Privacy Act*.

- 30.10 A Member shall not vote on a matter if they are absent from the meeting when the matter has been heard and the vote is called.
- 30.11 The outcome of every vote shall be incorporated into the official Minutes.
- 30.12 Once a subject matter has been voted on, and that particular meeting is Adjourned, it may not be raised again for six (6) months from the date of the vote unless Council is unanimous in raising the subject matter sooner and the unanimous approval to raise the matter may be included in the main Motion that is under consideration by Council.

## **PART 31 – BYLAWS & POLICIES**

- 31.1 Draft Bylaws and Council policies shall be prepared by the appropriate Administration member and shall be reviewed at a meeting of the Standing Committee of Council before being presented at a Regular Council Meeting.
- 31.2 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 31.3 The CAO shall provide a copy of the Bylaw in full and include it in the Agenda package.
- 31.4 Every Bylaw shall have three (3) distinct readings in accordance with the Act.
- 31.5 Only the title or identifying number may be read at each reading.
- 31.6 A Bylaw shall be introduced for first reading by a Motion that the Bylaw be read a first time.
- 31.7 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
- 31.8 Council shall vote on the Motion for first reading of a Bylaw without amendment or debate.
- 31.9 A Bylaw shall be introduced for second reading by a Motion that it be read a second time.
- 31.10 After a Member has made a Motion for second reading of a Bylaw, Council may:
- a) Debate the substance of the Bylaw; and
  - b) Propose and consider amendments to the Bylaw.
- 31.11 A Bylaw shall not be given more than two (2) readings at one (1) meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.
- 31.12 When Council unanimously consents that a Bylaw may be presented for third reading:
- a) Motion for third reading of the Bylaw shall be made;
  - b) Council shall vote on the Motion without amendment or debate;
- 31.13 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 31.14 In conformance with the Act:
- a) If a Bylaw does not receive a third reading within two (2) years from the date of the first reading, the previous readings are deemed to have been Rescinded; and
  - b) If a Bylaw is defeated on second or third reading the previous readings are deemed to have been Rescinded.
- 31.15 Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO and then shall have the Town's corporate seal applied.
- 31.16 Copies of all Bylaws and Council policies will be maintained and will be provided as public information on the Town's official website.

- 31.17 Bylaws which require approval from the Province of Alberta, shall receive two (2) readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.
- 31.18 Bylaws come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.
- 31.19 Subject to Section 31.1 Council policies shall be presented for discussion and passed by a simple majority at one (1) sitting and shall come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.
- 31.20 Upon being passed, a Council policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO.

## **PART 32 - COMMITTEES**

- 32.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through Bylaw and established Terms of Reference for said Boards and Committees.

## **PART 33 – STANDING COMMITTEE OF COUNCIL**

- 33.1 Standing Committee of Council is hereby established and considered to be Committee of the Whole with membership comprised of all Members of Council.
- 33.2 Standing Committee of Council typically takes place on the third Monday of every month.
- 33.3 The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.
- 33.4 Standing Committee of Council shall commence at 7:00 p.m.
- 33.5 Quorum of the Standing Committee of Council is a majority of Council Members.
- 33.6 The Standing Committee of Council may:
- a) Receive delegations and submissions;
  - b) Receive updates on major capital projects and initiatives;
  - c) Meet with other municipalities and other levels of government;
  - d) Recommend appointments of members of the public to Council Committees and other external committees, and other bodies on which the Town is entitled to have representation; and
  - e) Receive updates from Council Committees.
- 33.7 The standard order of business on a Committee Agenda shall be as follows unless Council otherwise determines by a majority vote a change in order:
- a) Welcome and Call to Order
  - b) Land Acknowledgement
  - c) Presentations
  - d) Business
  - e) Confidential
  - f) Adjournment
- 33.8 All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Tuesday prior to Agenda posting.
- 33.9 Only material which has been received in accordance with Section 33.8 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before the Committee at any meeting, the item shall:
    - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
    - ii) be permitted to be added by the Presiding Officer considered as an addendum to the Agenda upon a majority vote of the Committee.

- 33.10 If a presenter wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to the Legislative Coordinator no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation Application is provided as *Appendix B*.
- 33.11 Presentations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committees discretion, a longer time is required.
- 33.12 All written presentations will become a matter of public record unless the presenter informs the office of the CAO or it is deemed confidential.
- 33.13 The CAO shall ensure copies of the Standing Committee of Council Agenda are available online to the public no later than 4:00 p.m. on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.
- 33.14 Procedures in Standing Committee of Council only differ from Council's in that:
- a) A Member of Council may speak more than once, provided that all Council Members who wish to speak to the matter have been permitted to speak;
  - b) A Member of Council may speak even though there is no Motion on the floor, but if there is a Motion on the floor, a Council member shall only address that Motion;
  - c) The only Motions permitted are:
    - i) To direct items to a future Regular Council Meeting for consideration or to Refer matters to Administration or to a Committee.
    - ii) To receive items for information;
    - iii) To move to meet In-Camera and subsequently to revert to a meeting held in public; and
    - iv) To Recess
- 33.15 The operation of the Standing Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no powers to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

#### **PART 34 - REPEAL**

- 34.1 That Bylaw 1265.22 is hereby repealed upon this Bylaw coming into effect.

#### **PART 35 - DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

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

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

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

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

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

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISSAK**

DRAFT

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**APPENDIX B – DELEGATION FORM**



**DELEGATION APPLICATION**

Box 220 | 5018 Waghorn Street  
Blackfalds, AB | T0M 0J0  
www.blackfalds.ca | 403.886.4677

APPLICANT INFORMATION	
Name:	Date:
Address	
Phone:	Email:
ORGANIZATION INFORMATION (IF APPLICABLE)	
Name:	
Phone:	Email:
MEETING INFORMATION	
Date Requested:	Number Attending:
Name(s) of Presenter(s):	
Do you need to use your own presentation equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUBJECT YOU WANT TO PRESENT	
DETAILS OF THE SUBJECT - Include specific requests you have of Council	

**Please note** if a Delegation wishes to make a presentation to Council, the Delegation must submit this request form and all pertinent background information to the Office of the CAO **no later than noon on the Wednesday prior to the Council meeting.**

Delegations are limited to 15 minutes at a Regular Council Meeting, unless at Council's discretion, longer time is required.

*All written presentations will become a matter of public record, unless you inform this office otherwise, or it is deemed confidential.*

I acknowledge that only the above matter will be discussed during the delegation. I further acknowledge that this meeting may be audio/video recorded, published online, and broadcast on television.	
Applicant Signature:	Date:

**APPENDIX C - PUBLIC HEARING PROCESS AND TEMPLATE****1. Town of Blackfalds Public Hearing Process****1.1 Definitions**

- 1.1.1 "Chairman" refers to the Presiding Officer officiating the Public Meeting.
- 1.1.2 "Secretary" refers to the CAO or his/her designate.

**1.2 Advertising**

- 1.2.1 Advertising for all public hearings must meet the requirements of Section 606 of the MGA and will include:
  - a. Inclusion in a local newspaper once a week for two consecutive weeks ahead of the Public Hearing date.
  - b. Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).
  - c. Posted on the Town's website for the time period provided for print media notice.
  - d. Forwarded to parties determined to have a direct or significant impact by the matter.

**1.3 Public Comments**

- 1.3.1. 1.3.1 Public comments as outlined in the Public Hearing notice are to be forwarded electronically to [info@blackfalds.ca](mailto:info@blackfalds.ca).
- 1.3.2. Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, T0M 0J0 The Office of the CAO, c/o Executive & Legislative Coordinator,
- 1.3.3. All written comments must be received by 12:00 p.m. Noon on the Wednesday prior to the following scheduled Regular Council Meeting where the Public Hearing has been scheduled.

**1.4 Public Hearing Procedure Template (attached)**

**INTRODUCTION & PROCEDURES**

**(Chairman)** *“The following Public Hearing is held pursuant to the Municipal Government Act”*

**2 (Chairman)** *“The following rules of conduct will be followed during the Public Hearing:*

- *Presentation should be brief and to the point*
- *The order of presentation shall be:*
  - *Entry of written submission*
  - *Comments from the Planning Dept*
  - *Those supporting the Bylaw*
  - *Those opposing the Bylaw*
  - *Any other person deemed to be affected by the Bylaw*
- *The Public Hearing purpose is “ (-----) ”*

*I hereby declare the Public Hearing relating to Bylaw # (-----) open”.*

**3 (Secretary)** *“The purpose of Bylaw (-----) is (-----)- as shown on the attached Schedule A*

*First Reading was given to Bylaw (-----) on (-----)*

*Notice of this Public Hearing was advertised (-----)*

*The following written comments have been received to date (-----)*

**4 (Chairman)** *“Are there any late written submissions relating to the Bylaw?” (-----)*

**(Note: If there are any, the secretary to read letter into record)**

*“Comments from the Planning Department”*

*“Is there anyone who supports the Bylaw and wishes to speak?”*

*“Is there anyone who opposes the Bylaw and wishes to speak?”*

*“Is there anyone deemed to be affected by the Bylaw and wishes to speak?”*

**5 (Chairman)** *“Are there any further comments from the Planning Dept.”*

**6 (Chairman)** *“Do the Councilors have any further questions?”*

**7 (Chairman)** *“If nothing further then, I hereby declare this Public Hearing relating to Bylaw (-----) be closed and will accept a motion to Adjourn this Public Hearing.*

*Motion to Adjourn: \_\_\_\_\_*

**CARRIED UNANIMOUSLY**

**APPENDIX D – GUIDELINES FOR IN CAMERA**

**GUIDELINE TO MATTERS WHICH CAN BE  
DISCUSSED IN CAMERA MEETINGS**

Section 197 of the *Municipal Government Act* provides that Councils and council committees must conduct their meetings in public, however, they may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*. These exceptions are:

**1. Information such as trade secrets or commercial, financial, labour relations, scientific or technical information of a third party, supplied in confidence, the disclosure of which would be harmful to the business interests of a third party must be discussed *in camera* (unless there is an overriding public interest). (Section 16)**

*Examples:*

*Information regarding the monetary resources of a third party, such as the third party's financial capabilities and assets and liabilities, including financial forecasts, investment strategies, budgets, profit and loss statements.*

*Third party insurance policies, pricing structures, market research, business plans and customer records.*

*Operating manuals containing scientific and technical information.*

**2. Information the disclosure of which would be an unreasonable invasion of personal privacy must be discussed *in camera* except in those circumstances where disclosure is considered not to be an unreasonable invasion of privacy. (Section 17)**

**"Personal information"** means recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's race, national or ethnic origin, colour or religious or political beliefs or associations, the individual's age, sex, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics, information about the individual's health and health care history, including information about a physical or mental disability, information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else.

A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if any of the conditions listed under section 17(2) of the FOIP Act are met; items of this nature can be discussed in open session.



- 2 -

*Examples:*

*The person has consented to it being discussed in open session;*

*The information relates to financial and other details of a contract to supply goods and services to the municipality;*

*The information is about a permit relating to real property, ie. a development permit, which was granted to an individual by the municipality and the disclosure is limited to the name of the party and the nature of the permit.*

**3. Information the disclosure of which would be harmful to individual or public safety may be discussed *in camera* if the disclosure of that information could reasonably be expected to threaten anyone else's safety or physical or mental health or interfere with public safety. (Section 18)**

*Examples:*

*Information relating to individuals fleeing from a violent spouse, a victim of sexual harassment or an employee who has been threatened in the course of a work dispute.*

*Information which could reasonably be expected to hamper or block the functioning of an organization or structure that ensures the safety and well-being of the public.*

If the information cannot be reasonably expected to threaten anyone's safety, physical or mental health or interfere with public safety, it should be discussed in open session.

**4. Information relating to confidential evaluations or opinions, such as employments references, may be discussed *in camera*. (Section 19)**

The personal information must be contained in a confidential evaluation or opinion provided to the municipality, and compiled about an individual in order to assess his or her suitability for employment, the awarding of contracts or other benefits. This may involve information on his or her personal strengths or weaknesses, eligibility or qualifications.

*Examples:*

*A verbatim transcript of a reference check of an employment candidate, supplied in confidence*

*A summary of a mix of telephone and written reference checks compiled by an official*

**5. Information, the disclosure of which may be harmful to law enforcement, may be discussed *in camera*. In order for the exception to apply, it is necessary to ensure that specific authority to investigate exists and that the investigation can lead to a penalty or sanction being imposed. Three types of investigations are included: police, security and administrative investigations. (Section 20)**



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*Examples:*

*Information about a police investigation, including a special constable, or by a person responsible for investigating offences under the Criminal Code or Traffic Safety Act.*

*Information about a security investigation relating to the security of the organization and its clients, staff, resources or the public.*

*Information about an administrative investigation to enforce compliance or remedy non-compliance with standards, duties and responsibilities defined under an Act, regulation or bylaw.*

**6. Information, the disclosure of which may be harmful to intergovernmental relations, may be discussed *in camera*. This exception has two parts; one deals with harm to relations and the other deals with information given in confidence. (Section 21)**

(a) In order to apply the harm to intergovernmental relations exception, the municipality must demonstrate that the conduct of intergovernmental relations of the Government of Alberta, or other municipality, or Federal Gov't, and not just those of the municipality, would be harmed by disclosure.

*Example:*

*Notes of a private discussion between municipal officials, officials of a 'twinning' municipality in a developing country, the province and the country concerned, where no agreement has been reached between the parties to make their discussions public.*

(b) In order to apply the information exception, the information must have been supplied in circumstances that clearly place an obligation on the municipality to maintain confidentiality.

*Example:*

*Negotiating strategies relating to a federal, provincial and municipal infrastructure program.*

**7. Local public body confidences may be discussed *in camera*. This includes information the disclosure of which could reasonably be expected to reveal a draft of a resolution, bylaw or other legal instrument by which the municipality acts. (Section 23)**

Drafts of resolutions, bylaws or other legal or formal written documents which relate to the internal governance of the municipality or the regulation of the activities over which it has jurisdiction are covered by this exception, however, final versions of a bylaw, resolution or other legal instrument are not. Similarly, if a draft of a resolution, bylaw or other legal instrument has already been considered in a meeting open to the public, this exception cannot be applied.



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**8. Advice from officials may be discussed *in camera*. This exception is intended to protect the deliberative process involving senior officials and heads of public bodies, and their staff, as well as among officials themselves. This exception also protects the deliberative process involving senior officials, heads of public bodies and the governing authorities of local public bodies. (Section 24)**

A rule permitting public access to all records relating to policy formulation and decision-making processes in public bodies would impair the ability of those bodies to discharge their responsibilities in a manner consistent with the public interest. This exception is intended to provide a 'deliberative space' for those involved in providing advice, carrying on consultations and making recommendations, so that records may be written with candour and cover all options. This 'deliberative space' is especially important for those involved in the policy-making process. Senior officials and heads of local public bodies may accept or reject the advice and recommendations of those advising them.

*Examples:*

*Information, including proposed plans, policies or projects, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision*

*The contents of a formal research or audit report*

*Plans relating to the management of personnel*

**9. Information, the disclosure of which could reasonably be expected to be harmful to the economic and other interests of a public body, may be discussed *in camera*. (Section 25)**

This exception applies to information the disclosure of which could reasonably be expected to harm the economic interest of a public body or the Government of Alberta, or the ability of the government to manage the economy. It recognizes that a public body may hold significant amounts of financial and economic information that is critical to the financial management of the public sector and the provincial economy.

*Examples:*

*Trade secrets, such as software developed by a public body or special testing equipment which has been kept secret or confidential.*

*A proprietary interest in geographical information systems mapping data or statistical data.*

*Financial forecasts, investment strategies, budgets and profit and loss statements.*

The exception does **not** cover the results of product or environmental testing carried out by or for a public body.



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**10. Information relating to testing procedures, tests and audits may be discussed *in camera*. This exception provides protection for the procedures and techniques involved in testing and auditing as well as details relating to specific tests to be given or audits to be conducted where disclosure would invalidate the results. (Section 26)**

*Examples:*

*Environmental testing, staffing examinations, personnel audits, financial audits and program audits.*

**11. Information that is subject to a legal privilege, or relates to the provision of legal services or the provision of advice or other services by a lawyer may be discussed *in camera*. (Section 27)**

*Examples:*

*A letter, fax, e-mail or other correspondence from the municipality's lawyers, including any record attached to correspondence from a lawyer.*

*A note documenting legal advice given by a lawyer or a statement of account from a lawyer detailing the services provided.*

*Information relating to an existing or contemplated lawsuit.*

**12. Information, the disclosure of which may be expected to result in damage to or interfere with the conservation of any historic resource or any rare, endangered, threatened or vulnerable form of life, may be discussed *in camera*. (Section 28)**

*Examples:*

*Information regarding designated municipal historic resources.*

*Information regarding any species of flora or fauna that is of concern because it is naturally scarce or likely to become threatened as a result of disclosure of specific information about it.*

**13. Information that is or will be available to the public may be discussed *in camera*. This exception covers information that is available for purchase by the public or that is to be published or released to the public within 60 days, but does not cover information that is already available to the public. (Section 29)**



<b>GUIDELINE TO MATTERS WHICH CAN BE DISCUSSED IN CAMERA MEETINGS UNDER FOIP ACT</b>		
<b>SEC. #</b>	<b>DESCRIPTION OF INFORMATION:</b>	<b>EXAMPLES:</b>
16	Trade secrets <b>of a third party</b>	Monetary resources, investment strategies, market research, manuals containing scientific, technical information.
17	Harmful to personal privacy	Recorded information about an identifiable individual – name, address, phone number, race, health, education. <b>See s. 17(2) for exceptions.</b>
18	Harmful to individual or public safety	Information relating to individuals threatened with violence, abuse or harassment, interfere with public safety.
19	Confidential evaluations	Reference checks.
20	Harmful to law enforcement	Police, security and administrative investigations.
21	Harmful to intergovernmental relations	Private discussions between municipal officials <b>and</b> officials of another municipal, provincial or federal government.
23	Local public body confidences	<b>Drafts</b> of resolutions or bylaws, legal or formal written documents.
24	Advice from officials	<b>Proposed</b> plans, policies, projects, budgetary decisions, research or audit reports, personnel management plans.
25	Economic interests of the municipality	Trade secrets, <b>in-house developed</b> software, proprietary interest in GIS mapping or statistical data, financial forecasts, investment strategies.
26	Testing procedures, tests and audits	Environmental testing, staffing exams, personnel, financial or program audits.
27	Legal privilege	Correspondence from municipality's lawyers, legal opinions
28	Historic sites or vulnerable life forms	Municipal historic resources, rare flora or fauna likely to be threatened by disclosure of information about it.
29	Information available or to be available to the public	Information that is available for purchase or that will be published within 60 days.

# COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
<b>Adjourn</b> (Part 18)	means the conclusion of a Council or Committee Meeting.	"Seeing as there is no other business, I Adjourn this meeting at [time]"  "I move That Council Adjourn."	Yes	No Motion to Adjourn is not subject to debate and is voted on immediately	When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.
<b>Amend</b> (Part 23)	means a Motion by which to amend a Motion that has been made but not yet voted on.	"I move That the wording of the Motion is amended to read..."	Yes	Yes	Amendments shall be voted on in reverse order to that in which they have been moved before the original motion is put to a vote,
<b>Call the Question</b> (Part 2)	means when the Presiding Officer ends the debate and Council or Committee must vote on the Motion that has been made.	"I call the question." "All in favour?" All opposed?"	No	No	It is the role of the Presiding Officer/Chair to Call the Question.
<b>Information Motions</b> (Part 28)	Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.  Motion to receive for information means Council or Committee acknowledges the information with no further action taken.	"I move That Council accept [subject] for information."  "I move That Council receive the [subject] for information."	Yes	Yes	When Council accepts the information, it is placed in the Town's record for reference.  When Council or Committee receives the information, it is acknowledged with no further action taken.
<b>Point of Information</b> (Part 19)	means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure.	"Point of Information [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Information.
<b>Point of Order</b> (Part 19)	means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.	"Point of Order [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Order.
<b>Point of Privilege</b> (Part 19)	means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members	"Point of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Privilege. Includes but is not limited to the following: i) the organization or existence of Council; ii) the comfort of Members; iii) the conduct of Administration or

# COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
					members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
<b>Postpone</b> (Part 26)	means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.	<p>"I move That Council Postpone the [subject] voting until...."</p> <p>"I move That Council Postpone the [subject] indefinitely."</p>	Yes	Yes	A Motion to Postpone any matter shall include in the Motion a specific time to which the matter is postponed or provisions that the matter is Postponed indefinitely.
<b>Question of Privilege</b> (Part 19)	means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council.	"Question of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Question of Privilege.
<b>Recess</b> (Part 22)	means to take a brief break for a specific time but will continue the Council or Committee afterward.	<p>"I move That Council move for a [^] min Recess."</p> <p>Presiding Officer: "I call for a [^] min Recess."</p>	Yes	Yes	Any Member may move for a Recess. This Motion may not be used to interrupt a speaker.
<b>Rescind</b> (Part 24)	means the Motion by which is referred to by declaring a previous resolution or Motion null and void.	"I move That Council Rescind [subject]."	Yes	Yes	A Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
<b>Reconsider</b> (Part 2)	means to review a matter previously decided upon by Council or Committee	"I moved That Council Reconsider [subject or Motion No.]."	Yes	Only if the original Motion was debatable.	A Motion to Reconsider will not undo any actions which have already been taken as a result of the Motion previously passed and is subject to Section 29.3.
<b>Refer</b> (Part 25)	means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information.	"I move That Council refer [subject] to Administration and/or Committee for more information."	Yes	Yes	A Motion to Refer shall include terms, timelines, and other relevant information.
<b>Suspension of the Rules</b> (Part 3)	means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.	"I moved That Council suspend Council Procedural Bylaw Section [inset no] for the purpose of ...."	Yes	No	A Suspension of the Rules can only be used for a specific purpose.
<b>Table</b> (Part 27)	means the Motion which allows a matter without debate to be set aside and brought back at a later date.	"I move That Council Table [subject]."	Yes		To take a matter from the Table requires a Motion, That Council lift from the table.

**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
IN PERSON  
Sept 6, 2023**

---

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held in person on Sept 6, 2023 at the Civic Centre – Tayles Boardroom at 6:30 pm.

**MEMBERS PRESENT:**

Rebecca Stendie, Town of Blackfalds Councillor  
Laura Svab, Town of Blackfalds Councillor  
Barb Shepherd, Lacombe County Representative  
Kimberley Sommerville, Public at Large  
Jill Bried, Public at Large  
Kala Pandit, Public at Large  
Kristy Lawrence, Public at Large

**ATTENDING:**

Rick Kreklewich, Director of Community Services  
Carol Simpson, Abbey Centre General Manager  
Jeff Heindel, Parks and Facilities Manager  
Alyssa Borix, Community Services Administration Assistant

**REGRETS:**

Trent Kroetsch, Public at Large

**OTHERS PRESENT:**

N/A

**AGENDA**

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

**1.1 CALL TO ORDER – 6:30 PM – IN PERSON**

- The regular meeting was called to order by Chair Sommerville at 6:31 PM.

**2. LAND ACKNOWLEDGEMENT**

- Chair Sommerville gave the acknowledgement.

**3. AGENDA APPROVAL**

**3.1 AGENDA FOR THE SEPTEMBER 6, 2023, RECREATION, CULTURE AND PARKS BOARD MEETING**

**RES. 40/23**

**Member Shepherd moved to approve the agenda for the September 6, 2023, meeting as presented.**

***MOTION CARRIED UNANIMOUSLY***

**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
IN PERSON  
Sept 6, 2023**

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**4. DELEGATION**

N/A

**5. BUSINESS ARISING FROM MINUTES**

N/A

**6. BUSINESS**

**6.1 PROPOSED RATES AND FEES**

- Director Kreklewich gave a background
- adjustments outlined in red
- military/first responder discount
- family size will remain the same at the abbey
- definition of first responder
- 3564 toddlers (1&2), 432 under 1, 902 seniors
- administration to look into swimming pool rental
- consider adding student pricing to abbey membership
- definition of local and non-local (add businesses)
- definition of extended weekend
- 

**RES. 41/23**

Member Lawrence moved that the Recreation, Culture and Parks Board recommend to refer the item back to administration for further review.

***MOTION CARRIED UNANIMOUSLY***

**7. ACTION CORRESPONDENCE**

N/A

**8. INFORMATION**

**8.1 Events update**

- Director Kreklewich gave a background
  - Well attended, well received
  - Pancake breakfast and market went very well
  - Parade entries low
  - Look at revising the parade route
  - Petting zoo did not show up
  - Revisit the old fashioned games to offer during Blackfalds days

**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
IN PERSON  
Sept 6, 2023**

---

- Additional information on verbal update pages in agendas
- Jump jam event
- lots of riders, will continue as an annual event
- summer culture series, well attended
- Canada day, small event in Tayles park
- Superkids, 28 registrants, reevaluate going forward
- Consider bringing the fun run back
- Culture days

**8.2 Border paving plaza**

- Director Kreklewich gave a background
  - Is nearly completed
  - Mural wall is the only piece left to be installed
  - Mid to late September
  - Still need to hook up fire pit
  - Some additional work to fire pit
  - One bench still needs to be installed
  - Odour control still needs to be installed
  - cement deficiencies
  - wheelchair/stroller access through EBC parking lot

**8.3 2023 proposed capital budget**

- Director Kreklewich gave a background
  - Items being taken to council for projects
  - Campground upgrades
  - Zamboni

**8.4 ABBEY CENTRE - UPDATE**

- Manager Simpson gave a background
  - Wrapped up camp curious
  - Swim lessons 70% fill rate
  - Aquatics performed 24 water rescues
  - 50,000 visitors during the pool season
  - Poly level AB – pool deck lifting on sept 18
  - Pool shut down 6 times for air quality and 4 time for temp
  - Field house 3 curtain finally fixed
  - Little of this market
  - Management team updates
  - Rainbow table partially installed
  - Outdoor fitness equipment removal started today
  - Fall cleaning and maintenance
  - Significant staff changes
  - Camped program has been expanded

**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
IN PERSON  
Sept 6, 2023**

---

- Sabrina's pizza providing hot lunch
- Fall programming starts sept 18
- Community care account
- Canada post grant available
- Outdoor library removed from abbey centre

**8.5 EAGLE BUILDERS CENTRE - UPDATE**

- Director Kreklewich gave a background
  - Minor ammonia leak
  - Zamboni broke down, rental unit was obtained
  - Hockey season has begun
  - Door locks adjusted for leases
  - Changed out some glass panels
  - One light over the ice surface, waiting for parts
  - Starting on arena 2
  - 5 lights left to replace in the library

**8.6 PARKS AND FACILITIES - UPDATE**

- Manager Heindel gave a background
  - Good crew of summer staff
  - Parks crew completed project at prairie ridge playground
  - Spray park has been winterized and shut down for the season
  - Jump jam big project for parks staff
  - Move a garbage bin next to port-a-potty
  - Disc golf has not been installed
  - Mini golf grant was not approved
  - Walking trail on vista
  - Crews have been aerating
  - Hockey and slo pitch tournaments this weekend
  - All star park sponsorship

**9. APPROVAL OF INFORMATION ITEMS**

**RES. 42/23**

Councillor Svab moved that the Recreation Board accept the information items as presented.

***MOTION CARRIED UNANIMOUSLY***

**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
IN PERSON  
Sept 6, 2023**

---

**10. APPROVAL OF MINUTES**

**RES. 43/23**

Member Lawrence moved that the Recreation Board accept the minutes as amended for June 7 meeting.

***MOTION CARRIED UNANIMOUSLY***

**11. ADJOURN**

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

**RES. 44/23**

Meeting adjourned at 8:09 PM.

***MOTION CARRIED UNANIMOUSLY***



**KIMBERLEY SOMMERVILLE, CHAIR**



**RICK KREKLEWICH, DIRECTOR OF COMMUNITY SERVICES**

**Next meeting scheduled for October 4, 2023 @ 6:30pm**

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on September 14, 2023, at 5018 Waghorn Street in the Tayles Room, commencing at 7:00 p.m.

**MEMBERS PRESENT**

Jim Sands	Town of Blackfalds Councillor
Rebecca Stendie	Town of Blackfalds Councillor
Dena Thomas	Public at Large, Board Chairperson
Sheila Giffin	Public at Large
Melissa MacLeod	Public at Large – joined the meeting at 7:33 pm
Tennielle Gilchrist	Public at Large
Cliff Soper	County of Lacombe Resident

**ATTENDING**

Rick Kreklewich	Town of Blackfalds Director of Community Services
Sue Bornn	Town of Blackfalds FCSS Manager
Sue Penner	Town of Blackfalds FCSS Admin Asst

**REGRETS**

Glenda Brown	Public at Large
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**OTHERS PRESENT**

Kim Isaak	Town of Blackfalds Chief Administrative Officer
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**1 CALL TO**

**ORDER:** Chair Thomas called the meeting to order at 7:03 p.m.

**2 TREATY SIX LAND ACKNOWLEDGEMENT**

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

**3 ADOPTION OF AGENDA**

**24/23** Member Giffin moved that the Board adopt the September 14, 2023, Agenda with the addition of Item 6.1 Funding Amendment, Budget Adjustment Recommendation.

**CARRIED UNANIMOUSLY**

**4 ADOPTION OF MINUTES**

**25/23** Member Gilchrist moved to accept the Minutes from July 5<sup>th</sup>, 2023, as presented.

**CARRIED UNANIMOUSLY**

**5 DELEGATION**

**5.1 Louise Rellis, Community Member, Anam Rural Youth Association**

The feedback presented included comments surrounding inaccuracies and discrepancies between the surveys and the report, which will be taken into consideration while the Board continues its reviews of the draft Social Needs Assessment.

- 26/23** Member Giffin recommended to Council that they adjust the date for the Notice of Motion regarding the 2022 Social Need Assessment from September 26<sup>th</sup> to November 14<sup>th</sup> to allow the FCSS Board the opportunity to review the information provided by Louise Rellis.

**CARRIED UNANIMOUSLY**

**6 BUSINESS ARISING FROM THE MINUTES**

**6.1 Funding Amendment, Budget Adjustment Recommendation**

Manager Bornn provided an update regarding the recommendation for grant funding to support the School Social Work Program at the Iron Ridge Junior Campus. The Board's recommendation went in front of Council at the August 8<sup>th</sup>, Regular Council meeting. Council requested further information regarding the allowable expenses and for additional information regarding regional partners and how they operate.

Six regional FCSS responded to the inquiry, shared with all programs operating in the West Central Region, regarding how their FCSS programs operate. Of these FCSS programs only half offer granting programs. Two programs employ counselors to support family wellness in their communities and 2 provide grant programming to their school divisions similar to the way Blackfalds does. The other 2 communities do not provide grant programs or support their schools Family School Liaison programs.

The FCSS Program Consultant that supports Blackfalds was also consulted, confirming that the Family School Liaison program, called the School Social Worker Program in the Wolf Creek Public School Division, is eligible for FCSS funding and is supported by, at minimum, 50% of the FCSS programs in the region.

**OLD BUSINESS**

None

**7 BUSINESS**

None

**8 ACTION CORRESPONDENCE**

None

**9 INFORMATION**

**9.1 RMA Report on FCSS – presented for information.**

**9.2 FCSS Managers Report**

- Manager Bornn reported that the Volunteer Programmer continues to serve as a liaison between the Cheemo Club and the municipality, helping with their bookings.
- o For Culture Days we have chosen to show the movie Bones of Crows on September 20<sup>th</sup> at the More than a Movies Seniors Program and again in the evening for other residents. It is a feature film told through the eyes of Cree Matriarch Aline Spears as she survives a childhood in Canada's residential school system.
- o **Seniors Fall Programming:** Drop-In 50+ Walking Club & Skating, 50+ Yoga, 50+ Chair Yoga, 50+ Fit & Functional classes, monthly More Than a Movie.
- o **2023 Stars of Alberta nominations:** The following 2023 recipients fall within the Stars of Alberta Volunteer Award eligibility criteria and guidelines and their nominations have been put forth:
  - Carol Simpson Volunteer of the Year recipient – Cliff Soper
  - Gloria House Mentor recipient – Robert Saunders
  - Dylan Stork Youth Ambassador recipient – Kayla Letendre
  - Leaders of Tomorrow recipients – Kyle Smith, Jessie Gunsch and Kayla Gutfriend
- o **Community Info Expo:** This year's event will be held on September 13<sup>th</sup> in the Blackfalds Community Centre and give residents an opportunity to meet with various Blackfalds community groups, get information about services, learn how to register for programs they offer. As well, the town staff will be there to share information about our programs we offer, Boards and Committee vacancies, volunteer opportunities, upcoming events; and Town Council was on hand to answer questions about Budget 2024. This event also includes several food trucks, face painter and bagpiper on-site.
- o **Community Engagement Programmer reported:** 159 Blackfalds children have been assisted through the Back-to-School program this year (as of Aug 29) with 99 % positive feedback on the change of delivery.
- o **Community Warmth Fundraiser - September 28th:** Planning is underway, and this year includes a taco bar meal to be provided by Cilantro and Chive. Applying for a liquor license has been quite a process but we have finally received it. Continuing to connect with businesses to request donations for the event's live auction. Diamond Liquor will run a tasting table.
- o **ID Clinic:** 10 participants received a laminated ID that displays their correct name and birthdate. While these IDs are not issued by the government, they are accepted by numerous social service organizations and businesses.

- **Blackfalds Youth Crew:** was offered Thursdays from 12:30-2:00 pm for youth going into grades 4 – 6 and Thursdays from 2:30-4:00 pm for youth going into grades 7 – 12. Other summer programs included Fresh Air Art, Youth Yoga, 5024 Skateboarding and a Self-Care Workshop.
- **Manager Bornn reported** that budget planning for 2024 has been completed for FCSS. She connected with regional FCSS and GOA FCSS Program Consultant regarding mandates and funding allocation allowances. There is continued participation and support of the Youth Action Coalition. Guiding Group TOR discussions.

9.1 FCSSAA June Board Meeting Highlights – presented for information.

**APPROVAL OF INFORMATION ITEMS**

27/23 Member MacLeod moved to accept information item as presented.

**CARRIED UNANIMOUSLY**

**11 CONFIDENTIAL MATTERS**

None

**12 ADJOURNMENT**

Chairperson Thomas declared the meeting adjourned at 8:51 pm.

  
\_\_\_\_\_  
Chairperson  
Dena Thomas

2023/10/12  
\_\_\_\_\_  
YYYY / MM / DD

  
\_\_\_\_\_  
FCSS Manager  
Sue Bornn

Next meeting scheduled for **October 12<sup>th</sup>, 2023**, at 7:00 p.m.



Town of Blackfalds  
Box 220  
Blackfalds AB T0M 0J0

DATE: September 27, 2023

Dear Mayor and Council,

### **Municipal Funding Request from the Battle River Watershed Alliance**

The Battle River Watershed Alliance (BRWA) is pleased to provide Council with highlights of our successes over the last year. These achievements represent important services in our watershed and would not be possible without the collaboration and financial support from municipalities and stakeholders. The Board of Directors is grateful for The Town of Blackfalds's ongoing support and asks you to *Invest 50* in the watershed with a contribution to the Battle River Watershed Alliance of fifty cents per capita.

By way of an update, we are pleased to share the release of our new state of the watershed report [\*Taking Notice to Take Action: Integrating Environment, Community, and Health \(A Health in the Watershed Atlas of the Battle River and Sounding Creek Watersheds\)\*](#). Our first state of the watershed was released in 2011, which has shaped our watershed management plans. The new *Health in the Watershed Atlas* offers ecosystems, biodiversity, climate, land management, economic and community health indicators. Starting this fall, BRWA is taking the report to communities across the watershed. We will be presenting to Council as well as conducting surveys, interviews, and hosting workshops with stakeholders.

In other news, BRWA:

- Released a BRWA Strategic Plan 2022 to 2026
- Secured a 4-year grant from the Government of Alberta to contribute to our operations as a Watershed Planning and Advisory Council
- Launched a new Land & Water Committee with representation from stakeholders across the watershed to support the implementation of watershed management plans
- Presented four Otis Awards to recognize stewardship in the Watershed
- Continued our RiparianCare project to offer landowners funding to restore and conserve land to protect waterways
- Engaged more than 700 youth through our science-based education programs, which are offered free of charge to schools and BRWA pays for fieldtrip busing

For your convenience, we have enclosed an invoice for \$2,296.70. The invoice of fifty cents per capita is based on the recent census showing the Town of Blackfalds's population as 11,962 and the portion of the Town of Blackfalds (38.4%) located in the watershed. All funds remain in the watershed to support local programs. Funding is very important to preserve our watershed for future generations. Thank you for considering our request.

Sincerely,

Two handwritten signatures in blue ink. The first signature is for Alan Corbett and the second is for Ryley Andersen.

Alan Corbett and Ryley Andersen, BRWA Co-Chairs

## ABOUT THE BATTLE RIVER WATERSHED ALLIANCE

The Battle River Watershed Alliance (BRWA) was created in November 2006 as a non-profit society. Shortly after its formation, BRWA was designated by Alberta Environment, under Water for Life: Alberta's Strategy for Sustainability, as a Watershed Planning and Advisory Council for the Battle River and Sounding Creek Watersheds. We are a non-governmental organization dedicated to preserving and enhancing the land and water in these basins. Our vision is to have a watershed that sustains all life by using sound knowledge, wisdom and wise actions to preserve our watershed for future generations. We achieve our vision by providing relevant science, social science, policies and education for a diverse community of people to create solutions to our watershed's challenges. The BRWA has grown into a well-respected community organization. Our work takes a balanced approach for healthy natural areas, resilient communities, and a stable economy.

## MEET THE BOARD OF DIRECTORS

### **Agriculture**

Khalil Ahmed, Battle River Research Group

Terry Vockeroth, Councillor, Division 4, in the County of Paintearth No. 18.

### **Business/Industry**

Ryley Andersen, BRWA Co-Chairperson

Dustin Owens, Heartland Generation

### **Health**

Marilyn Weber, Healthcare Professional, Castor Alberta

### **Individual**

Al Corbett, BRWA Co-Chairperson

Peter Pullishy

Greg Smith, BRWA Treasurer

### **Municipal Government**

Bill Lawson, MD of Wainwright

Preston Weran, Town of Blackfalds

Dale Pederson, Beaver County

### **Ex-Officio**

Jamie Bruha, Alberta Environment and Protected Areas

Melissa Orr-Langner, Alberta Agriculture and Irrigation

Lorne Ferguson, Past BRWA Board Treasurer

Catherine Peirce, Battle River Watershed Alliance Executive Director

## BOARD OPENINGS

There are Director positions open for a 2-year term in the follow sectors: Academia, Health/Wellness, Indigenous, and Environment. According to BRWA bylaws, there can be a maximim of two people allowed for each of these categories up to a total of 15 Directors. If the municipality is able to provide expertise in one of the open categories, please contact [sheila@battleriverwatershed.ca](mailto:sheila@battleriverwatershed.ca).



# City of Lacombe

## COUNCIL HIGHLIGHTS

October 10, 2023

### Regular Meeting of Council

## 2. Review of Agendas

### 2.1 Consent Agenda

Council directed Administration to bring forward costs to implement option two (45-degree stalls) at 5026 49 Street to the 2024 budget deliberations.

Council gave first reading to Bylaw 400.50 as presented and scheduled a public hearing for Bylaw 400.50 on Tuesday, November 14th, 2023, at 6:00 p.m.

## 4. Presentations

### 4.1 Lacombe & District Family and Community Support Services (FCSS)

Crystal Zens, Lacombe FCSS Executive Director, Deb Salmon, Co-Chair and Sally Weenink, Co-Chair, presented their annual Budget presentation to Lacombe City Council.

### 4.2 Mary C. Moore Public Library (MCMPL)

Christina Petrisor, MCMPL Head Librarian and Lynda Nicholls, Chair, presented their annual Budget presentation to Lacombe City Council.

### 4.3 Heritage Resources Committee (HRC)

C. Myles Chykerda, HRC Chair, presented their annual Budget presentation to Lacombe City Council.

### 4.4 Lacombe & District Historical Society (LDHS)

Melissa Blunden, LDHS Executive Director and Debbie Gillard, President, presented their annual Budget presentation to Lacombe City Council.

### 4.5 Lacombe Regional Tourism

Merry Kuchle, Lacombe Regional Tourism President, and Austin Weaver, Executive Director, presented their annual Budget presentation to Lacombe City Council.

### 4.6 Lacombe Days Committee

Jessica Zylstra, Lacombe Days Committee Director, Sherry Vink, President presented their annual Budget presentation to Lacombe City Council.

### 4.7 Lacombe Performing Arts Centre Foundation (LPAC)

Grant Harder, LPAC President, and Rosanna Kerekes, Executive Director, presented their annual Budget presentation to Lacombe City Council.

#### **4.8 Lacombe Athletic Park Association (LAPA)**

Diane Hayduk, LAPA Chair, Jay Adamson, Past Chair, and Jason Lunn, Treasurer, presented their annual Budget presentation to Lacombe City Council.

## **6. Requests for Decision**

### **6.1 2024 Franchise Fee Rates (Natural Gas and Electricity)**

ATCO Gas and FortisAlberta are permitted to be the sole gas and electricity distributors in the City of Lacombe. An annual review of the franchise fee rates for ATCO Gas and FortisAlberta is completed to determine the median rates among the municipal comparators.

The City of Lacombe sets rates at the median range and recommends changing the Franchise Fees to 29.75% for ATCO Gas and 17.63% for Fortis Alberta.

Increasing the rate to 29.75% for ATCO Gas and 17.63% for Fortis Alberta would generate an additional \$76,800 (ATCO Gas) and \$45,227 (Fortis Alberta).

Keeping the franchise fees at the current rates would generate a reduction of \$55,380 in revenue for natural gas and an increase of \$50,233 for electricity. This would equate to a total decrease of \$5,147 in franchise fee revenue.

Council set the 2024 natural gas franchise fee rate (ATCO Gas) for the City of Lacombe at 29.75%. and set the 2024 electricity franchise fee rate (FortisAlberta) for the City of Lacombe at 17.63%.

### **6.2 Bylaw 78 Draft Revisions – Municipal Police Commission Bylaw**

The Municipal Police Commission Bylaw #78, established in 1986, has undergone eight amendments, addressing various aspects such as terminology, commission membership, leadership appointments, and meeting logistics. Under the current Bylaw, the Commission has seven members, six selected from the public and one from the municipality's Council. Public members can serve two consecutive three-year terms, subject to certain conditions. The Council has the authority to terminate appointments with cause and fill vacancies.

Meetings are mandated, with the Chair having the authority to call special meetings. Quorum is set at four members, and additional rules aligning with the Police Act or Bylaw may be adopted.

The Chief attends meetings without voting rights, and the CAO may attend with notice. In the absence of a supporting secretary, a municipal employee is appointed to manage records.

Meeting minutes are publicly accessible, and Council can request information from the Commission.

The Commission allocates funds, sets policies, appoints the Chief, and reviews wage levels. It also prepares a policing plan and budget, submitting estimates to the Council. Council holds the authority to approve the collective agreement with the Lacombe Police Association. The negotiating committee includes the CAO, HR

Manager, and Chief of Police. Throughout negotiations, the Commission can provide views and recommendations.

Recent changes to the Police Act impact the Bylaw. Suggested considerations include accommodating provincial appointments, adjusting membership to align with provincial limits, and ensuring compliance with the revised Police Act. Additionally, amendments may be necessary to recognize the Public Complaint Director, ensure City staff support and meet community expectations.

Council accepted the Municipal Police Commission Bylaw #78 Review report as information.

### **6.3 Notice of Motion (Councillor Hibbs – from September 25th)**

Council discussed the following Notice of Motion from Councillor Hibbs on September 25:

- *THAT Council Direct Administration to develop, for Council's consideration, amendments to the Land Use Bylaw, Community Standards Bylaw, or other bylaw as may be appropriate to regulate and limit the use of residential properties for material storage or transfer.*

Council approved the motion.

## **7. Notices of Motion**

### **7.1 Councillor Hoekstra**

Councillor Hoekstra made the motion “THAT Council direct Administration To draft a letter to the Honourable Ric McIver, Minister of Municipal Affairs, outlining concerns about amending the Local Authorities Election Act to allow for more political party influence in municipal politics. Further, that the letter requests information on the rationale and desired outcomes of any such amendments.”

The motion will be discussed at the next Council Meeting.

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

***- Monday, October 16, 2023 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***

***- Monday, October 23, 2023 – Organizational/Regular Council Meeting at 5:30 p.m. – City Hall***

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING OCTOBER 12, 2023

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### COMMITTEE OF THE WHOLE MEETING NOTES

The following recommendations from the Committee of the Whole meeting held on October 3, 2023 received Council approval:

- The presentation and discussion with RCMP and Rural Red Deer Restorative Justice Program representatives was received for information.
- The County Manager was directed to prepare a report and recommendation regarding amendments to the Library Funding Policy for consideration at a future Council meeting.
- The County Manager was directed to revise the Councillor Remuneration Policy for consideration at a future Council meeting.
- The County Manager was directed to prepare a Council Performance Review format/process for consideration at a future Council Meeting.
- The Gull Lake Regional Trail presentation was received for information and the County Manager was directed to prepare a report and recommendation regarding the Gull Lake Regional Trail for consideration at a future Council Meeting.
- The presentation regarding Data Processing Centers was received for information.

### SUBDIVISION S-021-23 BOUNDARY ADJUSTMENT

By resolution of Council, a request to adjust the boundaries of Subdivision S-021-23 was approved, subject to conditions. The boundary adjustment will increase the size of five existing residential lots within the subdivision.

### NUMBER OF DWELLINGS ON AGRICULTURAL 'A' DISTRICT PARCELS

The Terms of Reference for the Number of Dwellings on Agricultural 'A' District Parcels received Council endorsement. A meeting to seek public feedback regarding dwellings on Agricultural 'A' District parcels will be held on November 29, 2023 at 7:00 p.m. at the Lacombe County Office.

### POLICY EN (10) RURAL CRIME WATCH

Amendments to Policy EN (10) Rural Crime Watch received Council approval.

### REQUEST FOR ROAD CLOSURE 109 NY

Road Plan 109 NY is a road allowance within the Pt. NE ¼ 07-41-01-W5M. In the summer of 2023, the road was realigned. Part of the road must be closed to provide for the registration of a new road plan for the new road alignment.

The proposal was circulated to interested parties for comment; there was no response from adjacent landowners and the affected utility companies responded with no concerns.

By resolution of Council, the closure of Road Plan 109 NY was approved. To complete the road closure process, the request will be forwarded to Alberta Transportation for approval and then registered with Land Titles.



WHERE PEOPLE ARE THE KEY

### **REQUEST FOR ROAD CLOSURE AND SALE 1756 CO**

Road Plan 1756 CO is a road diversion within Pt. NW 33-41-22 W4M. Daniel Hucal is requesting the closure and sale of Road Plan 1756 CO so it can be consolidated with his property. The proposed closure will see 1.03 acres closed and consolidated with the Pt. NW 33-41-22 W4M (157.38 acres).

The County Manager was authorized to proceed with the closure of Road Plan 1756 CO. The proposal will be circulated to interested parties for comment, and a report on the comments and cancellation request will be presented at the November 14, 2023 Council meeting.

### **BROWNFIELD SOLAR OPPORTUNITY – SUNALTA POWER INC.**

SunAlta Power Inc. has requested the assistance of Lacombe County to identify a suitable site in the County for the development of a brownfield solar facility. SunAlta Power Inc. is seeking sites that are suitably zoned for solar facilities, are minimally 25 acres in size, have flat or low slope topography, are in close proximity to an electrical distribution grid, and are available for purchase or 25-year lease. The request was received for information.

### **POLICY AD (22) FCSS Programs**

Council approved proposed changes to Policy AD (22) FCSS Programs.

### **HIGHWAY 11 & 766 INTERSECTION – TRAFFIC CIRCLE**

Lacombe County will provide a letter to the Town of Eckville indicating strong and continued support for the construction of a roundabout at the intersection of Highway 11 and Highway 766.

### **MEETING WITH THE MINISTER OF ENERGY RE: ALPHABOW**

In response to an invitation from Ponoka County, Council will provide support and representation for a potential meeting with the Honorable Brian Jean, Minister of Energy and Minerals, to discuss concerns regarding the Alberta Energy Regulator and AlphaBow.

### **BYLAW NO. 1397/23 SOUTHEAST BENTLEY AREA STRUCTURE PLAN**

Bylaw No. 1397/23, a bylaw of Lacombe County to adopt the Southeast Bentley Area Structure Plan, received first reading. A public hearing for Bylaw No. 1397/23 will be held on November 14, 2023 at 9:00 a.m.

### **RED DEER RIVER MUNICIPAL USERS GROUP**

By resolution, Council expressed support for the Red Deer River Municipal Users Group in their funding application for a feasibility study to look at options for the Red Deer River Sub-Basin to meet future demands of the region.

**Next Regular Council Meeting is**  
**October 26, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**December 5, 2023 – 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.**

# BLACKFALDS

## A L B E R T A

### PERMIT FOR SPECIAL EVENTS

PERMIT NO. \_\_\_\_\_

1. The applicant should be aware of the requirements of the Special Event Permit and Traffic Bylaws which governs parades/processions, assemblies, etc. (copies are available through the Administrative Assistant at the Town Office).
2. Application to hold a special event must be made to the The Town not less than 4 weeks prior to the time desired to hold the event. Applications must be accompanied by the completed route map and Certificate of Insurance.
3. Event Categories:  
Applicants will be invoiced for processing costs as follows:
  - A. Parades / Special Events held on major roadways as designated in the Special Event Approval Policy. The Public Works Department must have a minimum of 15 working days advance notice to arrange barricading and signage if roads are to be closed.  
Cost: No processing fee.
  - B. Parades / Special Events held on all other roadways. The Public Works Department must have a minimum of 5 working days advance notice to arrange barricading and signage if roads are to be closed.  
Cost: No processing fee.
  - C. Special Events held on all other city property, including parking lots, parks, trails, playgrounds, etc.  
Cost: No processing fee.
4. The applicant shall contact the R.C.M.P. Town Detachment (phone 885-0020) a minimum of 2 weeks prior to the event with regard to any Police assistance required.
5. All applicants will be processed through the Director of Community Services, phone 885-6440. The Recreation, Parks & Culture Department will notify sponsoring groups when approved applications can be picked up.
6. A copy of this permit, signed by the appropriate Town official, must be kept at the special event location and be produced upon demand.

APPLICANT INFORMATION	Name of Sponsoring Group: <u>BLACKFALD CHRISTIAN MINISTERIAL ASSOCIATION</u>
	Address _____ Postal Code _____
	Name of Contact Person <u>JAMES CLARK / KYLE KLOSS</u>
	Address _____ Postal Code _____
	Phone (bus) <u>JAMES (403) 896 8525</u> (res.) <u>KYLE 403 357-9333</u>
	Fax _____ E-mail _____

SPECIAL EVENT (✓ appropriate box)	Name of Event <u>REMEMBRANCE DAY SERVICE</u>
	Description of Event _____
	Date <u>Nov 11</u> Time: From <u>10:30</u> (am) pm To <u>12:30</u> am (pm)
	Staging Area: Start <u>ABBEY CENTER</u> Finish <u>SAME</u>
	Number of Participants <u>200 - 600</u>
	List of equipment, vehicles, material proposed on site by applicant (if applicable) <u>SOUND EQUIPMENT</u>

Date: <u>OCT 5/2023</u>	Signature of Applicant: <u>[Signature]</u>
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ORIGINAL:  
COPIES:

Permit Coordinator - Community Services Department.  
Applicant: RCMP (By-laws); Town Council; Engineering; Emergency Services; Public Works; Parks Facilities Superintendent.  
Licensing & Inspections.

# WAIVER FORM

To be signed by Applicant	The applicant, on its own behalf and on behalf of its officers, agents and employees, waives the right to bring any claim against the Town of Blackfalds and its officers, agents and employees for any matter arising out of or in anyway connected with the Special Event, including claims based on the alleged negligence of the Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless The Town of Blackfalds, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.	
	Sponsoring Group <u>BCMA</u>	Date <u>Oct 5/2023</u>

## PLEASE READ CAREFULLY

CONDITIONS OF APPROVAL	Approved (Subject to Conditions): _____ Conditions: _____
	Denied _____ Reason: _____
	1. Applicant to complete the attached map clearly outlining the route or location of the special event together with notation of the start and finish location, if applicable, and any other pertinent details. (E.g. requests for road closures, parking removal).
	2. Applicant to submit a valid certificate of insurance with the application. The certificate to show a minimum liability amount of <u>\$2,000,000.00</u> and to have the Town of Blackfalds as an Additional Named Insured for the date(s) of the event.
	3. The promoters shall comply with all applicable laws, including bylaws and regulations.
	4. Applicant to pay for the necessary advertising of road closures, signing, and barricading costs as identified by the Public Works Manager, and to ensure affected businesses and residences are made aware of such closures.
	5. Applicant to ensure adequate traffic control through consultation with R.C.M.P., Town Detachment.
	6. Applicant to ensure adequate first aid service is available.
	7. Applicant to ensure participants provide right-of-way to emergency vehicles.
	8. Applicant to be responsible for resulting clean-up of route or location at which the event occurs.
9. Flag markers or removable signs only to be used for marking routes on trails/sidewalks/roads. <b>ABSOLUTELY NO PAINT</b>	
11. Special Conditions:	
<p>SPECIAL CONDITIONS ACCEPTED BY APPLICANT</p> <p>PER: _____ (Signature)</p>	

FAILURE TO COMPLY WITH THE CONDITIONS HEREIN COULD RESULT IN THE APPROVAL BEING WITHDRAWN, FUTURE APPLICATIONS BEING DENIED, AND/OR PROSECUTION FOR BREACH OF TOWN BYLAWS.

TOWN APPROVAL	
1. Signing Authority for Category A & B Events	
Chief Administrative Officer _____	Date _____
2. Signing Authority for Category C Events	
Director of Community Services <u>[Signature]</u>	Date <u>Oct. 18/23</u>

ORIGINAL: Permit Coordinator - Community Services Department.  
COPIES: Applicant; RCMP (Bylaws); Town Council; Engineering; Emergency Services; Public Works; Parks Facilities Superintendent; Licensing & Inspections.



## CANADIAN HOLIDAY TRAIN Schedule for Dec. 4 - 9, 2023

Date	Arrival	Event Time	City/Town	Address	Performers
Dec. 4	11:15 a.m.	11:30 a.m. - 12:00 p.m.	Portage La Prairie, Man.	Opposite Centennial Arena, 390 – 1st Street	Anyway Gang
	2:35 p.m.	2:45 p.m. - 3:15 p.m.	Neepawa, Man.	CPKC Railway Station between Mountain Avenue and Currie Avenue	Anyway Gang
	4:00 p.m.	4:15 p.m. - 4:45 p.m.	Minnedosa, Man.	West of CPKC Station, North side of rail yard (30 - 2nd Avenue NW)	Anyway Gang
	7:15 p.m.	7:30 p.m. - 8:00 p.m.	Shoal Lake, Man.	Gravel lot adjacent grain elevator on North Railway Avenue	Anyway Gang
Dec. 5	10:30 a.m.	10:30 a.m. - 11:00 a.m.	Brendenburg, Sask.	CPKC train station - 520 Railway Avenue	Anyway Gang
	12:05 p.m.	12:15 p.m. - 12:45 p.m.	Yorkton, Sask.	Livingstone Street and 4 Avenue S	Anyway Gang
	2:55 p.m.	2:55 p.m. - 3:30 p.m.	Foam Lake, Sask.	Railway Avenue, beside the hockey rink	Anyway Gang
	4:15 p.m.	4:30 p.m. - 5:00 p.m.	Wynyard, Sask.	CPKC train station - Avenue A and Bosworth Street	Anyway Gang
	8:35 p.m.	8:45 p.m. - 9:15 p.m.	Saskatoon, Sask.	CPKC railway overpass on 7th Avenue N (corner of Warburton and 7th Avenue N)	Anyway Gang
Dec. 6	1:15 p.m.	1:30 p.m. - 2:00 p.m.	Wilkie, Sask.	CPKC train station on 1st Avenue in station parking lot	Anyway Gang
	4:35 p.m.	4:45 p.m. - 5:15 p.m.	Macklin, Sask.	Field adjacent to railway track at Press Avenue and Leader Street	Anyway Gang
	5:55 p.m.	6:00 p.m. - 6:30 p.m.	Provost, Alta.	Field adjacent to railway tracks at 50th Avenue and 46th Street	Anyway Gang
	9:00 p.m.	9:15 p.m. - 9:45 p.m.	Hardisty, Alta.	East end of CPKC railway yard (west of HWY 881 overpass)	Anyway Gang
Dec. 7	1:05 p.m.	1:15 p.m. - 1:45 p.m.	Camrose, Alta.	52 Avenue and 50th Street - Next to Moose Family Centre in open field adjacent to rail track	Anyway Gang
	3:25 p.m.	3:30 p.m. - 4:00 p.m.	Wetaskiwin, Alta.	CPKC ES Building 4009 50th Street	Anyway Gang
	5:00 p.m.	5:15 p.m. - 5:45 p.m.	Ponoka, Alta.	50th Street and 47 Avenue	Anyway Gang
	6:50 p.m.	7:00 p.m. - 7:30 p.m.	Lacombe, Alta.	Len Thompson Fish Pond	Anyway Gang
	8:05 p.m.	8:15 p.m. - 8:45 p.m.	Blackfalds, Alta.	CPKC tracks at Gregg Street between Broadway Avenue and East Avenue	Anyway Gang
Dec. 8	12:45 p.m.	12:55 p.m. - 1:25 p.m.	Innisfail, Alta.	50 Street railway crossing	Anyway Gang
	2:20 p.m.	2:30 p.m. - 3:30 p.m.	Olds, Alta.	50th Street level railway crossing	Anyway Gang
	3:30 p.m.	3:45 p.m. - 4:15 p.m.	Didsbury, Alta.	CPKC tracks, 20th Street and 18th Avenue	Anyway Gang
	5:15 p.m.	5:45 p.m. - 6:15 p.m.	Airdrie, Alta.	Nose Creek Park, 1641 Main Street	Anyway Gang
Dec. 9	5:45 p.m.	6:00 p.m. - 6:45 p.m.	Calgary, Alta.	Anderson C-Train Station south parking lot	Anyway Gang



## Council Monthly Round Table Report

403.885.4677  
info@blackfalds.ca  
www.blackfalds.ca

[illegible]

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Brenda Dennis</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: September 16 to October 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Sept. 18	X			Standing Committee Meeting
Sept. 25	X			MPC Meeting
Sept. 25	X			Regular Council Meeting
Sept 27-29			X	AB Munis Convention
Oct 3	X			Ironridge Elementary School Council Meeting
Oct 10	X			Regular Council Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Jim Sands</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: Sept 15/23- Oct 15/23		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Sept 16/ 23			X	Council Roundtable reports
Sept 18/ 23	X			Standing Committee meeting
Sept 25/ 23	X			MPC Meeting
Sept 25/ 23	X			Regular Council Meeting
Sept 27/ 23			X	AB Municipalities Convention
Sept 28/ 23			X	AB Municipalities Convention
Sept 29/ 23			X	AB Municipalities Convention
Oct 10/ 23	X			Regular Council meeting
Oct 12/ 23	X			FCSS October meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor 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: September 16, 2023 – October 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
September 18, 2023	x			Standing Committee Meeting
September 25, 2023	x			Regular Council Meeting
September 27, 2023			x	AB Municipalities Convention
September 28, 2023			x	AB Municipalities Convention
September 29, 2023			x	AB Municipalities Convention
October 4, 2023	x			Recreation, Parks and Culture Board Meeting
October 10, 2023	x			Regular Council Meeting
October 12, 2023	x			FCSS Board Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		Councillor Marina Appel		
<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: 16 September – 15 October, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
September 18	X			SCC Meeting
September 20	X			Policing Committee Meeting
September 25	X			RCC Meeting
September 26-29		X		AB Municipalities Conference – Edmonton ( <i>see next page for notes</i> )
October 5	X			Blackfalds Chamber of Commerce (Attended Virtually)
October 10	X			RCC Meeting

## **Councillor Marina Appel Round Table - Continued**

### **Notes from AB Munis Conference**

#### Workshops Attended:

- Help Wanted: Staffing and the Future of Small Communities
- Code Blue: Municipalities to the Rescue of Healthcare
- Prepping for EPR: The Time is Now!

#### Further Events Attended:

- Opening Ceremonies
- Wednesday Keynote: Kendal Netmaker
- Thursday Keynote: Bean Gill
- Resolutions
- Alberta Municipalities AGM & Board of Director Elections
- Leader of the Opposition's Address
- Premier's Address
- Minister Dialogue Session

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor 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: September 16 – October 16, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Sept 18	x			Standing Committee Meeting
Sept 25	x			Municipal Planning Commission
Sept 25	x			Regular Council Meeting
Sept 26-29	x			Alberta Municipalities Conference
Oct 10	x			Christmas Party Planning Meeting
Oct 10	x			Regular Council Meeting
Oct 16	x			Council Meeting Procedure Bylaw Workshop
Oct 16	x			Standing Committee Meeting

**MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on October 10, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

Mayor Jamie Hoover  
Deputy Mayor Brenda Dennis  
Councillor Jim Sands  
Councillor Edna Coulter  
Councillor Rebecca Stendie  
Councillor Marina Appel  
Councillor Laura Svab

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Property Services  
Rick Kreklewich, Director of Community Services  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

Linda Murrell  
Glenda Brown, Cheemo Club

**CALL TO  
ORDER:**

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

**TREATY SIX LAND ACKNOWLEDGEMENT**

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

**ADOPTION OF AGENDA**

Addition of Business for the Good of Council item 13.1 Kindness Tour

**313/23**

Councillor Sands moved That Council adopt the October 10, 2023 Agenda as amended.

**CARRIED UNANIMOUSLY**

**DELEGATION**

**Urban Hens - Linda Murrell**

Linda Murrell presented to Council the challenges she is facing with the provisions of the Urban Hen Bylaw and not allowing the urban hens to leave their coop.

**Cheemo Club**

Glenda Brown presented to Council the activities of Cheemo Club and how valuable the space-in-kind from the Town is to the club. In addition, 2024 marks the 50<sup>th</sup> anniversary of the Cheemo Club, and the club's name will be changed to the Blackfalds Senior Club.

**MINUTES**

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**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None

**BUSINESS****Request for Decision, Blackfalds & District Chamber of Commerce Business Awards Gala**

CAO Isaak presented Council with options for attending the 2023 Business Awards Gala that will be held at the Community Centre on November 3, 2023, by the Blackfalds & District Chamber of Commerce.

- 314/23** Councillor Svab moved That Council agrees to the 5-Star Sponsorship of \$1,200 for the Blackfalds & District Chamber of Commerce 2023 Business Awards Gala and provide confirmation of attendance at the Gala.

**CARRIED UNANIMOUSLY**

**Request for Decision, Apollo Health Centre Funding Request**

Director Kreklewich brought forward Apollo Health Centre's funding request to assist in operations until new doctors arrive.

- 315/23** Councillor Stendie moved That Council approve a \$15,000 one-time loan to the Apollo Health Centre at a rate of \$6,000 per month, as required, to a limit of \$15,000, supplied by utilizing the Economic Development, Physician Attraction and Retention ledger and Council consider the remaining \$15,000 request during Budget deliberations.

**CARRIED UNANIMOUSLY**

- 316/23** Councillor Appel moved That Council direct Administration to research and seek out funding and grants for physician attraction and retention and send a letter to the Minister of Health for an in-person meeting and an invite to MLA Johnson to attend a Blackfalds Health Professional Attraction & Retention Committee Meeting.

**CARRIED UNANIMOUSLY**

**Request for Decision, Blackfalds Bulldogs Electronic Advertising Request**

Director Kreklewich brought forward a request from the Blackfalds Bulldogs Junior A Hockey Club to waive weekly advertising costs on the electronic billboard.

- 317/23** Councillor Appel moved That Council provide direction to Administration on the development of guidelines for the distribution of tickets in a manner that does not conflict with Town Policies.

**CARRIED UNANIMOUSLY**

Councillor Appel moved That Council approve the request from the Blackfalds Bulldogs Junior A Hockey Club to waive the weekly advertising fee on the electronic billboard.

- 318/23** Councillor Coulter moved That Council amend the main motion by adding the word "half" to "the weekly advertising fees".

**DEFEATED**

***In Favour: Councillor Coulter***

- 319/23** Councillor Appel moved That Council approve the request from the Blackfalds Bulldogs Junior A Hockey Club to waive the weekly advertising fee on the electronic billboard.

**DEFEATED**

***In Favour: Mayor Hoover and Councillor Svab***

**MINUTES**

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**Request for Decision, 2024 Parkland Regional Library Budget Request**

Director de Bresser presented for acceptance Parkland Regional Library's 2024 Budget Request.

- 320/23** Councillor Sands moved That Council move to accept the proposed budget by the Parkland Regional Library with the 2024 membership requisition at \$9.18 per capita.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE****Red Deer Recovery Community Lunch**

Mayor Hoover indicated that he had received the invitation for Council to attend the Red Deer Recovery Community Lunch that will be held on November 6, 2023, at 12:00 p.m. and for Council to let Administration know if they would like to attend.

**INFORMATION**

- Blackfalds Public Library Update - May - August 2023 and Program Information
- Lacombe Foundation Meeting Minutes - June 19, 2023
- Municipal Planning Commission Meeting Minutes - August 22, 2023
- Report for Council, Enforcement and Protective Services Monthly Report - September 2023
- Report for Council, Development & Building Monthly Report - September 2023
- Report for Council, BOLT KPI Monthly Report - September 2023
- Parkland Regional Library Board Talk - September 14, 2023
- Parkland Library Board Meeting Minutes - September 14, 2023 (draft)
- City of Lacombe Council Highlights - September 25, 2023
- County of Lacombe Council Highlights - September 28, 2023

- 321/23** Councillor Svab moved That Council accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE DISCUSSION**

None

**ADOPTION OF MINUTES**

- 322/23** Deputy Mayor Dennis moved That Council accept the Regular Council Meeting Minutes from September 25, 2023, as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

Mayor Hoover indicated that Kelly and Breezy with the Kindness Tour would be in three provinces, gathering signatures of people who pledge kindness on magnets and covering Breezy the Kindness Camper and will be in our area over the next week.

**RECESS**

- 323/23** Councillor Appel moved That Council move for a five-minute recess at 8:16 p.m.

**CARRIED UNANIMOUSLY**

**MINUTES**

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**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:23 p.m.

**CONFIDENTIAL**

- **Code of Conduct - FOIP Section 24(1) Advice from Officials**
- **Personnel - FOIP Section 17(1) Disclosure Harmful to Personal Privacy**

**324/23**

Councillor Sands moved That Council move to a closed session commencing at 8:23 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Sections 24 and 17 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab and CAO Kim Isaak.

**DEPARTURE**

Mayor Hoover and Councillor Stendie left the meeting at 9:30 p.m.

**ARRIVAL**

Mayor Hoover and Councillor Stendie rejoined the meeting at 9:54 p.m.

**325/23**

Councillor Appel moved That Council move to come out of the closed session at 9:54 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 9:54 p.m.

**Regular Council Meeting Attendance:** Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab and CAO Kim Isaak.

**326/23**

Councillor Appel moved That Council proceed as discussed in camera.

**CARRIED UNANIMOUSLY**

**327/23**

Councillor Svab moved That Council undertake a Mid Term Check In – Dynamics and Decision-Making Session.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 9:55 p.m.

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Jamie Hoover, Mayor

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Kim Isaak, CAO

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, October 16, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

Mayor Jamie Hoover  
Deputy Mayor Brenda Dennis  
Councillor Jim Sands  
Councillor Marina Appel  
Councillor Edna Coulter  
Councillor Laura Svab  
Councillor Rebecca Stendie

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Property Services  
Rick Kreklewich, Director of Community Services  
Danielle Nealon, Executive & Legislative Coordinator  
Marco Jadie, IT Technician  
Lorrie Logan, Municipal Clerk

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

Trina McCarroll, Hello Courage

**CALL TO  
ORDER:**

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

**TREATY SIX LAND ACKNOWLEDGEMENT**

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

**ADOPTION OF AGENDA**

Addition of Confidential Item 14.3 Personnel - FOIP Section 17(1) Disclosure Harmful to Personal Privacy

**044/23**

Councillor Svab moved that Standing Committee of Council adopt the agenda for October 16, 2023, as amended.

**CARRIED UNANIMOUSLY**

**DELEGATION**

**Municipal Service Level Inventory – Trina McCarroll – Hello Courage**

Trina provided a presentation to Standing Committee of Council on the process, benefits and challenges involved in developing a municipal service level plan for the Town of Blackfalds.

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None

**BUSINESS**

**Request for Direction, Council Procedural Bylaw**

CAO Isaak brought the newly revised Council Procedural Bylaw for further review by the Committee.

- 045/23** Mayor Hoover moved That Standing Committee of Council recommends bringing forth the newly revised Council Procedural Bylaw 1289.23 for first reading at the October 24, 2023, Regular Council Meeting.

**CARRIED UNANIMOUSLY**

**Request for Direction, Summer Break**

CAO Isaak presented for consideration a summer break for Council during the summer of 2024.

- 046/23** Councillor Svab moved that Standing Committee of Council recommends implementing a summer break into the 2023-2024 Council Meeting Schedule and bringing it forth to the Organization Meeting on October 24, 2023, for Council approval.

**DEFEATED**

*In Favour: Councillor Svab*

**INFORMATION**

None

**ROUND TABLE**

None

**ADOPTION OF MINUTES**

None

**BUSINESS FOR THE GOOD OF THE COMMITTEE**

None

**RECESS**

- 047/23** Deputy Mayor Dennis moved that Standing Committee of Council move for a five-minute recess at 7:37 p.m.

**CARRIED UNANIMOUSLY**

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

Deputy Mayor Dennis called the Standing Committee of Council Meeting back to order at 7:42 p.m.

**CONFIDENTIAL**

- Committee Appointments – FOIP 19 (1) Confidential Evaluations
- Trust Agreement – FOIP 25 (1) Disclosure Harmful to Economic and Other Interests of a Public Body
- Personnel - FOIP Section 17(1) Disclosure Harmful to Personal Privacy

- 048/23** Mayor Hoover moved That Standing Committee of Council move to a closed session commencing at 7:43 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Sections 19, 24, and 17 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab and CAO Kim Isaak

- 049/23** Mayor Hoover moved That Standing Committee of Council move to come out of the closed session at 8:48 p.m.

**CARRIED UNANIMOUSLY**

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

Deputy Mayor Dennis called the Standing Committee of Council Meeting back to order at 8:48 p.m.

**Standing Committee of Council Meeting Attendance:** Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab and CAO Kim Isaak.

- 050/23** Councillor Sands moved that Standing Committee of Council proceed as discussed in camera.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Deputy Mayor Dennis adjourned the Standing Committee of Council Meeting at 8:48 p.m.

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Deputy Mayor, Brenda Dennis

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Chief Administrative Officer, Kim Isaak