



Town of Blackfalds
Regular Council Meeting
Civic/Cultural Centre - 5018 Waghorn Street
May 24, 2022 at 7:00 p.m.

AGENDA

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 May 24, 2022

4. **Public Hearing**

None

5. **Delegation**

5.1 Battle River Watershed

6. **Business Arising from Minutes**

None

7. **Business**

7.1 Mayor for a Day (verbal)

7.2 CAO Report (verbal)

7.3 Request for Decision, Council Code of Conduct Bylaw 1272.22

7.4 Request for Decision, Blackfalds Transit Service On Demand Pilot Extension

7.5 Request for Decision, 2021 Surplus

7.6 Request for Decision, Civic Centre Lower Level Renovations

7.7 Request for Decision, FCSS Funding Allocation

7.8 Seniors Week Proclamation

7.9 Request for Decision, Rescindment of Policies (Computer Purchase, Healthy Choices)

8. **Action Correspondence**

None



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AGENDA

9. Information

- 9.1 RCMP 4th Quarter Report
- 9.2 McKay Lift Station Report
- 9.3 EDTAC Minutes – May 9, 2022
- 9.4 FCSS Meeting Minutes – April 14, 2022
- 9.5 MPC Minutes - February 8, 2022
- 9.6 City of Lacombe Council Highlights – May 9, 2022
- 9.6 Lacombe County Highlights – May 12, 2022

10. Round Table Discussion

- 10.1 Mayor Jamie Hoover
- 10.2 Deputy Mayor Marina Appel
- 10.3 Councillor Edna Coulter
- 10.4 Councillor Brenda Dennis
- 10.5 Councillor Jim Sands
- 10.6 Councillor Rebecca Stendie
- 10.7 Councillor Laura Svab

11. Adoption of Minutes

- 11.1 Minutes from Regular Council Meeting on May 10, 2022
- 11.2 Minutes from Standing Committee Meeting on May 16, 2022

12. Notices of Motion

None

13. Business for the Good of Council

None

14. Confidential

- 14.1 FOIP S.18

15. Adjournment

Future Meetings/Events:

- *Regular Council Meeting – June 14, 2022*

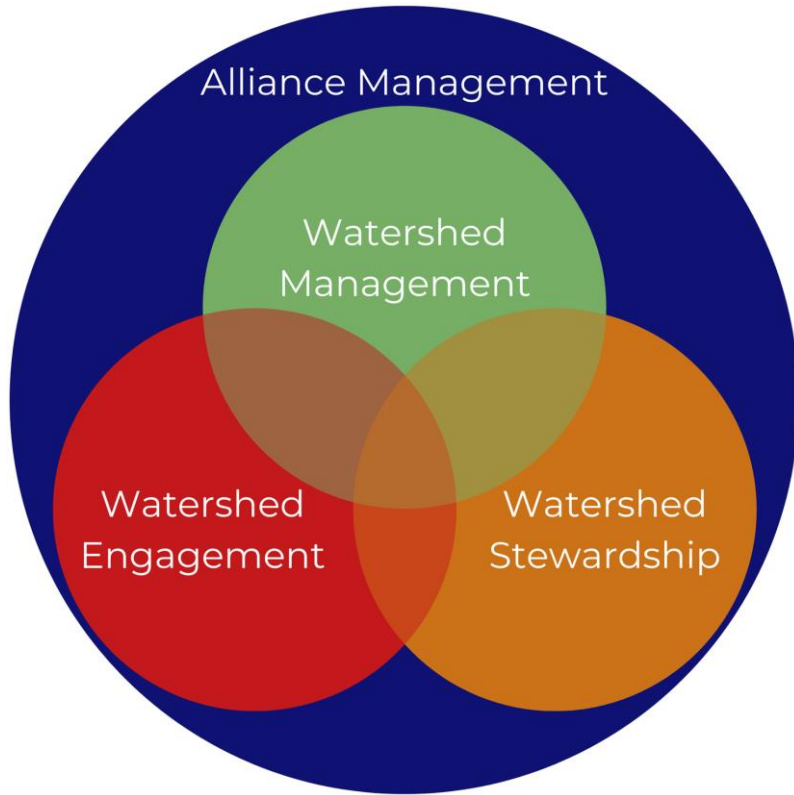


WATERSHED ALLIANCE

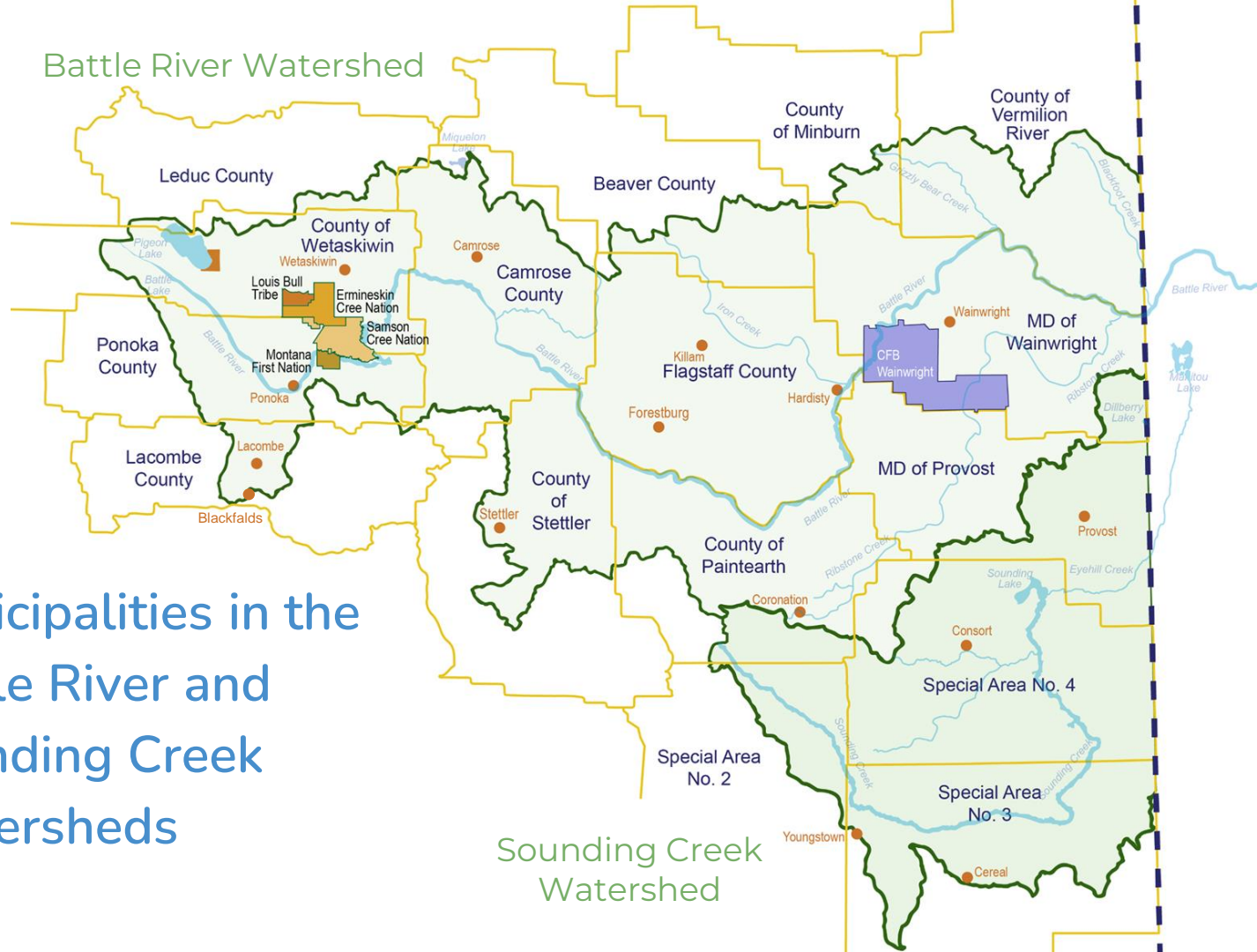
2022 report to Council



Who We Are



Municipalities in the Battle River and Sounding Creek Watersheds



How the BRWA can help your municipality:

- Conserving water quality and quantity
- Balancing economic, social, and ecological priorities
- Engaging with citizens about watershed issues and solutions
- Creating and responding to environmental regulations
- Planning and action for a healthy and resilient watershed



BRWA Program Highlights



Education Programs



Discover your Wetland



Waste in our Watershed
Tour



X-Stream Science



CARING FOR OUR Watersheds®

1st



EPICC Garden

By: Harika Guggilapu, Harish Guggilapu, Jazmine Toews, and Hailey Ash.





Two Parts Aimed towards 4H Groups

- ***Presentation on the watershed and agriculture***
- ***Stewardship Community Project***

BATTLE RIVER PADDLE GUIDE: PONOKA

Battle River: Hwy 2A to Town to Bobtail Rd

#PaddleTheBattle



@BattleRiverWatershed

Why Go?

Despite crossing several highway, train, and walking bridges, and traveling through both the town of Ponoka and farmland, this stretch of the river is very peaceful and a beautiful paddle. The riverbanks, especially along the top half of the stretch, are steep, forested, and in excellent health. This reach crosses several beaver dams and shallows, but it still relatively navigable even when the river is low during midsummer.



Know Before You Go

As with many places along the Battle River, the flow rates are only significant in early spring, tapering off around mid-June. Beaver dams and man-made obstacles exist along this stretch. Past 50 Ave, the water gets much shallower as it nears Bobtail Road, so you may be required to walk through the water and pull your canoe behind you.

Keep in mind that trash and other household objects tend to litter the riverbed of streams that run through cities- always keep your eye out for hazards.



Plant and Animal Life

The healthy riparian areas provide habitat for a variety of animals. Ducks and geese raise their young along the river and swallows live in the riverbanks and under the bridges. The forest surrounding the river is a good place to spot deer and also provides food and building material for beavers. Beavers also build dams that Battle River canoeists become accustomed to crossing. Leeches, though not overly prolific, will attach to one's feet as you stir up the riverbed during the paddling divergences. Check between your toes! At certain times of year, you might also see large, pinkish clouds in shallow water. These are copepods, a small crustacean that is an important food source for fish.

www.BattleRiverWatershed.ca

Local Attractions

Historic Dam

The remnants of the C.P.R. Dam can still be seen in the Battle River river at certain times of year. This dam has served many purposes: including transporting timber from Pigeon Lake, and at one time was even the hot spot for Northern Pike fishing and swimming. The remnants of this historic dam can be found adjacent to Chipman Avenue in Ponoka.



Ponoka Stampede

Ponoka is known for being the rodeo hot spot in the watershed, and if you plan your paddle for the Canada Day long weekend be sure to take part in all the festivities they have to offer! From concerts, to a carnival midway, farmers market and of course, rodeo events of all kinds!

Please use discretion when choosing a paddling route. You are expected to follow all traffic and boating laws, be aware of weather, respect private property, and assess hazards before going out. Prepare to be out longer than expected- bring extra food, water, and lights. The Battle River Watershed Alliance holds no responsibility for injuries or damage sustained on your paddle.

BATTLE RIVER

WATERSHED ALLIANCE

Sponsored by the Battle River Community Foundation

BATTLE RIVER PADDLE GUIDE: BATTLE LAKE

#PaddleTheBattle



@BattleRiverWatershed

Why Go?

Battle Lake and its surrounding landscape are the headwaters of the Battle River. It offers a beautiful micro climate and is home to unique animal and plant life due to the higher elevation and increased moisture. The County of Wetaskiwin has encouraged preservation of the natural forest and shoreline, so you will see few signs of disturbance and lots of animal life.



Know Before You Go

The boat launch is accessible from Battle Lake Park. There is no significant movement of water in the lake and the river downstream only has a strong current during spring runoff. Powerboats are allowed on the lake but are limited to 12km/h, minimizing their disturbance, but wind can also cause substantial waves and whitecaps on the open water. In the Battle River, there are several beaver dams as well as shallow spots depending on the time of year, so only paddle downstream if you are able and willing to lift your boat over obstacles. After crossing Highway 13, the river becomes even more shallow and difficult to navigate. It is not recommended to paddle except during spring runoff. During mid-summer, watch for blue-green algae advisories from Alberta Health Services.



Plant and Animal Life

Large flocks of Franklin's gulls enjoy the fish in Battle Lake, but you might also see pelicans and loons on the water's surface. Fish species in the lake include yellow perch, northern pike, white sucker, lake whitefish, and burbot. Plant highlights include water lilies, ferns, and a greater diversity of tree species such as yellow birch and hazelnut than you generally find in other parts of the watershed.



www.BattleRiverWatershed.ca

Local Attractions

Fern Glade

The 4-H Center's 7 km of walking trails pass through Alberta's largest natural fern glade, where ostrich ferns can grow over 1m tall. Numerous springs and streams provide the perfect habitat for these ancient plants. Access is limited when kids are at camp- call ahead.

Mount Butte

Mount Butte is on the north-west corner of the lake. Though it is hardly a mountain, it is actually one of the highest elevation areas in the entire Battle River Watershed! There is a steep trail up the south side, accessible from the shore. To approach the mountain by car, drive 5 minutes past the campground until you come across a gate leading to a meadow and oil lease. You can leave your car parked at the gate while exploring! A trail there will take you past the meadow, across a small stream, and up the mountain. The trail gets moderately steep in some places. At a leisurely pace, it should take approximately one hour to summit.

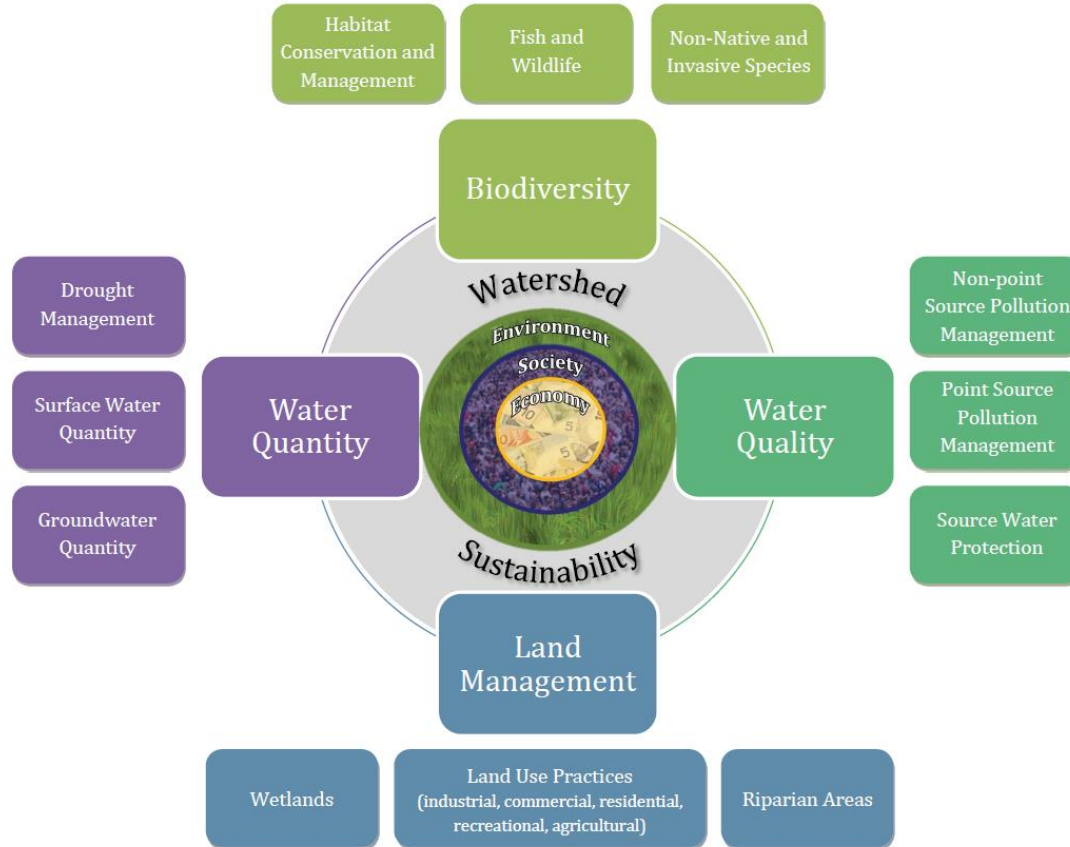
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BATTLE RIVER

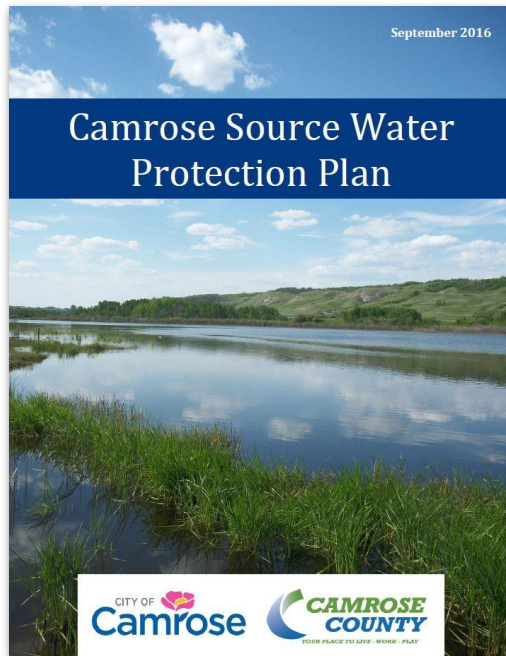
WATERSHED ALLIANCE

Sponsored by the Battle River Community Foundation

Watershed Management and Planning



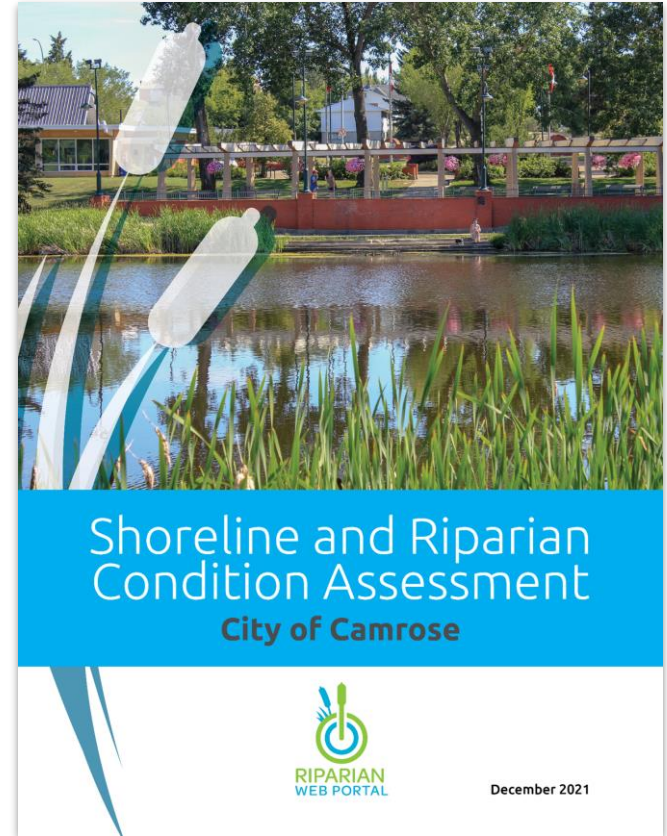
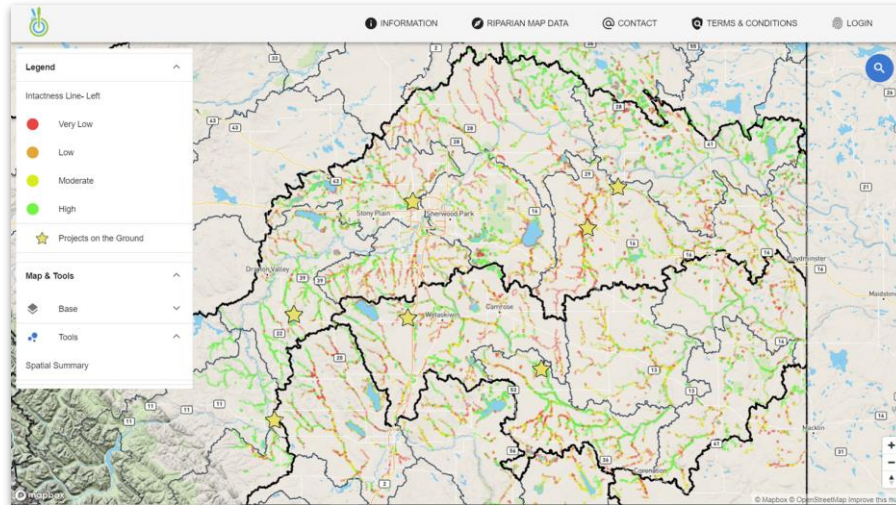
Watershed Management and Planning



Stewardship Programs and Workshops

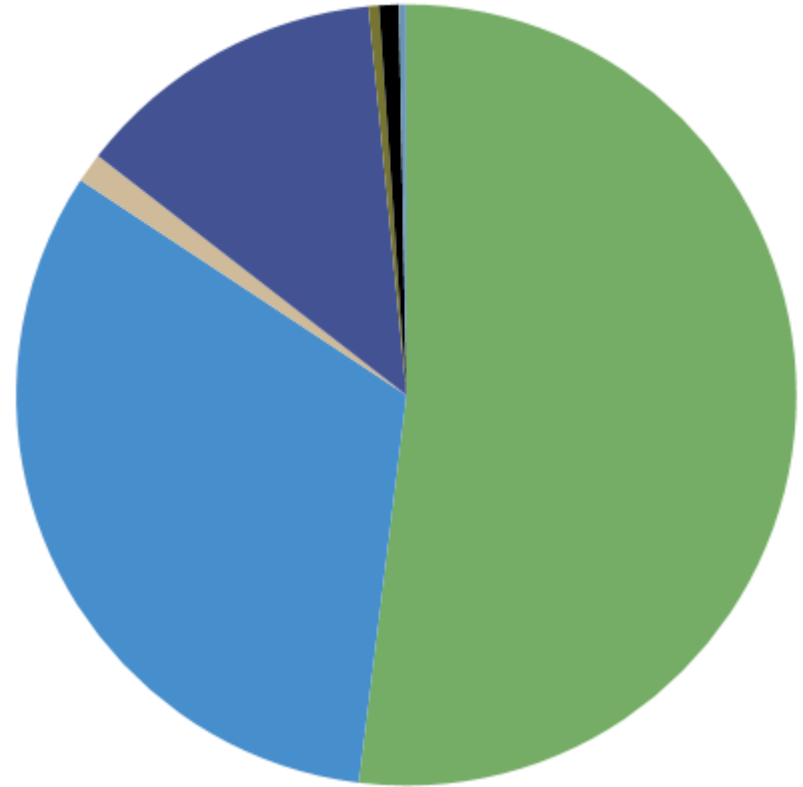


Riparian Intactness Assessment Project



Funding (2020-2021)

Provincial Grants	\$440,289.65
Federal Grants	\$273,999.00
Municipal Funding	\$10,334.00
Corporate Grants	\$109,824.00
Other Program Income	\$3,641.00
Interest	\$6,915.00
Fee for Service	\$2,560.00



How you can help the BRWA this year:

Land and Water Advisory/Technical Committee

- Integrating municipal planning processes with regional land and water management

Financially Support Our Work

- Invest 50 Campaign



Thank you for your time

A decorative horizontal line consisting of three wavy, parallel lines. The top and bottom lines are dark blue, and the middle line is a lighter blue.

Questions?



WATERSHED ALLIANCE

Contact us:

780-672-0276

Otis@battleriverwatershed.ca

MEETING DATE: May 24, 2022

PREPARED BY: Myron Thompson, CAO

SUBJECT: Bylaw 1272.22 – Council Code of Conduct

BACKGROUND

On October 26, 2017, Bill 20 of the Municipal Government Act required that Municipal Councils Bylaw, must establish a code of conduct governing the conduct of councillors that applies to all councillors equally. Council has a mandatory obligation to adhere to a Code of Conduct Bylaw formally adopted by the Municipality. This requirement was to be met by July 23, 2018.

A Council Code of Conduct template was established through joint collaboration of Municipal Affairs working with an established legal firm specializing in local government affairs.

Administration provided draft Bylaw 1226.18 to the SCC on June 18, 2018 and furthered the establishment of the bylaw in subsequent readings of Council. The Council Code of Conduct is to be reviewed every four years. On April 13th, 2021 a motion was carried to undertake a review and update Bylaw 1226.18.

DISCUSSION

The process of the Code of Conduct Bylaw 1226.18 review and recommendations for update has now been completed with these updates provided to the Standing Committee of Council on May 16th, 2022 for consideration and discussion. The Committee provided valuable input and discussion that has assisted Administration in the final edits in the document. The following resolution was provided following review and discussion on the draft bylaw:

Request for Direction, Council Code of Conduct Bylaw

14/22 Mayor Hoover moved That the Standing Committee of Council recommend that the Code of Conduct amending bylaw as per the draft provided be brought forward to Council for consideration.

CARRIED UNANIMOUSLY

Administration welcomes further input on the draft Bylaw 1272.22 and further will be seeking first reading of the bylaw.

FINANCIAL IMPLICATIONS

Consulting fees have been attributed in the review and recommended amendments to this bylaw.

ADMINISTRATIVE RECOMMENDATION

1. That Council give First Reading to the Council Code of Conduct Amending Bylaw 1272.22.

ALTERNATIVES

1. That Council not give First Reading to the Council Code of Conduct Amending Bylaw 1272.22.
2. That Council refer this item back to Administration for further action.

ATTACHMENTS

- *Bylaw 1226.18 Council Code of Conduct (to be rescinded)*
- *Bylaw 1272.22 Council Code of Conduct*

APPROVALS



CAO Myron Thompson

Department Director/Author



TOWN OF BLACKFALDS BYLAW 1226.18

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

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, for the purpose of compliance under the modernized MGA.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of Councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, Councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Blackfalds;

AND WHEREAS, the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS, a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors;

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

PART 1 - TITLE

- 1 This Bylaw may be referred to as the “**Council Code of Conduct Bylaw**”.

PART 2 - DEFINITIONS

- 2 In this Bylaw, words have the meanings set out in the Act, except that:
 - (a) “**Act**” means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - (b) “**Administration**” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
 - (c) “**CAO**” means the chief administrative officer of the Municipality, or their delegate;
 - (d) “**FOIP**” means Alberta’s Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
 - (e) “**Investigator**” means Council or the individual or body established by Council to investigate and report on complaints;
 - (f) “**Member**” means a member of Council and includes a Councillor or the Mayor;
 - (g) “**Municipality**” means the municipal corporation of the Town of Blackfalds.

PART 3 - PURPOSE AND APPLICATION

- 3 The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

PART 4 - REPRESENTING THE MUNICIPALITY

- 4 Members shall:
 - a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;



TOWN OF BLACKFALDS BYLAW 1226.18

- b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

PART 5 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY

- 5 A Member must not claim to speak on behalf of Council unless authorized to do so.
- 6 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 7 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 8 No Member shall make a statement when they know that statement is false.
- 9 No Member shall make a statement with the intent to mislead Council or members of the public.

PART 6 - RESPECTING THE DECISION-MAKING PROCESS

- 10 Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 11 Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 12 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

PART 7 - ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

- 13 Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 14 Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 15 Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

PART 8 - RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

- 16 Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 17 Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.



TOWN OF BLACKFALDS BYLAW 1226.18

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- 18 No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
 - 19 No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, color, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
 - 20 Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
 - 21 Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO, as defined above;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

PART 9 - CONFIDENTIAL INFORMATION

- 22 Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 23 In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
- 24 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

PART 10 - CONFLICTS OF INTEREST

- 25 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 26 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 27 Members shall approach decision-making with an open mind that is capable of persuasion.
- 28 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

PART 11 - IMPROPER USE OF INFLUENCE

- 29 No Member shall use the influence of the Member's office for any purpose other than for



TOWN OF BLACKFALDS BYLAW 1226.18

the exercise of the Member's official duties.

- 30 No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 31 Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for six (6) months after leaving office.

PART 12 - USE OF MUNICIPAL ASSETS AND SERVICES

- 32 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 33 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges
 - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

PART 13 - ORIENTATION AND OTHER TRAINING ATTENDANCE

- 34 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 35 Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 36 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
- 37 Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 38 Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.
- 39 No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.
- 40 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

PART 14 - FORMAL COMPLAINT PROCESS

- 41 Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;



**TOWN OF BLACKFALDS
BYLAW 1226.18**

- (b) All complaints shall be addressed to the Investigator;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

PART 15 - COMPLIANCE AND ENFORCEMENT

- 42 Members shall uphold the letter and the spirit and intent of this Bylaw.
- 43 Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 44 No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 45 Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (e) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (f) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;



TOWN OF BLACKFALDS
BYLAW 1226.18

- (g) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (h) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the Act.

PART 16 - REVIEW

- 46 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

PART 17 - DATE OF FORCE

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

READ for the first time this 10th day of July, A.D. 2018.

(RES. 193.18)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the second time this 14th day of AUGUST, A.D. 2018.

(RES. 228.18)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the third and final time this 14th day of AUGUST, A.D. 2018.

(RES. 229.18)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

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, for the purpose of compliance under the modernized MGA.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of members;

WHEREAS the Alberta Code of Conduct for Elected Officials Regulation provides minimum requirements for the contents of the Code of Conduct

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, members have a duty to adhere to the code of conduct established by the council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Blackfalds;

AND WHEREAS, the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS, a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of members;

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

PART 1 - TITLE

- 1 This Bylaw may be referred to as the **“Council Code of Conduct Bylaw”**.

PART 2 - DEFINITIONS

- 2 In this Bylaw, words have the meanings set out in the Act, except that:
- a. **“Act”** means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - b. **“Administration”** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
 - c. **“CAO”** means the chief administrative officer of the Municipality, or their delegate;
 - d. **“FOIP”** means Alberta’s Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
 - e. **“Investigator”** means Council or the individual or body established by Council to investigate and report on complaints;
 - f. **“Member”** means a member of Council and includes a Councillor or the Mayor;
 - g. **“Municipality”** means the municipal corporation of the Town of Blackfalds.

PART 3 - PURPOSE AND APPLICATION

- 3 The purpose of this Bylaw is to establish standards for the ethical conduct of members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.
- 4 This Code of Conduct applies to the Mayor and all members of Council.
- 5 The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of member conduct and to prevent ethical conflicts and assist in their resolution.

PART 4 – PROPOSED ADDITION ON ROLES**6 COUNCIL ROLE**

- a. The fundamental role of Council is to provide direction, make policy decisions and to represent the public interest.
- b. Council must not exercise a power, function or duty that is specifically assigned to the Chief Administrative Officer provided through legislation or bylaw.

7 COUNCIL DUTIES

- a. To consider and promote the welfare and interests of the municipality as a whole.
- b. To promote intermunicipal land use planning and service delivery.
- c. Develop and evaluate policies, programs, and services of the municipality.
- d. Actively and diligently participate in Council and Committee meetings.
- e. Keep in confidence matters discussed in closed sessions (in-camera) at Council or Committee meetings until such time as the issue is discussed at a meeting held in public.
- f. To support the role of the Council and its Administration, the policies and Bylaws of the municipality and the decisions of the Council.
- g. To attend mandatory member orientation training which shall be held no later than 90 days after a member takes the oath of office.
- h. To adhere to all policies, procedures and bylaws enacted by Council, including this Code of Conduct.

8 MAYOR DUTIES

- a. Performs the duties of a member.
- b. Presides at Council meetings, including the preservation of good order and decorum, ruling on Points of Order and deciding all questions relating to the orderly procedure of the meeting.
- c. Acts as Official Council spokesperson.

PART 5 - REPRESENTING THE MUNICIPALITY

- 9 Members shall:
- a. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - b. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
 - c. conduct themselves in a professional manner, with dignity, and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
 - d. arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.
 - e. be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

PART 6 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY

- 10 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
11. A member must not claim to speak on behalf of Council unless authorized to do so by the whole of Council.
- 12 A member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.
- 13 No member shall make a statement when they know that statement is false.
- 14 No member shall make a statement with the intent to mislead Council or members of the public.

PART 7 – USE OF SOCIAL MEDIA

- 15 Members may use social media either with a personal account or a government official account; however, they shall conduct themselves respectfully and ethically.
- 16 Members utilizing social media shall abide by any Town policies in place with respect to behavior and content and shall support the role of Council and respect the differences of opinion.
- 17 Abiding by Town policies will include both elected official social media accounts as well as private social media accounts when content relates to Town business and activities.

PART 8 - RESPECTING THE DECISION-MAKING PROCESS

- 18 Decision making authority lies with Council, and not with any individual member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.

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- 19 No member shall attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
 - 20 Members shall conduct and convey Council business and all their duties in an open and transparent manner and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions, except those matters that are exceptions to disclosure required by the Freedom of Information and Protection of Privacy Act.
 - 21 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

PART 9 - ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

- 22 Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 23 Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 24 Members must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

PART 10 - RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

- 25 Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 26 Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 27 No member shall use indecent, abusive, or insulting words or expressions toward another member, any employee of the Municipality, or any member of the public.
- 28 No member shall speak or conduct themselves in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 29 Members shall not involve themselves in matters of Administration which fall within the jurisdiction of the Chief Administrative Officer, or which are identified as powers of the Chief Administrative Officer by the Municipal Government Act, the Chief Administrative Officer Bylaw, or by any other legislation or enactment of Council
- 30 Members shall demonstrate compliance with any other policy or bylaw relating to respectful behavior in the workplace.
- 31 Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any member or group of members.

32 Members must not:

- a. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO, as defined by Part 2 of this Bylaw;
- b. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- c. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

PART 11 - CONFIDENTIAL INFORMATION

33 Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

34 In the course of their duties, members may also become privy to confidential information received outside of an in-camera meeting. Members must not:

- a. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council;
- b. access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

35 No member shall use confidential information for personal benefit or for the benefit of any other individual organization.

PART 12 - CONFLICTS OF INTEREST

36 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

37 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

38 Members shall approach decision-making with an open mind that is capable of persuasion.

PART 13 - IMPROPER USE OF INFLUENCE

39 No member shall use the influence of the member's office for any purpose other than for the exercise of the member's official duties.

40 No member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a Committee of Council or any other body established by Council.

41 Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position.

PART 14 - USE OF MUNICIPAL ASSETS AND SERVICES

- 42 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a member, subject to the following limited exceptions:
- a. municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges
 - b. electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by the Municipality to a member, may be used by the member for personal use, provided that the use is not for personal gain, or activities generally considered to be offensive or inappropriate.

PART 15 - ORIENTATION AND OTHER TRAINING ATTENDANCE

- 43 Every member must attend the orientation training offered by the Municipality within 90 days after the member takes the oath of office.
- 44 Unless excused by Council, every member must attend any other training organized at the direction of Council for the benefit of members throughout the Council term.

PART 16 – GIFTS AND HOSPITALITY

- 45 Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 46 Gifts received by a member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the member ceases to hold office.
- 47 No member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

PART 17 - INFORMAL COMPLAINT PROCESS

- 48 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

49 INFORMAL COMPLAINT PROCEDURE

- a. Any person or a representative of an organization who has identified or witnessed behavior or an activity by a member of Council, that they believe is in contravention of the Council Code of Conduct (the “Code”), may wish to address the prohibited behavior or activity themselves as follows:
 - i. Advise the member that the behavior or activity contravenes the Code;
 - ii. Encourage the member to stop the prohibited behavior or activity;
 - iii. Keep a written record of the incident(s) including dates, times, locations, other persons present, and any other relevant information;

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- iv. If applicable, confirm to the member your satisfaction with the response of the member; or if applicable, advise the member of your dissatisfaction with the response; and
 - v. Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part 18, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.
- b. All persons and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behavior or activity that is prohibited by the Code. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining must pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Part B.

PART 18 - FORMAL COMPLAINT PROCESS

50 FORMAL COMPLAINT PROCEDURE

- a. Any person who has identified or witnessed conduct by a member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - i. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - ii. All complaints shall be addressed to the Investigator;
 - iii. The complaint must set out reasonable and probable grounds for the allegation that the member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation including date, time, witnesses, and points of the code that were breached;
 - iv. If the facts, as reported, include the name of one or more members who are alleged to be responsible for the breach of this Bylaw, the member or members concerned shall receive a copy of the complaint submitted to the Investigator;
 - v. Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
 - vi. Successive complaints received by the same party and determined to be frivolous or vexatious will not be considered nor acted upon.
 - vii. If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
 - viii. If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the member who is the subject of the complaint, the results of the Investigator's investigation;

- ix. A member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- x. A member who is the subject of an investigation is entitled to be represented by legal counsel, at the member's sole expense.
- xi. Council, the CAO and the Integrity Commissioner, and every person acting under his or her instructions, shall preserve confidentiality with respect to all matters that come to his or her attention in the course of any investigation under the Code except as required by law in a criminal proceeding.

PART 19 - COMPLIANCE AND ENFORCEMENT

- 51 Members shall uphold the letter and the spirit of intent of this Bylaw.
- 52 Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 53 No member shall:
- a. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b. obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 54 Sanctions that may be imposed on a member, by Council, upon a finding that the member has breached this Bylaw may include:
- a. a letter of reprimand addressed to the member;
 - b. requesting the member to issue a letter of apology;
 - c. publication of a letter of reprimand or request for apology and the member's response;
 - d. suspension or removal of the appointment of a member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - e. suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - f. suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - g. reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
 - h. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member from fulfilling the legislated duties of a member and the sanction is not contrary to the Act.

PART 20 - REVIEW

- 55 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers

appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of members.

PART 21 - DATE OF FORCE

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

PART 22– REPEAL OF BYLAW 1226.18

57 Bylaw 1226.18 – Council Code of Conduct Bylaw, and any amendments thereto, are hereby repealed.

READ for the first time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the second time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the third and final time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

MEETING DATE: May 24, 2022

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

SUBJECT: Blackfalds Transit Service On-Demand Pilot Extension

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide public transit service between Red Deer, Blackfalds and Lacombe as well as add local bus service to Blackfalds and Lacombe. Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 service as an On-demand digital community commuter service as outlined in the resolution below:

RES. 136/20

Councilor Svab moved that Council authorize Administration to enter into contract negotiations with Prairie Bus Lines Ltd. for the provision of the transit operations and maintenance, Base Span 1, for a 2 year pilot period. Operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$186,368. The anticipated start date for the transit service is August 31, 2020, but this date is subject to change.

CARRIED UNANIMOUSLY

The last two years have been a very challenging time for transit services across the county. With BOLT ridership severely affected by the COVID-19 pandemic, we have not realized the ridership that we were anticipating. This program pilot has still been very successful. We have built a service that is reliable, efficient, and trustworthy. It is of note, our service is mostly focused on commuters with the remaining rides happening locally. This type of hybrid service is the only one of its kind in Canada, so each day, we are learning new things. Our economic situation continues to improve with Alberta's relaunch strategy in place as more people get back to work, we are anticipating greater growth. Evident over the last two years of data, we have still seen steady growth of this vital program. Our data also shows that our system is performing better or similar to other smaller municipalities.

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating
Apr 2022	40	6	34	9.0	442	361	39%	2.3	84%	4.7
Mar 2022	34	5	29	15.5	591	527	56%	2.4	92%	4.8
Feb 2022	31	4	27	12.6	419	390	50%	2.6	86%	4.9
Jan 2022	31	9	22	11.1	363	344	40%	2.3	83%	4.9
Dec 2021	29	3	26	9.9	326	286	36%	2.3	74%	4.9
Nov 2021	31	5	26	13.3	450	412	46%	2.5	84%	4.8
Oct 2021	32	8	24	9.4	344	301	45%	2.5	82%	4.9
Sep 2021	27	7	20	9.1	280	247	45%	2.4	74%	4.9
Aug 2021	28	8	20	5.0	164	141	27%	2.1	71%	4.8
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0
Dec 2020	21	4	17	8.4	203	177	26%	2	82%	5.0
Nov 2020	30	11	19	9.2	299	276	40%	2.2	87%	5.0
Oct 2020	27	12	15	9.2	266	249	43%	2.2	78%	5.0
Sep 2020	36	33	3	5.9	228	212	44%	2.2	69%	4.9
Aug 2020	3	3	0	1.3	4	4	0%	-	43%	4.7

With the economy on the mend, we were happy to provide the Standing Committee with the following information and the Committee has recommended to Council to move forward with a continued On-demand BOLT transit system for an additional 1 year pilot program extension and will be working towards the addition of two regional stops as per the motion below:

11/22

Councillor Stendie moved That Standing Committee recommend to Council to authorize Administration to extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance - Base Service Span 1 for an additional 1 year pilot period, operating on weekdays for a total of 3389 service hours until August 31, 2023, but this date is subject to change.

CARRIED*Opposed: Councillor Svab***12/22**

Councillor Svab moved That Standing Committee recommend to Council to authorize Administration to plan and work with these stop partners to implement two additional regional stops, one at the Eagle Builders Operational Facility and one at the Red Deer Polytechnic.

CARRIED UNANIMOUSLY**DISCUSSION:**

As per our previous discussions at the standing committee last week, our current contract for On Demand Transit Services is provided by Prairie Bus Lines Ltd. They have been contracted to manage the application, the call centre, the van routes and maintaining our purchased van since this service started 20 months ago. Prairie Bus Lines and their parent company, Pacific Western Transportation came highly recommended and are the main provider of On-Demand services in Canada. They collaborated with the Town of Cochrane to successfully launch and customize the first solely On-Demand passenger transit service in Canada and have since gone on to launch similar services in Okotoks and Calgary. They have also been awarded the On-Demand services contract for the City of Edmonton. Prairie Bus Lines runs out of downtown Red Deer and provides school bus and other transportation solution services for central Alberta. They have provided their professional support to Administration regarding this program's service levels daily and regarding future program planning throughout this contract.

Administration has had the last 20 months to review this company's service level and ability operating and managing this service on behalf of the residents of Blackfalds. We substantiate that that they have the facilities, equipment, and professional expertise to provide our local On-Demand Transit Service future needs for the Town. They have worked very closely with us to ensure that the program is working well and have mitigated concerns as they arise. They were very comfortable with change management that effected this service throughout the pandemic to date. They pride themselves on providing our riders and future riders with the confidence in customer service they need in a Municipal Transit Service. We are happy to report the service has completed over **5365** individual rides. However, due to the Covid Pandemic, we have not realized the true growth we were hoping for pre-pandemic. Our arrangement with this service provider has been working very well and Administration is confident that they would be the best option to continue this transit service past the pilot program deadline of August 31st, 2022, if Council so wishes.

Within the 2022 budget we budgeted a full year of continued use of the Base Service Span 1 (our current hours of operation with a single van), in anticipation of this discussion. If this program continues, we suggest maintaining this level of service based on the timetable of On-demand Service below, with minor revisions and the addition of two potential intermunicipal private site stops.

Base Service Span 1 (our current hours of operation with a single Van below for reference)

LOCAL SERVICE TIME SLOTS	REGIONAL SERVICE TO RED DEER (SOUTHBOUND)	ARRIVES IN RED DEER KINGSTON DRIVE NORTH	REGIONAL SERVICE TO BLACKFALDS (NORTHBOUND)	ARRIVE IN BLACKFALDS EAST (PANORAMA DR) AND WEST (WOMACKS RD)
6:00 AM			6:00 AM	6:09 AM
6:30 AM	6:15 AM	6:30 AM		
7:00 AM	7:00 AM	7:11 AM	7:16 AM	7:27 AM
7:30 AM	7:30 AM	7:41 AM	7:46 AM	7:57 AM
8:00 AM				
8:30 AM	8:30 AM	8:41 AM	8:46 AM	8:57 AM
9:00 AM				
9:30 AM				
10:00 AM				
10:30 AM				
11:00 AM				
11:30 AM	11:36 AM	11:47 AM	11:52 AM	12:03 PM
12:00 PM				
12:30 PM				
1:00 PM				
1:30 PM				
2:00 PM	2:10 PM	2:21 PM	2:30 PM	2:41 PM
2:30 PM				
3:00 PM				
3:30 PM	3:30 PM	3:41 PM		
4:00 PM			4:03 PM	4:14 PM
4:30 PM				
5:00 PM	5:00 PM	5:09 PM		
5:30 PM			5:33 PM	5:44 PM
6:00 PM				
6:30 PM				
7:00 PM			7:33 PM	7:44 PM
7:30 PM	7:45 PM	7:56 PM		
8:00 PM				

Our BOLT transit service is one of a kind in Central Alberta. We have been honored to be able to work within this budget since August of 2020 to provide safe, accessible, affordable, reliable and convenient rides around Blackfalds and into Red Deer. With this service in place, we can suitably support access to our local businesses, schools and regional services.

With Transit, local employers can draw on a larger pool of skilled labour forces which they would not normally have access to. The Bolt service also supports our older and younger population to actively move around town without the need of a vehicle or license. The Economic Development Board supports this service under these ideas. Further, the Town's Environmental Stewardship Strategy supports this type of public transit, reducing air and water pollution. We have also heard from the Town's FCSS department which recognizes the social support of having a transit service to assist our low income and underprivileged society get to their appointments and other events happening in Red Deer.

Our Town continues to grow and develop at a good rate, with the new High School coming soon, there will be even more opportunities for riders to join the BOLT movement away from traditional transportation methods. Administration recognizes that without this BOLT service, all of these opportunities that the transit offers will be lost for our residents, businesses and visitors alike.

Additional Stops Planned

As soon as the Pandemic restrictions were softened, our EDO was able to further engage with some regional businesses that might be able to help grow our ridership. We received support to install a stop location at the Eagle Builders Operational Facility located across Highway 2 in Aspelund Industrial area. This is our first confirmed potential private stop. We also have our sights on a stop at the Red Deer Polytechnic School in Red Deer, but no discussions have taken place on this stop yet. Administration will be happy to move forward on finalizing these stops if Council so wishes based on the positive feedback received at the Standing Committee last week.

FINANCIAL IMPLICATIONS:

The existing contract hourly rate is \$55 per hour using our van for service. The hourly rate is \$75 per hour using their fleet unit. The contractor has requested an increase in rates to \$59.95 and \$81.75 per hour respectfully for year one, then 1% plus CPI for the second year. These increases are due to gas prices and wage/inflation increases. If approved to extend this contract, we will work to provide the contractor with a fuel card to help mitigate these costs once our new fuel station is operational later this year. These rate increases will be covered under our 2022 transit budget contingency with the remaining BOLT expenses budgeted for 2023 full year at \$203,170.55 vs. the previous rate of \$186,395. Further, without knowing anticipated sales, there is some risk with the existing 2022/2023-year projected revenue streams with the recent COVID 19 pandemic and the uncertainty of the global pandemic and Ukrainian war.

We are not anticipating any signage or benches required to be installed at these two new locations, but the discussions with each stop partner will define those requirements

ADMINISTRATIVE RECOMMENDATION

1. That Council authorize Administration to extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance - Base Service Span 1 for an additional 1 year pilot period, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$203,170.55 until August 31, 2023, but this date is subject to change.
2. That Council authorize Administration to plan and work with these stop partners to implement two additional regional stops, one at the Eagle Builders Operational Facility and one at Red Deer Polytechnic.

ALTERNATIVES

- A. That Council authorize Administration to extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance - Base Service Span 1 for an additional 2 year pilot period, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$203,170.55 until August 31, 2024, but this date is subject to change.
- B. That Council refer this item back to Administration for more information.

ATTACHMENTS

- *Prairie Letter for Contract extension*
- *Statistics, Pre-pandemic*

APPROVALS



CAO Myron Thompson



Department Director/Author



Prairie Bus Lines Ltd Quote

May 11th, 2022

Preston Weran,
Director of Infrastructure and Property Services,
Town of Blackfalds

Dear Preston,

Contract extension – On-demand Services

Thank you for providing us the opportunity to provide pricing for a contract extension for the On-Demand services we have been providing since August 2020.

Prairie Bus Lines safely transports your most important asset – your PEOPLE, through industry leading safety performance. We deliver on our commitment. With Best in Class Safety – PBL cultivates a culture of safety with all our clients – we ensure our safety goals are aligned and our action plans are transparent. With over 50 years of operating experience in Alberta, our team of transportation professionals are ready to mobilize and continue to support the Town of Blackfalds through planning, collaboration and rapid operational deployment.

Current Service rates

Town owned vehicle Cost per Service Hour (year 1):	\$55.00
Contractor owned vehicle Cost per Service Hour use (year 1):	\$75.00

Contract Extension:

Since our contract was originally agreed upon, we have seen a significant increase in fuel prices from \$0.90 per litre to more than \$1.60 per litre. We also need to increase driver wages and have seen a more than 15% increase in cost of parts.

Option 1

- 6-month Contract extension from Sept 1st, 2022 to February 28th, 2023

Town owned vehicle Cost per Service Hour (year 1):	\$59.95
Contractor owned vehicle Cost per Service Hour use (year 1):	\$81.75

Option 2

- 12-month Contract extension from Sept 1st, 2022 to August 31st, 2023

Town owned vehicle Cost per Service Hour (year 1):	\$59.95
Contractor owned vehicle Cost per Service Hour use (year 1):	\$81.75



Prairie Bus Lines Ltd Quote

Option 3

- 24-month Contract extension from Sept 1st, 2022 to August 31st, 2024

Town owned vehicle Cost per Service Hour (year 1):	\$59.95
Contractor owned vehicle Cost per Service Hour use (year 1):	\$81.75
Town owned vehicle Cost per Service Hour (year 2):	Plus 1% minimum based upon Alberta CPI (Transportation)
Contractor owned vehicle Cost per Service Hour use (year 2):	\$ Plus 1% minimum based upon Alberta CPI (Transportation)

Please note:

- Rates do not include GST
- Rates include Vehicles, Operator & Cleaning / Sanitization

We have been extremely please with the passenger numbers compared to other municipalities across the country. Passenger data shows that you The Town of Blackfalds should be proud that they have been pioneers in the world of both accessible Transportation and On-demand service. The Town of Blackfalds was the first municipality in Canada to launch a combined commuter and local On-demand service utilizing the same equipment and the investment and steady growth in passenger numbers has demonstrated that as the community grows, so will the demand for the service.

We look forward to partnering with you to ensure safe and reliable transportation services for your employees. Please do not hesitate in contacting me at **587-228-7732** or **jonathanw@southland.ca** should you require any other information.

Thank you again for this opportunity and we look forward to hearing from you.

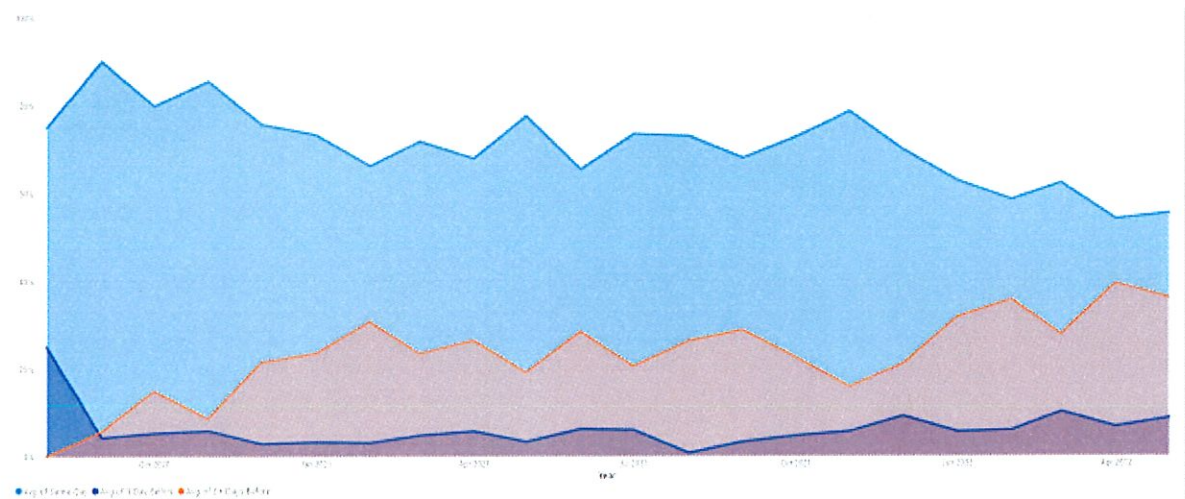
Kind regards,

Jonathan Weal
Director of Business Development, Prairie Bus Lines

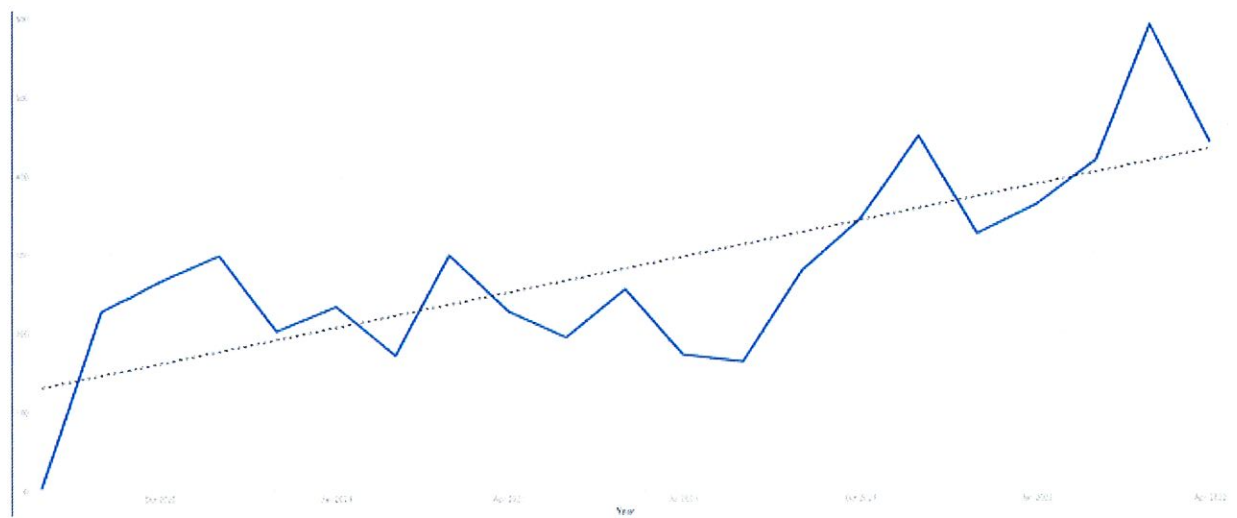
These are our Contractor's recommendations and some passenger data

- The service has plenty of room to grow
- KPI trend is upwards and steady. Max PvH of any single day is 2.64
- Advanced bookings (+2 days) have notably increased from 26% to 39% (April 21 vs April 22), meaning commuters between RD/BF are looking to secure their rides in advance.
- Service adoption is slow, bringing an estimate of 6 new riders per month
- Ridership is increasing, Jan 2022 was ~50% higher than Jan 2021, and comparatively, grew by 300% by March 2022
- Service gap – There's an opportunity to fill service demand between 7-8 AM, where users experience most failed searches.
- Reliability: the service has had to date a 100% uptime
- Expansion, a plan has been presented to Blackfalds to address
 - User expansion – Increase service communications, marketing to the public
 - Service appeal – Add new stops for the regional service in RD
 - Service model – Expand the service zone to Eagle Builder's area for employees
 - Service flexibility – Add virtual stops to make driver navigation more efficient
 - Regional Service – Review departure timetables to streamline the schedule based on ridership data.

BOLT – Advanced bookings by %



BOLT – Completed Passengers by Month



Recommended Schedule

Local Service Time Slots	Regional Service to Red Deer	Arrives in Red Deer	Regional Service to Blackfalds	Arrives in Blackfalds
6:00:00 AM				
6:30:00 AM	6:15 AM	6:26 AM	6:32 AM	6:43 AM
7:00:00 AM				
7:30:00 AM	7:15 AM	7:26 AM	7:32 AM	7:43 AM
8:00:00 AM				
8:30:00 AM	8:15 AM	8:26 AM	8:32 AM	8:43 AM
9:00:00 AM				
9:30:00 AM				
10:00:00 AM				
10:30:00 AM				
11:00:00 AM				
11:30:00 AM	11:15 AM	11:26 AM	11:32 AM	11:43 AM
12:00:00 PM				
12:30:00 PM				
1:00:00 PM				
1:30:00 PM				
2:00:00 PM				
2:30:00 PM	2:15 PM	2:26 PM	2:32 PM	2:43 PM
3:00:00 PM				
3:30:00 PM	3:15 PM	3:26 PM	3:32 PM	3:43 PM
4:00:00 PM				
4:30:00 PM	4:15 PM	4:26 PM	4:32 PM	4:43 PM
5:00:00 PM				
5:30:00 PM	5:15 PM	5:26 PM	5:32 PM	5:43 PM
6:00:00 PM				
6:30:00 PM	6:15 PM	6:26 PM	6:32 PM	6:43 PM
7:00:00 PM				
7:30:00 PM	7:15 PM	7:26 PM	7:32 PM	7:43 PM
8:00:00 PM				

April Hub Usage

Location Name(s)	Pickup Count	% of Pickups	Unique Pickup Users	Dropoff Count	% of Dropoffs	Unique Dropoff Users
Stop 3 - Regional Hub in Red Deer	100	27.7	27	117	32.41	26
Stop 16 - Local	39	10.8	7	51	14.13	5
Stop 13 - Local	38	10.53	2	20	5.54	2
Stop 28 - Local	32	8.86	1	31	8.59	2
Stop 4 - Local	20	5.54	1	17	4.71	1
Stop 8 - Local	14	3.88	2	8	2.22	2
Stop 26 - Local	14	3.88	2	5	1.39	3
Stop 23 - Local	11	3.05	3	17	4.71	4
Stop 5 - Local	11	3.05	3	3	0.83	2
Stop 12 - Local	11	3.05	2	1	0.28	1
Stop 19 - Local	10	2.77	2	6	1.66	2
Stop 11 - Local	9	2.49	2	15	4.16	2
Stop 17 - Local	8	2.22	4	8	2.22	6
Stop 14 - Local	7	1.94	1	11	3.05	2
Stop 1 - Regional Hub West Blackfalds	6	1.66	3	13	3.6	4
Stop 7 - Local	5	1.39	1	7	1.94	2
Stop 20 - Local	4	1.11	1	5	1.39	1
Stop 15 - Local	4	1.11	4	2	0.55	2
Stop 30 - Local	4	1.11	2	1	0.28	1
Stop 21 - Local	3	0.83	3	1	0.28	1
Stop 6 - Local	2	0.55	2	14	3.88	3
Stop 24 - Local	2	0.55	1	2	0.55	1
Stop 18 - Local	2	0.55	2	1	0.28	1
Stop 22 - Local	1	0.28	1	2	0.55	2
Stop 10 - Local	1	0.28	1	1	0.28	1
Stop 2 - Regional Hub East Blackfalds	1	0.28	1	1	0.28	1
Stop 9 - Local	1	0.28	1	1	0.28	1
Stop 31 - Local	1	0.28	1	0	0	0

Depart From Regional Hub

Sum of requested_num_passengers		Column Labels													
Row Labels	7 AM	8 AM	9 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	Grand Total	
Stop 3 - Regional Hub in Red Deer	3	3	28	2	13	4	7	17	12	95	75	11	11	4	282
Stop 1 - Regional Hub West Blackfalds															
Stop 11 - Local							2	6		30	15				48
Stop 14 - Local															8
Stop 16 - Local										18					18
Stop 17 - Local												2			2
Stop 19 - Local				2	4				10	16					32
Stop 21 - Local				1		3	1	4	5	1	4				19
Stop 22 - Local							2					1			1
Stop 23 - Local															2
Stop 24 - Local			28												28
Stop 26 - Local								8	2	4					14
Stop 28 - Local							4					3	4		11
Stop 6 - Local				2						21	2	2			25
Stop 7 - Local							2								2
Stop 8 - Local									36				8		44
Grand Total	3	3	28	2	13	4	7	17	12	95	75	11	11	4	282

Arrive at Regional Hub

Sum of requested_num_passengers		Column Labels															
Row Labels	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	Grand Total	
Stop 3 - Regional Hub in Red Deer	36	22	70	7	7	8	26	28	26	4	65	29	7	3	6	4	341
Stop 1 - Regional Hub West Blackfalds						4											4
Stop 11 - Local						2											2
Stop 13 - Local			8														8
Stop 16 - Local						1	4			3							8
Stop 17 - Local			18			2	8										28
Stop 19 - Local		8	2	1	1	8	5	10				3					37
Stop 21 - Local				2	2												4
Stop 23 - Local											21						21
Stop 24 - Local		6															6
Stop 26 - Local							10	10		62							82
Stop 28 - Local	36													3			39
Stop 5 - Local		8	1	4	4	6	6	1					4		2		24
Stop 7 - Local																	8
Stop 8 - Local			41			2	2			4		8				4	59
Tim Hortons						1			6						4		11
Grand Total	36	22	70	7	7	8	26	28	26	4	65	29	7	3	6	4	341

Ride Status		COMPLETED										
Origin to Destination		Column Labels										
Sum of # Passengers												
Row Labels		7 AM					8 AM					Grand Total
Stop 3 - Regional Hub in Red Deer		10	14	8	4	63	21	7	127			
Stop 1 - Regional Hub West Blackfalds												
Stop 10 - Local						30	2		32			
Stop 11 - Local							1		1			
Stop 14 - Local						7			7			
Stop 16 - Local							2		2			
Stop 17 - Local				3		13	1	1	15			
Stop 19 - Local						1	1		5			
Stop 20 - Local		10				5	1		6			
Stop 21 - Local								1	10			
Stop 22 - Local					1		1		1			
Stop 23 - Local			13			1		2	2			
Stop 24 - Local							2		16			
Stop 26 - Local					1		1	1	2			
Stop 28 - Local			1				9		3			
Stop 5 - Local				1	2				10			
Stop 6 - Local						4			3			
Stop 7 - Local						2		2	4			
Stop 8 - Local				4					4			
Grand Total		10	14	8	4	63	21	7	127			

Ride Status

COMPLETED

Destination to Origin

Sum of # Passengers

Column Labels

Row Labels	6 AM							7 AM							8 AM			11 AM			1 PM			3 PM			4 PM			Grand Total																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
Stop 3 - Regional Hub in Red Deer	20	19	22	22	22	7	20	13	20	19	22	22	22	7	20	13	20	13	20	19	22	22	22	7	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13	20	13

MEETING DATE: May 24th 2022

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: 2021 Surplus Allocation

BACKGROUND

The audited financial statements were presented and approved by Council at the April 26, 2022 Council meeting. Every year, once the statements are prepared, an analysis is conducted by Corporate Services to identify variances from budget and to identify any operating surplus or deficit.

DISCUSSION

The finance department has analysed the 2021 Operating Budget and has determined that the Net Surplus for 2021 is in the amount of \$364,568. This amount is net of both Alberta School requisitions and Environmental Services (Utilities) which are self supported. The surplus was derived by a variety of under/overs which are highlighted in Appendix A.

Considering the disruptions in municipal services that Covid-19 has had on the Town, Administration is please with the overall surplus position and is recommending the surplus be transferred to the General Capital Reserve.

Revenues

Overall revenues for the Town were within 0.55% of budget, providing a net positive result of \$111,799. This was derived partially from franchise fees coming in higher than budgeted (corresponding transfer to reserve under expenses).

The Parks and Recreation division experienced a 15% drop in revenue. This was due to a combination of user fees related to sporting and recreation activities. Due to the restrictions placed on the facilities by the Provincial Government the usership at the Abbey Center and sports fields bookings were affected.

Environmental Services (Self Supported Utilities) experienced higher user fees based on water usage for 2021. As the Utilities are self-supported, a year end transfer of to the reserves is made. This essentially closes off the three utilities to ensure they remain self supported.

Expenses

The overall expenses for 2021 came in at 1.24% under budget or \$252,760. This was contributed by most divisions being under budget. Administration proactively monitored Town expenses to ensure divisions were on budget given the uncertainty of 2021. As noted above, the General division exceeded budget due to the transfer of franchise fees to the General Capital Reserve.

FINANCIAL IMPLICATIONS

Administration is recommending the \$364,568 be transferred to the General Capital Reserve to fund future capital projects. This transfer will ensure the fund remains healthy for any future projects.

ADMINISTRATIVE RECOMMENDATION

1. That Council accepts the recommendation of Administration to transfer the 2021 Surplus in the amount of \$364,568 to the General Capital Reserve.

ALTERNATIVES

1. That Council refer this item back to Administration

ATTACHMENTS

- *2021 Operating Statement of Revenue and Expenditures*

APPROVALS

CAO Myron Thompson

Department Director/Author

Town of Blackfalds
Operating Statement of Revenue & Expenditures
For the Period Ending December 2021

	2021 Budget	YTD Budget	YTD Actual	Variance	% of Budget	Comments
Revenues						
05 General	17,464,283	17,464,283	17,754,780	290,497	1.66%	
10 Administration	190,500	190,500	204,802	14,302	7.51%	
20 Protective Services	973,640	973,640	935,565	(38,075)	-3.91%	
30 Infrastructure Services	46,414	46,414	40,084	(6,330)	-13.64%	
50 Social Services	296,354	296,354	327,834	31,480	10.62%	
60 Development Services	240,819	240,819	247,071	6,252	2.60%	
70 Parks & Recreation	1,232,310	1,232,310	1,045,963	(186,347)	-15.12%	
74 Culture Services	15,000	15,000	15,000	0	0.00%	
Total Revenues	20,459,320	20,459,320	20,571,099	111,779	0.55%	
Expenses						
05 General	5,364,243	5,364,243	5,805,111	440,868	8.22%	
10 Administration	2,975,484	2,975,484	2,675,304	(300,180)	-10.09%	
20 Protective Services	3,175,990	3,175,990	3,090,105	(85,885)	-2.70%	
30 Infrastructure Services	1,932,871	1,932,871	1,853,469	(79,402)	-4.11%	
50 Social Services	610,794	610,794	546,511	(64,283)	-10.52%	
60 Development Services	785,563	785,563	678,715	(106,848)	-13.60%	
70 Parks & Recreation	5,110,367	5,110,367	5,054,230	(56,137)	-1.10%	
74 Culture Services	504,008	504,008	503,086	(922)	-0.18%	
Total Expenses	20,459,320	20,459,320	20,206,530	(252,790)	-1.24%	
Net Surplus/(Deficit) To Date	0	0	364,568	364,568		

	2021 Budget	YTD Budget	YTD Actual	Variance	% of Budget	Comments
Environmental Services						
41-00 Water	3,339,520	3,339,520	3,603,660	264,140	7.91%	
42-00 Sewer	2,426,000	2,426,000	2,491,335	65,335	2.69%	
43-00 Solid Waste	1,503,780	1,503,780	1,577,114	73,334	4.88%	
Environmental Services Revenues	7,269,300	7,269,300	7,672,109	402,809	5.54%	
41-00 Water	3,339,520	3,339,520	3,603,660	264,140	7.91%	
42-00 Sewer	2,426,000	2,426,000	2,491,335	65,335	2.69%	
43-00 Solid Waste	1,503,780	1,503,780	1,577,114	73,334	4.87%	
Environmental Services Expenses	7,269,300	7,269,300	7,671,938	402,809	5.54%	
Net Surplus/(Deficit) To Date	0	0	0	0		

MEETING DATE: May 24, 2022

PREPARED BY: Rick Kreklewich, Director of Community Services

SUBJECT: Civic Centre Lower Level Renovation Tender Award

BACKGROUND

At the February 22nd, 2022 Regular Council Meeting, Administration provided Council with a concept design layout from ACI Architecture Inc. for the Civic Centre Lower Level. The space previously occupied by the Blackfalds Public Library is currently being used by IT, with the intention of renovating the area further to allow for offices for Planning & Development and meetings spaces. The Civic Centre Lower Level Renovation went out for tender on April 21st, 2022 and closed on May 17th, 2022.

DISCUSSION

Administration received 7 tender submissions for the Civic Centre Lower-Level Renovation project. Tender submissions were as follows:

Contractor	Bid Amount
Sealteam Ltd.	\$373,500.00
Veyron Projects Inc.	\$424,428.00
IMC Construction Ltd.	\$427,500.00
Russpet Construction Ltd.	\$445,200.00
Chandos Construction LP	\$455,329.00
Pearl Rose Construction Ltd.	\$479,000.00
Delnor Construction Ltd.	\$747,800.00

Administration has reviewed the low bid I find it to be compliant. Upon formal award the project is expected to commence by mid June and project completion by mid September.

FINANCIAL IMPLICATIONS

The initial budget for this project was approved at \$200,000. Upon consultation, walk throughs and design work with ACI architects, it was noted that the approved budget, based on the square footage of the space needing to be renovated would be a challenge.

The project was applied for under the provincial MSI Grant Program in the amount \$300,000 noting the above information and estimates from ACI. The Town is awaiting the final approval from the province however, the Grant Administrator has recommended the approval of the project to the Minister.

Administration was prepared to move the furnishing from the current FCSS building however, citing the recent discussion of the future use of the FCSS building, Administration has included a budget amount for such expense. Total project value is projected to be \$452,500 which includes \$29,000 of architectural fees for the project.

The additional funds over and above the MSI Grant funding provided in the amount of \$152,500 will be drawn from general capital reserves.

ADMINISTRATIVE RECOMMENDATION

1. That Council move to award the Civic Centre Lower-Level renovation project to Sealteam Ltd. In the tendered amount of \$373,500.
2. That funds in the amount of \$152,500 be drawn from general Capital Reserves to fund the project.

ALTERNATIVES

1. That Council does not move to award the Civic Centre Lower-Level renovation project to Sealteam Ltd. In the tendered amount of \$373,500.
2. That Council refer this item back to Administration for further information.

ATTACHMENTS

- None

APPROVALS_____
CAO Myron Thompson_____
Department Director/Author

MEETING DATE: May 24, 2022

PREPARED BY: Sue Bornn, FCSS Manager

SUBJECT: 2022 FCSS Funding Allocation Recommendation

BACKGROUND

Annually the FCSS Board reviews grant applications from local organizations to support social preventative programming in Blackfalds.

The funding allocations that have been awarded throughout the past years include:

Year	Total Available	Recipient	Amount allocated	% of total
2018	\$ 41,900.30			
		Big Brothers Big Sisters	\$ 21,500.00	51%
		Iron Ridge Elementary	\$ 12,133.95	29%
		Iron Ridge Intermediate	\$ 7,891.35	19%
		Iron Ridge Junior	\$ 375.00	1%
		St. Gregory the Great	\$ 699.00	2%
2019	\$ 30,000.00			
		Big Brothers Big Sisters	\$ 16,000.00	53%
		Iron Ridge Elementary	\$ 11,946.51	40%
		Iron Ridge Intermediate	\$ 1,350.00	5%
		St. Gregory the Great	\$ 703.49	2%
2020	\$33,000.00		Bfids FCSS / Lacombe County FCSS Funding	
		Big Brothers Big Sisters	\$ 5,000	15%
		Iron Ridge Elementary	\$ 5,600 / \$ 2,000	23%
		Iron Ridge Intermediate	\$ 3,800 / \$ 2,000	18%
		Iron Ridge Junior	\$ 3,800 / \$ 2,000	18%
		St. Gregory the Great	\$ 6,800 / \$ 2,000	27%
2021	\$23,500.00			
		ANAM	\$ 2,700.00	11%
		Big Brothers Big Sisters	\$ 9,812.40	42%
		Iron Ridge Elementary	\$ 6,505.00	28%
		Iron Ridge Intermediate	\$ 4,482.00	19%

DISCUSSION

Grant applications were reviewed from 2 local agencies/organizations. At the May 12, 2022, FCSS meeting:

RES. 24/22

Mayor Hoover moved that the FCSS Board recommend funding to support the SGTG Wellness Wednesday's program in the amount of \$2,000.

CARRIED UNANIMOUSLY

RES. 25/22

Member Thomas moved that the FCSS Board recommend that Council allocate 2022 grant funding to IREC in the amount of \$6,600 for Social Emotional Programming.

CARRIED UNANIMOUSLY

FINANCIAL IMPLICATIONS

In the 2022 FCSS budget \$8,600 remains for grants to local agencies and organizations for social prevention programming.

ADMINISTRATIVE RECOMMENDATION

1. That Council accept the FCSS Board recommendation to allocate FCSS grant funding to St Gregory the Great in the amount of \$2,000 for facilitation of their Wellness Wednesday programming.
2. That Council accept the FCSS Board recommendation to allocate FCSS grant funding to Iron Ridge Elementary Campus in the amount of \$6,600 for facilitation of their Social Emotional Programming.

ALTERNATIVES

1. That Council refer this item to Administration for further consideration.

ATTACHMENTS

- *SGTG 2022 FCSS Grant Funding Application*
- *IREC 2022 FCSS Grant Funding Application*

APPROVALS

CAO Myron Thompson



Department Director/Author



Blackfalds Family & Community Support Services

5016 Waghorn Street, Box 220, Blackfalds, AB T0M 0J0

Phone (403) 887-6247 Fax (403) 885-0011

Email fcss@blackfalds.ca

Blackfalds FCSS is an 80/20 funding partnership between the provincial Children and Youth Ministry and the Town of Blackfalds. This partnership works with the community to support and develop locally driven preventative social support services. Locally FCSS strives to:

- Enhance, strengthen and stabilize family and community life
- Promote volunteerism
- Promote, encourage and facilitate the development of stronger communities &
- Enable local decision making

The Blackfalds FCSS Board is an advisory board of Town Council. Membership consists of 8 Members: 5 Members appointed by Town Council from citizens at large, 1 citizen at large from Lacombe County, and 2 Members appointed from the Council of the Town of Blackfalds.

Community Group Grant Application

Purpose: To provide funding to assist established social service groups, organizations and individuals with expenditures incurred in the operation and the delivery of their existing programs.

Who May Apply: Not for profit community groups that support and deliver an activity whose primary focus is social service. Service must be delivered in Blackfalds, AB.

Groups may submit only one grant application per year in all categories.

Operational grant funding is not intended to provide the basis for permanent operational funding. Applications are reviewed annually, independent of previous grant applications.

Applications due March 25th, 2022 at 4:30pm

To request funding, groups must submit a complete application consisting of a fully completed grant application form and the required support documents. The original, signed grant application must be returned to Blackfalds FCSS by the required deadline date. If you require information or assistance, you can reach us by phone at (403) 885-6247. We are located at 5016 Waghorn Street, Blackfalds, AB.

Successful applicants must adhere to reporting timelines and information requirements. Annual reports and financial statements for groups awarded 2022 grants are due to FCSS office no later than December 30th, 2022.

The personal information provided as part of this application is collected under the authority of the Family and Community Support Services Act (FCSSA) R.218-294, the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP). Under the FCSS, this application constitutes part of the grant application and financial information will be used to ensure both financial sustainability and to evaluate the effectiveness of any long-range planning. Personal information is collected under the authority of the Municipal Government Act (MGA) and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the FOIP Act. The personal information collected on this form will be used solely to administer FCSS Grand Funding Applications in the Town of Blackfalds. Questions regarding the collection and use of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403-885-6370.



Part A - Community Group Information

1. Organization's Name: St. Gregory the Great Catholic School
2. Mailing Address: 105 Cottonwood Drive, Blackfalds, AB
Postal Code: T4M 0M4
3. President or Principal: Rose McQuay
Phone: 403-392-4584 E-Mail: rose.mcquay@rdus.ca
4. Treasurer: Lynn Bonneau
Phone: (403) 885-1008 E-Mail: lynn.bonneau@rdus.ca
5. Primary Contact Person: Madison Boersma
Phone: (403) 877-9229 E-Mail: madison.boersma@rdus.ca
6. Registered Society / Charity Number (if applicable) 808484620RR0001
7. How long has your organization been operating in Blackfalds? 4.5 years
8. Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify.
No, our organization is not presently receiving any assistance from the Town of Blackfalds. We did receive this same grant in 2020.
9. Is your organization presently receiving any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.
Our organization received a nutritional grant from the government of Alberta to run our breakfast program for K-6.
10. Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.
No, not that we are aware of or are actively seeking out.



11. The following documentation is required in addition to your application:

- List of the current Board Members
- Minutes of the meeting which approved the current Board Members
- Copy of the Bylaws and/or organizational guidelines
- Minutes of the meeting which approved the grant application
- Letters showing community support for your proposed program

12. Please provide the previous year audited financials.

Grant Funding Requested:

\$2000.00

Declaration

We, the undersigned officers of the organization, certify that this statement contains a full and accurate account of all matters stated herein:

Name: Madison Boersma

Position: Family School Enhancement
Counselor

Signature: Madison Boersma

Name: Rose M'Quay

Position: Principal

Signature: Rose M'Quay



Part B – Purpose and Need

1. Demonstration of need:

- What service gap(s) has been identified that shows the social service need for this program in our community?

As a school, we have noted that there is a gap in preventative mental health programs for our students. Specifically, this gap highlights the need for programs to teach students strategies and skills to help their mental health, resilience, and well-being.

- How does this program/service serve to strengthen and support social functioning of the residents of Blackfalds?

Providing this programming in the school will help students to learn and practice skills that will further their resiliency, which will ultimately help the well-being of the youth in Blackfalds.

2. Organization

- Describe your organization including the type, the purpose, and number of members.
Describe the type of program(s) and/or services offered.

St. Gregory the Great is a K-9 school. Academics, Athletics, and social-emotional learning are all offered. Our student population is 632. Currently, our counselling program is running a wellness Wednesday program, a peer mentoring, as well as rainbows program.

- What are your organization's goals and objectives for this year?

The counselling team's goals and objectives are to increase the resiliency of our students as well as provide targeted supports to needs that we identify.

- Does your group have sponsorship or a committee for fundraising? What are your user fees and/or membership dues?

We do have a school council that consists of parent volunteers and administrators. This group runs fundraisers that broadly benefit the school, not the counselling program specifically.

- Please list other sources of funding applied for to fund the service/project (even if the application was not successful.)

We applied for the Dow Community Grant at the end of 2021, but were unsuccessful in receiving funding.

3. The Project

- a. Describe the issue or priority area your project/program proposes to address.

The wellness Wednesday project within our counselling program seeks to provide universal supports to all students. This project will equip students with positive tools and strategies to help their well-being.

- b. In which of the following areas does this project/program impact on social sustainability in our community: Who is impacted by this issue? Please describe.

Help people to develop independence, strengthen coping skill and become more resistant to crisis;

Help people to develop an awareness of social needs;

Help people to develop interpersonal and group skills which enhance constructive relationships among people;

Help people and communities to assume responsibility for decisions and actions which affect them;

Provide supports that help sustain people as active participants in the community.

- c. Who is impacted by this issue? Please describe.

All students have mental health to varying degrees. The wellness Wednesday program hopes to reach all students and provide them with strategies and resources that meet their unique needs.

- d. In what way are they impacted? Please describe short and long term implications.

When students do not receive support or are aware of resources they can access, it can lead to students being at risk and vulnerable in terms of their mental health. In the short term, this can affect their day to day functioning, and in the long term this can impact the quality and trajectory of their life.

- e. What is the impact of not addressing the issue?

The impact of not helping students is far reaching in society as it leads to vulnerable individuals who do not know the resources or support they can access or utilize, leading to students struggling alone and hindering their well-being which affects a large part of our population (young people).

- f. How does your project/program plan to address the issue?

Our wellness Wednesday programming plans to address this issue by providing preventative programming in our school to ensure that all students receive the support and resources they need.



- g. Describe specifically how you will measure the success of the program and your expected results. (Examples: # of participants, # of surveys completed, survey feedback, program waiting list, etc.)

We will measure the success of the program based on the statistics that we keep, as well as surveys that we will send out to teachers to measure student engagement in the wellness Wednesday program.

- h. Are there similar programs offered in the community? If so, explain how they are different.

There are similar one-off programs that are preventative offered by the town of Blackfalds, however, there can be many barriers to students accessing those programs (scheduling, transportation, etc...) our programming would be offered during school hours and adapting it for all ages, making it very accessible.

- i. Describe your organizations' use of volunteers. Include the nature of volunteer services provided, the number of volunteers and the estimated total annual number of volunteer hours worked.

Parent volunteers are used on a variety of occasions with covid restrictions permitting. Parent volunteers help on occasions such as picture day, school wide pancake breakfast, etc...

- j. Describe the need for this program in the community. Attach letters of support.

This program serves the needs of the community by connecting individuals with community supports and resources. Overall, this program supports the well-being of the community by supporting it's young and up and coming citizens.

- k. Describe the implications of not receiving (or receiving less than requested) grant funding for this program.

If this program were to not receive any funding or less than requested, it would impact the universal supports that we could offer students. As our student population is so large and growing, it takes a fair amount of funds to provide universal programs and supports.



Part C – Program Budget

Revenue	2022
Fees:	\$0.00
Grants:	\$0.00
Community Donations:	\$0.00
Fundraising:	\$0.00
Total Revenue	\$0.00
Expenses	2022
Personnel:	\$0.00
Materials & Supplies:	Regulation toolkits for each classroom (28) - \$1,285.00 (fidgets, mindfulness prompts, sensory toys) Journals for every student (regulation tool) - \$350.00
Other Expenses:	Miscellaneous supplies for wellness Wednesdays - \$365.00 (supplies for activities, snacks, prizes for incentives)
Total Expenses	\$2000.00
FCSS Funding Request	\$2000.00

Blackfalds Family & Community Support Services

5016 Waghorn Street, Box 220, Blackfalds, AB T0M 0J0

Phone (403) 887-6247 **Fax** (403) 885-0011

Email fcss@blackfalds.com

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- Enhance, strengthen and stabilize family and community life
- Promote volunteerism
- Promote, encourage and facilitate the development of stronger communities &
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The Blackfalds FCSS Board is an advisory board of Town Council. Membership consists of 8 Members: 5 Members appointed by Town Council from citizens at large, 1 citizen at large from Lacombe County, and 2 Members appointed from the Council of the Town of Blackfalds.

Community Group Grant Application

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Who May Apply: Not for profit community groups that support and deliver an activity whose primary focus is social service. Service must be delivered in Blackfalds, AB.

Groups may submit only one grant application per year in all categories.

Operational grant funding is not intended to provide the basis for permanent operational funding. Applications are reviewed annually, independent of previous grant applications.

Applications due March 25, 2022, 4:30pm

To request funding, groups must submit a complete application consisting of a fully completed grant application form and the required support documents. The original, signed grant application must be returned to Blackfalds FCSS by the required deadline date. If you require information or assistance, you can reach us by phone at (403) 885-6247. We are located at 5016 Waghorn Street, Blackfalds, AB.

Successful applicants must adhere to reporting time-lines and information requirements. Annual reports and financial statements for groups awarded 2022 grants are due to FCSS office no later than December

3, 2022.

The personal information provided as part of this application is collected under the authority of the Family and Community Support Services Act (FCSSA) R,218-294, the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP). Under the FCSS, this application constitutes part of the grant application and financial information will be used to ensure both financial sustainability and to evaluate the effectiveness of any long range planning. Personal information is collected under the authority of the Municipal Government Act (MGA) and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP), and will be protected under Part 2 of the FOIP Act. The personal information collected on this form will be used solely to administer FCSS Grand Funding Applications in the Town of Blackfalds. Questions regarding the collection and use of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403-885-6248.

Blackfalds Family & Community Support Services

Community Group Grant Application
Page 2 of 7

Part A - Community Group Information

1. Organization's Name: Iron Ridge Elementary Campus

2. Mailing Address: Box 160

Blackfalds, AB Postal Code: T0C 0Y0

3. President: Maureen Schlemko

Phone: (403) 885-4646 E-Mail: maureen.schlemko@wolfcreek.ab.ca

4. Treasurer: _____

Phone: () _____ E-Mail: _____

5. Primary Contact Person: Maureen Schlemko

Phone: (403) 885-4646 E-Mail: maureen.schlemko@wolfcreek.ab.ca

6. Registered Society / Charity Number (if applicable) N/A

7. How long has your organization been operating in Blackfalds? Since 1904

8. Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify. **No**

9. Is your organization presently receiving any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.

The total cost of this program is \$65,313.00 per year for this 1.0 FTE position. We receive approximately 0.9 FTE (\$56,813.00) from our District School Social Worker pool. At this time we would like to ask for the remainder that equals .1 FTE \$8500.00 from the FCSS for this very worthwhile position.

10. Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.

No, all of our funding is derived from the provincial government.

Blackfalds Family & Community Support
Services

Community Group Grant Application
Page 3 of 7

11. The following documentation is required in addition to your application:

List of the current Board Members Minutes of the meeting which approved the current Board Members Copy of the Bylaws and/or organizational guidelines Minutes of the meeting which approved the grant application Letters showing community support for your proposed program

12. Please provide the previous year audited financials.

Grant Funding Requested

\$8500.00

Percent of total budget

13% of the SSW Budget

Declaration

We, the undersigned officers of the organization, certify that this statement contains a full and accurate account of all matters stated herein:

Name: Maureen Schlemko

Name: Vicky Sahlin

Position: Principal

Position: Assistant Principal

Signature Maureen Schlemko

Signature Vicky Sahlin

Blackfalds Family & Community Support
Services

Community Group Grant Application
Page 4 of 7

**Part B – Purpose and
Need**

1. Demonstration of need:

- What service gap(s) has been identified that shows the social service need for this program in our community?

Our Social Work Services have been cut back to a 0.9 position from a 1.0 FTE position for the 2022-2023 school year. For many individuals, school is the natural initial point of access for making contact and referrals for these services. Many students can be served by the School Social Worker in our school if she has time to accommodate referrals. Our School Social Worker support keeps the outside referral rate down and supports the community. We believe we are “making a dent” in filling the high need with our current supports, however, next year this will be much more difficult with 0.6 position. This allows for the school to continue to build on existing relationships with families and the community. Mental health is rapidly increasing and intensifying due to the impact of the lasting effects of post COVID-19 and families are in need of this support to its fullest capacity. We know that early intervention is key to family & children success in the area of mental health and resiliency and our age group (pre-K-grade 3) is an ideal place to build a strong foundation for families.

- How does this program/service serve to strengthen and support social functioning of the residents of Blackfalds?

Our School Social Worker is very proactive in developing working relationships with parents, students, and staff in their counseling and consultation skills. It is the primary focus of the Social Worker to help children and families become positive, contributing members of society. The Social Worker not only counsels students and families, they also help their clients to develop skills that will enable them to overcome their difficulties, and this in turn benefits the community at large. Continuing our SSW program at it's highest capacity will support families and will help the community get through the impacts of post COVID-19 more effectively.

2. Organization

- Describe your organization including the type, the purpose, and number of members.
Describe the type of program(s) and/or services offered.

We are Pre-K to Grade 3 School with about 450 students enrolled. Iron Ridge Elementary Campus has 6 half day kindergarten programs (3 classes in the am and 3 classes in the pm). We have 5 grade 1 classrooms, 4 grade 2 classrooms, 4 grade 3 classrooms and 4 Pre-K classrooms.

There are several “special needs” students enrolled in our classroom which require the support of educational assistants.

- What are your organization's goals and objectives for this year?

Please click on this link to access our Education Plan and Report. <https://irec.wolfcreek.ab.ca/download/317139>

- Does your group have sponsorship or a committee for fundraising? What are your user fees and/or membership dues?

Our school council raises a few thousand dollars each year to help buy classroom books, ipads, makerspace material etc.

We also have a fundraising leg of our school council and they are called "FIRES" (Friend of Iron Ridge Campus Society). Currently they are fundraising to replace existing playground structures. One has been replaced in Fall 2020.

- Please list other sources of funding applied for to fund the service/project (even if the application was not successful.)

Other than per pupil funding from the government the above mentioned sources are the only sources of funding for our school.

3. The Project

a. Describe the issue or priority area your project/program proposes to address.

Our School Social Worker seeks to create healthy families by intervening with referrals, education and awareness to students and their families. This is done by providing individual services to the students and their families, as well as group services and programs, such as Roots of Empathy, Rainbows, URSTRONG, and Expressive Arts facilitation for students. The counseling services that can be offered to these students and their families can cover many areas, but are not limited to social skills and friendship issues, family violence issues, family conflict, suicide prevention, sexual abuse, substance abuse, self-esteem issues, etc. The School Social Worker also consults with other agencies i.e. our school RCMP resource officer, Mental Health, and Child and Family Services Authority on an as needed basis. Having this program in our school allows us the structure and ability to immediately intervene in new areas of concern, as well as supporting individuals with ongoing concerns. Intervening at an early age is something that we see as having immense benefit to the community, as individuals are taught healthy coping and life skills, tools which can be carried through life.

Our School Social Worker is very proactive in developing working relationships with parents, students, and staff in their counseling and consultation skills. It is the primary focus of the School Social Worker to help children and families become positive, contributing members of society. The School Social Worker not only counsels students and consults with families, they also help their clients to develop skills that will enable them to overcome their difficulties, and this in turn benefits the community at large.

b. In which of the following areas does this project/program impact on social sustainability in our community: **Bolded & underlined items apply.**

- **Help people to develop independence, strengthen coping skill and become more resistant to crisis;**
- Help people to develop an awareness of social needs;
- **Help people to develop interpersonal and group skills which enhance constructive relationships among people;**
- Help people and communities to assume responsibility for decisions and actions which affect them;
- **Provide supports that help sustain people as active participants in the community.**

c. Who is impacted by this issue? Please describe.

- Families and children who require support and direction when crisis arises in their lives. We are seeing more crises and mental health challenges like never before in families due to the lasting impact of COVID-19 and on-going economic hardships.
- It is our hope that through the work of our School Social Worker, families will be able to connect with the appropriate outside agencies as well as meet the needs of our families within our building.

d. In what way are they impacted? Please describe short and long term implications.

By not being able to employ a 1.0 FTE School Social Worker, we would greatly decrease our capacity to be able to serve our full population of students and families and meet their potential need to access services. With only .9 SSW services will have to be trimmed back and kids and families would receive no service.

e. What is the impact of not addressing the issue?

By not being able to employ a 1.0 FTE School Social Worker, we would have to greatly decrease capacity to be able to serve our full population of students and families and meet their potential need to access services.

f. How does your project/program plan to address the issue?

By allowing us to keep services for students and families at the same level as we have been providing we will be able to deal with critical issues as well as be proactive and work with students in programs to support them with their social emotional needs as they grow and learn with us at IREC.

- g. Describe specifically how you will measure the success of the program and your expected results. (Examples: # of participants, # of surveys completed, survey feedback, program waiting list, etc.)

We will use our School Social Worker Data:

How many families were serviced, how many referred out and how many still on the waiting list. As well as, the number of students that are able to be seen in group program sessions.

- h. Are there similar programs offered in the community? If so, explain how they are different.

No, not at this level.

- i. Describe your organizations' use of volunteers. Include the nature of volunteer services provided, the number of volunteers and the estimated total annual number of volunteer hours worked.

Due to COVID restrictions, we were not allowed volunteers up until this time. Typically we are fortunate to have parents and grandparents support our school by coming into volunteer to help on field trips, read with students, organize and deliver hot lunch, make sandwiches and snacks for our lunch program and to help out in the classroom. We also have a volunteer fundraising board that is raising money for our replacement playgrounds called FIRES. We get 2 mentors a year on average from Big Brother and Big Sisters.

j. Describe the need for this program in the community. Attach letters of support.

In Blackfalds there is a huge need for social, emotional and financial support in this community. Our School Social Worker would be willing to come to the board meeting to explain further.

k. Describe the implications of not receiving (or receiving less than requested) grant funding for this program.

By not being able to employ a 1.0 FTE School Social Worker, we would have to greatly decrease capacity to be able to serve our full population of students and families and meet their potential need to access services. We would run more of a skeleton program working on emergent situations rather than being able to work on the proactive programs such as Roots of Empathy, Rainbows, URSTRONG, and Expressive Arts facilitation for students.

Part C – Program Budget

Revenue	Approved	Projected	Requested
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Year End 2022

Fees: \$0

Grants \$0

District Social Worker Pool: **\$56,813.00**

Community Donations: \$0

Fundraising
: \$0

Total Revenue \$56,813.00

Expenses	Approved	Projected	Requested
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Year End 2022

Total Expenses \$65,313.00

FCSS Funding Request \$8500.00

MEETING DATE: May 24, 2022

PREPARED BY: Sue Bornn, FCSS Manager

SUBJECT: Seniors' Week June 6-12, 2022

BACKGROUND

The week of June 6-12, 2022 has been declared Seniors' Week and is a time to acknowledge the diversity of seniors and to increase public awareness of their vital role in our community. Events are being advertised in the May edition of the Vibrant Living Monthly Newsletter that is sent to 89 seniors on our email list, 26 hard copies are sent to seniors without email access.

DISCUSSION

Seniors' Week has been recognized since 1986 to celebrate and recognize the contributions seniors make to enhance the quality of life in Alberta. It is a week to show our gratitude towards the seniors in our community who have helped contribute to the Blackfalds community. They are not only parents or grandparents, but they are also mentors, friends, volunteers, and active community members.

This year will be the 12th year that the Town of Blackfalds will be celebrating National Seniors week. FCSS has partnered with the Blackfalds Library, Servus Credit Union, the Abbey Center, Cheemo Senior Citizens Club, and the Blackfalds Youth Crew to host a week of events for Seniors in the community. Local Seniors have been invited to participate in activities to encourage connection, creativity, and community.

FINANCIAL IMPLICATIONS

The FCSS 2022 budget has \$750 allocated for seniors' activity facilitation. These activities will fall within this category.

ADMINISTRATIVE RECOMMENDATION

1. That Council moves to proclaim June 6-12, 2022, as Seniors' Week in the Town of Blackfalds.

ALTERNATIVES

1. That Council refer this item to Administration for further consideration.

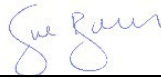
ATTACHMENTS

- 2022 Seniors' Week Proclamation
- 2022 Seniors' Week Activity Schedule

APPROVALS



CAO Myron Thompson



Department Director/Author

Proclamation

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

WHEREAS,

it is appropriate that a week of activities be hosted to celebrate with seniors;

NOW THEREFORE,

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

June 6 to 12, 2022 to be Seniors' Week.

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

Proclaimed on Tuesday, May 24, 2022

Mayor Jamie Hoover

BLACKFALDS
A L B E R T A



For more information
about our 50+ community
programs, please visit our
website at
www.blackfalds.ca/vibrant50



JOIN US FOR
Seniors' Week
June 6 - 12, 2022

Seniors' Week is a great opportunity to
honour and recognize all that seniors
have contributed to our community.



Monday, June 6

Free admission to the Abbey Center for Seniors 60+

Please let guest services know that you are at the Abbey Center for Seniors week and are there to claim your free day admission!

All Day

Estate Planning Seminar with Servus

Come join Blackfalds Servus Credit Union for a seminar on Estate Planning.

Refreshments will be provided.

Please RSVP to Blackfalds FCSS by phone at 403-600-9066 or through email at fcss@blackfalds.com.

10:30 AM - 12:00 PM

Performance Room

Eagle Builders Centre

Carpet Bowling / Floor Curling

The Cheemo Club welcomes their fellow 50+ community members! Annual Membership \$10 + \$1 drop-in fee.

Complimentary coffee, tea and snacks are provided

12:30 - 4 PM

Multi-Purpose Room

Blackfalds Community Centre

Tuesday, June 7

Walking Club!

Join FCSS as we walk around the Abbey Centre track, get some gentle exercise, and make new friends.

Complimentary track admission provided to those who don't have a membership.

10 - 11 AM

Abbey Centre

Afternoon Tea

The Blackfalds Servus Credit Union Library will be hosting an afternoon tea and snacks!

Please RSVP to the Blackfalds Servus Credit Union Library by phone at 403-885-2343 or through email at library@blackfaldslibrary.ca.

2 - 3:30 PM

Blackfalds Servus Credit Union Library

Wednesday, June 8

Technology Support

Pop into the Blackfalds Servus Credit Union Library for all your technology needs, they can help support you with any questions that you have!

10 AM - 12 PM

Blackfalds Servus Credit Union Library

It's More Than a Movie

Join FCSS as we watch a movie, socialize, and enjoy some pizza! A variety of movies will be available for participants to vote on.

Please RSVP to Blackfalds FCSS by phone at 403-600-9066 or through email at fcss@blackfalds.com.

12 - 3 PM

Multi-Purpose Room

Blackfalds Community Centre

Thank You To Our Sponsors!

The Cheemo Seniors' Club



Thursday, June 9

Walking Club!

Join FCSS as we walk around the Abbey Centre track, get some gentle exercise, and make new friends.

Complimentary track admission provided to those who don't have a membership.

10 - 11 AM

3rd Floor Running Track
Abbey Centre

Whist Card Night

The Cheemo Club welcomes their fellow 50+ community members! Annual Membership \$10 + \$1 drop-in fee.

Complimentary coffee, tea and snacks are provided.

6 - 9:30 PM

Multi-Purpose Room

Blackfalds Community Centre

Friday, June 10

Fraud Seminar with Servus

Come join Blackfalds Servus Credit Union for a seminar on fraud.

Refreshments will be provided.

Please RSVP to Blackfalds FCSS by phone at 403-600-9066 or through email at fcss@blackfalds.com.

10:30 AM - 12:00 PM

Performance Room

Eagle Builders Centre

Pour Art Painting

Come and learn how to create art through paint pouring! No experience is required, event is free of cost and please ensure that you are wearing paint clothes.

Please RSVP to Blackfalds FCSS by phone at 403-600-9066 or through email at

fcss@blackfalds.com.

2 - 3:30 PM

Banquet Room (Old Arena)

Eagle Builders Centre

Carpet Bowling / Floor Curling

The Cheemo Club welcomes their fellow 50+ community members to join them for carpet bowling.

Annual Membership \$10 + \$1 drop-in fee.

Complimentary coffee, tea and snacks are provided

12:30 - 4 PM

Multi-Purpose Room

Blackfalds Community Centre

Saturday, June 11

Bingo

The Blackfalds Youth Crew will be hosting an afternoon of Bingo at the Blackfalds Community Center! Come connect and join in on an afternoon of fun!

Please RSVP to Blackfalds FCSS by phone at 403-600-9066 or through email at fcss@blackfalds.com.

1 - 2:30 PM

Multi-Purpose Room

Blackfalds Community Centre

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

MEETING DATE: May 24, 2022
PREPARED BY: Justin de Bresser, Director of Corporate Services
SUBJECT: Policy Rescindment

BACKGROUND

Policies that were relevant to the organization at one time become obsolete as the Town grows and procedures change. Administration is seeking to repeal these policies as listed

- Personal Computer Payroll Purchase Plan Policy
- Healthy Choices Policy

DISCUSSION

The Personal Computer payroll deduction purchase plan was originally approved in 2007 when the Town felt that there was a need to equip employees with a personal computer for home use. The intent of the policy was to increase computer literacy of Town employees. Employees were able to take advantage of the lower preferred Government pricing. The need for the Town to finance computers for staff has dramatically been reduced due to the lower pricing and availability of computers. The need for the policy is therefore redundant.

The Healthy Choices Policy was introduced in 2009 to ensure the residents would have access to healthy choices within Town owned properties while attending programs and events. The Town now enters into contracts with businesses providing these food services and the healthy choices now become a part of the contract. There also has been a change in the environment of food services with food trucks becoming increasingly popular. This policy if enforced, would inhibit the range of trucks coming to events.

FINANCIAL IMPLICATIONS

There are no financial implications in rescinding Town Policies

ADMINISTRATIVE RECOMMENDATION

1. That Council accepts the recommendation of Administration to rescind the Personal Computer Payroll Deduction Purchase Plan Policy.
2. That Council accepts the recommendation of Administration to rescind the Healthy Choices Policy.

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

ALTERNATIVES

- A. That Council refer this item back to Administration for more details.

ATTACHMENTS

- Personal Computer Payroll Deduction Purchase Plan Policy
- Healthy Choices Policy

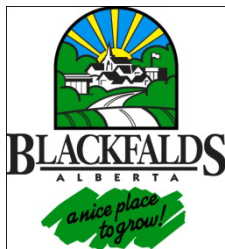
APPROVALS



Myron Thompson, CAO



Department Director/Author



Town of Blackfalds Municipal Policy Handbook

Policy Name: Personal Computer Payroll Deduction Purchase Plan

Date of Approval by Council: Nov. 12, 1996

Resolution No.: 211/11

Last Review Date: June 28, 2011 (Res. 211/11)

June 26, 2001 (Res. 230/01)

April 10, 2007 (Res. 119/07)

Next Review Date: As Needed

Special Notes: Payroll Deduction plan for purchase of Personal Computer(s) for Town employees and Elected Officials

Policy Statement:

Council and the Town of Blackfalds deem it desirable to promote and support computer literacy among the Town employees and elected officials to decrease training costs and increase the efficiency of employees and officials. The following policy will be considered part of the Town employee training program.

General Specifications:

The Town of Blackfalds has implemented a plan for the purchase of personal computers by any permanent Town employee or elected official on a payroll deduction plan based on the following terms of reference:

- Employees must be employed on a full-time/part time permanent basis and have completed probationary period in order to be eligible for the payroll deduction plan for purchase of personal computer.
- This Policy applies to the purchase of any IBM compatible single component or combination of the following: computer, software, connection peripherals, monitor, printer, or laptop.
- Town to provide funds up to a maximum cost of \$3,000.00.
- Participants must complete the application and submit to the Director of Corporate Services for approval **prior** to the purchase of any equipment.
- Participants in such plan will be required to sign an appropriate agreement with the Town to repay the cost of approved equipment over a period of:
 - twelve (12), (purchase price must exceed \$500 to qualify)
 - twenty-four (24) or (purchase price must exceed \$1,500 to qualify)at the participants option amortized at the prime lending rate + 1% interest on a monthly payroll deduction basis. A promissory note in favour of the Town of Blackfalds shall be signed for the original amount of the purchase.

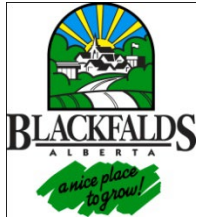
PERSONAL COMPUTER PAYROLL DEDUCTION PLAN

- In the event that the participant ceases to be an employee with the Town of Blackfalds prior to the equipment being paid in full, the balance outstanding must thereupon become due and payable to the Town in full.
- The Town of Blackfalds will not accept under any circumstances the return of any equipment in lieu of repayment.

APPROVED BY:

Mayor Melodie Stol

Acting CAO Sean Barnes



PERSONAL COMPUTER PAYROLL DEDUCTION PLAN APPLICATION FORM

NAME: _____

POSITION: _____

Type of Equipment to Purchase:

Purchase Price: _____

Terms of Deduction: _____ months

.....

Approved by Director of Corporate Services: _____

Date: _____

Approved by Chief Administrative Officer: _____

Date: _____

WHEREAS THE TWO PARTIES HEREUNDER BEING

**THE TOWN OF BLACKFALDS
(hereinafter referred to as "The Town")**

AND

(hereinafter referred to as "The Applicant")

HEREBY COVENANT AND AGREE AS FOLLOWS:

THAT the town will provide funds for the purchase of a computer and associated software and/or equipment up to a combined maximum cost of \$3,000.00

THAT the Applicant in such plan will be required to sign an appropriate agreement with the Town to repay the cost of approved equipment over a period of _____ months amortized at ____% interest on a monthly payroll deduction basis and sign a promissory note in favour of the Town for the original amount of the purchase

On demand, after that above date, for the value received, the undersigned _____ of the _____ of _____, in the Province of Alberta, promises to pay to the Town of Blackfalds at its office in Blackfalds, Alberta, the sum of _____ Dollars, including interest, payable monthly for a period of ____ months at the nominal rate of ____% per annum, as well after as before maturity, until paid.

APPLICANT

DIRECTOR OF CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER

Upon termination with the Town of Blackfalds, any balance owing will be deducted from the employee or elected official final payroll unless full payment has been received in the form of cash or equivalent. Any remaining balance will become due and payment arrangement must be made immediately in the form of cash or equivalent.

Applicant's Initials: _____



Town of Blackfalds

Municipal Policy Handbook

Policy Name: Healthy Choices Policy

Date of Approval by Council: April 14, 2009

Resolution No.: 217/11

Last Review Date: Jun 28, 2011

Next Review Date: As Required

Special Notes:

Policy Statement:

Healthy food and beverage choices shall be available at all Town operated programs, events, and facilities. Healthy food and beverage choices include fruit and vegetables, low fat choices, fruit juices, and small quantity options.

General Specifications

- Town programs or events that offer food and / or beverages shall have available healthy food and beverage options.
- Outside groups, concessionaires, or vendors that offer food and beverage services at Town programs, events, or facilities shall be notified of the Town of Blackfalds Healthy Choices Policy.

APPROVED BY:

Mayor Melodie Stol

Acting CAO Sean Barnes

MEETING DATE: May 24th, 2022

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

SUBJECT: RCMP Quarterly Report

BACKGROUND

The RCMP has committed to provide their stakeholders with a quarterly Community Policing Report, to ensure open communication with the people they serve.

DISCUSSION

The attached documents are a combination of RCMP activities, statistics, and updates on projects from the past quarter of 2022 and provided for information purposes.

The RCMP have for several years now been investigating the use of Body-worn cameras and are moving towards these being deployed to front-line officers. This project is still in the testing stages see attached RCMP report.

The Alberta RCMP APP has now been activated. This will allow the public to report crimes, contact the RCMP Detachment learn about crime rates in our area and many more functions. The public is encouraged to load this APP on to their mobile devices. (Attached RCMP Information document).

Statistics are monitored for various crime types for all RCMP Detachments and compared with previous years. It is beneficial to review these and compare to determine the focus of policing for the coming years. Attached are the statistics for the first quarter relating to Blackfalds municipal statistics only. (Crime occurring within the Town of Blackfalds).

The Blackfalds RCMP Detachment Commander has further committed to meet with stakeholders throughout the year to ensure they are meeting the priorities set out in the annual performance plan. This update provides a quick overview of how the RCMP has engaged with the communities it serves over the past quarter. See attached Blackfalds Municipal document.

FINANCIAL IMPLICATIONS

None

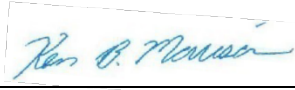
ATTACHMENTS

- *Body Worn Cameras Report - RCMP*
- *"RCMP APP" Information Pamphlet*
- *RCMP Quarterly Stats.*
- *Letter from the Blackfalds RCMP Detachment Commander*
- *Blackfalds Municipal*

APPROVALS



CAO Myron Thompson



Department Director/Author



Body-worn cameras for RCMP officers

The Royal Canadian Mounted Police (RCMP) is committed to ensuring that Canadians feel protected by, and have trust in their national police force. Body-worn cameras can help to increase the trust between police and the communities they serve.



- front-line RCMP officers will soon be wearing body-worn cameras.
- between 10,000-15,000 body-worn cameras will be deployed to contract and federal police officers who interact with communities, across Canada's rural, urban and remote locations.
- the video evidence collected will provide an independent, unbiased, and objective way to capture interactions between the community and police officers.
- work is ongoing to acquire body-worn cameras and a Digital Evidence Management System (DEMS) to support a nation-wide rollout of camera as as quickly as possible.
- a field test, with up to 300 cameras will take place in three different Divisions of the RCMP - Alberta (K Division), Nova Scotia (H Division), Nunavut (V Division). The testing will take place in northern/remote, rural, and urban settings.



Your input is important

We have been meeting with various organizations, groups and community members across Canada to introduce body-worn cameras, and to better understand their concerns.

If you are interested in being part of the conversation, contact us at:



How body-worn cameras support police and communities:

- ✓ more timely resolutions of complaints
- ✓ improved evidence gathering
- ✓ enhanced transparency and accountability for police
- ✓ improved police and public behaviour



Officers will activate their body worn cameras during calls for service, including:

- ✓ mental health calls
- ✓ interactions with people in crisis
- ✓ crimes in progress
- ✓ for investigations
- ✓ public disorder and protests
- ✓ to record information to support the performance of their duties

When possible, officers will let you know when the camera is recording.

The decision to turn on a body-worn camera will happen before the officer arrives at a call for service.

Policy and training will provide the guidance required for officers using body-worn cameras.



Body-worn cameras are not intended to be used for the purpose of:

- ✓ 24 hour recording
- ✓ surveillance
- ✓ when intimate searches are conducted
- ✓ areas with a high expectation of privacy





THE ALBERTA RCMP APP

A simplified online experience to:



- Report crime
- Contact a detachment
- Learn about crime rates in your area
- And more!

Stay connected by downloading the free app today.



L'APPLICATION DE LA GRC EN ALBERTA

Une expérience simplifiée en ligne pour :



- Signaler un crime
- Communiquer avec un détachement
- Se renseigner sur les taux de criminalité dans une région
- Et beaucoup plus!

Téléchargez l'application gratuite dès aujourd'hui et restez branché!





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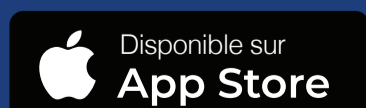
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- Communiquer avec un détachement
- Se renseigner sur les taux de criminalité dans une région
- Et beaucoup plus!

Téléchargez l'application gratuite dès aujourd'hui et restez branché!





Blackfalds Municipal Detachment Crime Statistics (Actual) January to March: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

April 6, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		1	1	2	0	0	-100%	N/A	-0.3
Sexual Assaults		3	2	1	3	1	-67%	-67%	-0.3
Other Sexual Offences		0	1	0	2	0	N/A	-100%	0.1
Assault		26	18	24	21	18	-31%	-14%	-1.3
Kidnapping/Hostage/Abduction		1	2	2	0	0	-100%	N/A	-0.4
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		11	6	10	5	10	-9%	100%	-0.3
Uttering Threats		12	6	9	15	9	-25%	-40%	0.3
TOTAL PERSONS		55	36	48	46	38	-31%	-17%	-2.4
Break & Enter		9	32	8	6	11	22%	83%	-2.2
Theft of Motor Vehicle		9	18	10	2	12	33%	500%	-1.0
Theft Over \$5,000		0	1	1	1	1	N/A	0%	0.2
Theft Under \$5,000		26	31	24	18	16	-38%	-11%	-3.3
Possn Stn Goods		13	12	3	5	6	-54%	20%	-2.1
Fraud		7	15	12	13	7	0%	-46%	-0.2
Arson		0	0	1	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	0	20	21	16	N/A	-24%	5.3
Mischief - Other		24	32	13	8	8	-67%	0%	-5.6
TOTAL PROPERTY		88	141	92	74	77	-13%	4%	-8.9
Offensive Weapons		3	3	4	7	0	-100%	-100%	-0.2
Disturbing the peace		7	8	8	10	2	-71%	-80%	-0.8
Fail to Comply & Breaches		16	13	7	8	10	-38%	25%	-1.7
OTHER CRIMINAL CODE		7	6	8	8	11	57%	38%	1.0
TOTAL OTHER CRIMINAL CODE		33	30	27	33	23	-30%	-30%	-1.7
TOTAL CRIMINAL CODE		176	207	167	153	138	-22%	-10%	-13.0

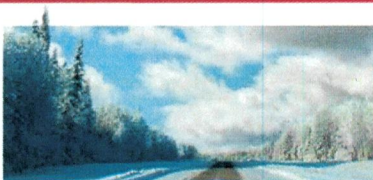
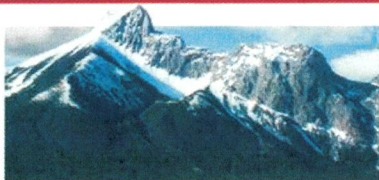


Blackfalds Municipal Detachment Crime Statistics (Actual) January to March: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

April 6, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		9	3	3	1	1	-89%	0%	-1.8
Drug Enforcement - Trafficking		1	1	1	1	0	-100%	-100%	-0.2
Drug Enforcement - Other		0	0	0	1	0	N/A	-100%	0.1
Total Drugs		10	4	4	3	1	-90%	-67%	-1.9
Cannabis Enforcement		0	0	1	0	1	N/A	N/A	0.2
Federal - General		2	0	0	1	2	0%	100%	0.1
TOTAL FEDERAL		12	4	5	4	4	-67%	0%	-1.6
Liquor Act		1	2	3	0	0	-100%	N/A	-0.4
Cannabis Act		0	1	0	2	1	N/A	-50%	0.3
Mental Health Act		19	20	23	19	12	-37%	-37%	-1.5
Other Provincial Stats		23	22	20	23	32	39%	39%	1.9
Total Provincial Stats		43	45	46	44	45	5%	2%	0.3
Municipal By-laws Traffic		4	5	4	5	1	-75%	-80%	-0.6
Municipal By-laws		15	14	18	9	19	27%	111%	0.3
Total Municipal		19	19	22	14	20	5%	43%	-0.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	1	1	1	2	-33%	100%	-0.2
Property Damage MVC (Reportable)		21	28	36	32	55	162%	72%	7.2
Property Damage MVC (Non Reportable)		6	4	5	3	3	-50%	0%	-0.7
TOTAL MVC		30	33	42	36	60	100%	67%	6.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Provincial Traffic		106	73	82	63	50	-53%	-21%	-12.2
Other Traffic		1	1	0	1	1	0%	0%	0.0
Criminal Code Traffic		18	8	14	9	3	-83%	-67%	-2.9
Common Police Activities									
False Alarms		38	16	11	10	9	-76%	-10%	-6.4
False/Abandoned 911 Call and 911 Act		2	8	9	4	6	200%	50%	0.4
Suspicious Person/Vehicle/Property		45	41	45	49	30	-33%	-39%	-2.2
Persons Reported Missing		5	4	5	7	2	-60%	-71%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		51	33	52	29	48	-6%	66%	-1.0
Form 10 (MHA) (Reported)		0	0	1	2	4	N/A	100%	1.0



May 17, 2022

S/Sgt. Dan Martin

RCMP Detachment Commander

Blackfalds, Alberta

Dear Mayor Hoover,

Please find attached the quarterly Community Policing Report for Blackfalds. This report serves to provide an overview of the human resources, financial data, and crime statistics for the January 1st to March 31st, 2022 reporting period. Community engagement remains a top priority for the Alberta RCMP, and the consistent delivery of these quarterly reports is but one of a number of projects we have underway. Our Body Worn Camera program and our new mobile app for iOS and Android devices are two other initiatives that ensure we remain transparent and accountable to you for the work we do.

Body Worn Cameras increase the transparency of police interactions with citizens. Included in this Community Policing Report package is an updated overview on Body Worn Cameras, which will enter into a field test phase later this year. As mentioned in previous correspondence, the Federal Government recognizes that this was not in the multi-year financial plans for Contract Partners, and thus has agreed to fund the first 3 years of the roll-out. This has allowed some time for Contract Partners to factor this into their future planning processes (i.e. MYFP). As we are currently awaiting the vendor procurement process to finalize, we are unable to provide community-specific cost estimates. Once costing is confirmed, we will provide financial forecasting to our communities with Municipal Policing Service Agreements.

Alberta RCMP has launched a new mobile app for iOS and Android devices, that allows for Albertans to access information without delay. The app is available as a free download through [Apple](#) or [Google Play](#), and will provide your community members with online access to news, crime reporting, detachment locations, crime mapping and statistics. The app also contains links to partner law enforcement services, mental health supports, Crime Stoppers and connects to Alberta RCMP social media accounts. Even though the app provides convenient links to Alberta RCMP social media accounts, it will not replace other methods of crime reporting, engagement, or emergency assistance. I solicit your support to remind all of your community members that social media posts or use of other third-party crime apps are not



appropriate ways to report a crime. The Alberta RCMP app complies with Canadian privacy laws for mobile apps set out by the Office of the Privacy Commissioner of Canada and the Office of the Information and Privacy Commissioner of Alberta and will not track or monitor users in any way.

The attached reporting and attachments, along with your valued feedback and guidance, will reinforce your policing priorities and help ensure we are meeting the growing and shifting demands of your community. As the Chief of Police in your community, I sincerely appreciate and encourage you to reach out with any questions or concerns.

Sincerely,

S/Sgt. Dan Martin
RCMP Detachment Commander
Blackalds, Alberta



RCMP Municipal Policing Report

Detachment	Blackfalds Municipal
Detachment Commander	S/Sgt. Dan Martin
Quarter	Q4 2022
Date of Report	May 16, 2022

Community Consultations

Date	Attendee(s)	Notes
2022-02-07	Police Advisory Committee (Red Deer and Lacombe County Representatives)	S/Sgt. Dan Martin attended this meeting (virtually). Chief Crown Dominic Mathurin had been invited to speak to the group on a variety of topics, including but not limited to: prolific offenders-revolving door, release, ankle monitors, shortage of Crown, shortage of Judges and court time / space. Mathurin invited the group to reach out any time as well as for S/Sgt. Martin to do the same, especially with releases of prolific offenders. The group then discussed the addition of Lacombe County members to this PAC. This is supported by S/Sgt. Martin. Terms of reference will be amended to allow the addition. rather than have Lacombe County create their own group that would simply lead to the repetition of issues and actions.
2022-02-08	Town of Blackfalds Mayor and Council	S/Sgt. Dan Martin attended ZOOM meeting to provide year end updates to Mayor and Council. Discussed staffing actions (members transferring in / out) 3 new experienced members, 2 new cadets. Provided COVID updates. Provided year end stats / calls for service. Provided Q3 APP update. Advised them of the new Alberta RCMP Mobile APP. VSU update and info on new ED - Shawna Wyatt.



Date	Attendee(s)	Notes
2022-02-10	Lacombe County Reeve and Council	<p>S/Sgt. Martin attended in person meeting with Lacombe County council to provide year end update on crime stats. Discussed: COVID 19 and health of members, staffing moves (in/out) COVID rules for detachment, year end stats, 3rd quarter APP updates, new RCMP Mobile APP, VSU - new executive director etc. This was followed by Q&A session; Some questions:</p> <ul style="list-style-type: none"> a. How many members = 29 b. Size of detachment area = same provided c. Discussed Coutts issues = 1 – 2 members being supplied, but keeping low numbers due to our policing commitments d. Is Fed Gov getting out of Contract Policing = would be cheaper for Feds, but have not heard anything – would take a very long time. e. Alberta Provincial Police = we have LAC support, and lots of support. Advised of NPF presentations. f. What is a Feeney Warrant = same explained <p>Reeve Shepherd was thankful and appreciative of our efforts. Invited to Committee of the Whole meeting on June 13, 2022.</p> <p>This is a very supportive group and pleasure to deal with.</p>



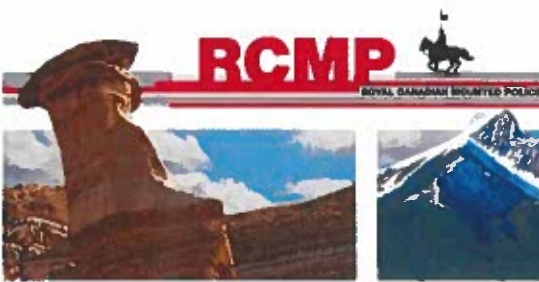
2022-02-17

Springbrook Community Association

S/Sgt. Martin participated via ZOOM as did 9 others. There were also 6 people in attendance in Springbrook. Meeting began with Red Deer County CPO giving very good presentation on CPTED initiatives in the county. S/Sgt. Martin then gave detailed presentation on year end stats, staffing updates and details on what the APP is. In particular, S/Sgt. Martin had details on the actual calls for service for Springbrook proper: 401 total calls (1.09 calls per day average)

- b. 23 files cleared by charge – 18 Criminal Code, 1 CDSA, 4 Traffic Offences
- c. 2 Mental Health – admitted to mental health facility
- d. 9 files – com &/or vic requested no further action
- e. The rest were either: Cleared Dept Discretion; Complete solved Non Criminal, Insufficient Evidence, and Unfounded

The group was updated on the new Alberta RCMP mobile APP. Also discussed VSU who now has a new ED. Also spoke briefly about the GOA plan for a new Provincial Police Force. The group asked about the NPF "Keep RCMP in Alberta" presentation. They were updated on the detachment APP and then followed by a short Q&A session. Overall, this was a good meeting and more are planned in the future.



2022-02-18

Rural Crime Watch

S/Sgt. Martin had to attend an ERT callout. Cpl. Christina Fenc attended this presentation on his behalf. A written report had been prepared. Here are the highlights from Cpl Fenc.

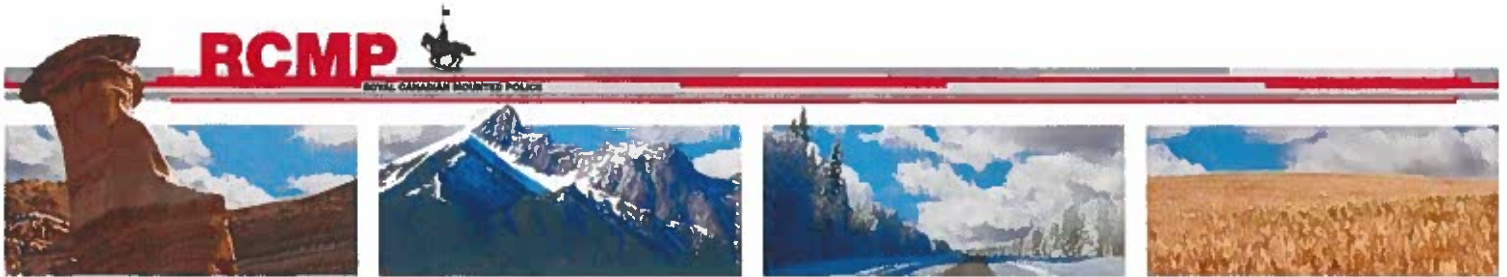
- **The group is looking for more information to be able to pass on via their website
- **They are wondering if they can get on the KDIV media relations distribution list – RCMP fan outs – more specific than the general public
- Real Crime Watch Symposium – sign up now if you want to and let Barb Shepherd know – she will send the \$20 registration fee to Verna
- They aren't acting on the Light Catch App
- AGM – trying for April 23 – LMC – 10am to 1pm - looking to get Robert PALSER speaking on the new provincial Sanctions
- RAVE – rapid fan out system – will be training for RCMP
- I let them know about the new RCMP App

Year end stats were provided for calls in both Red Deer County and Lacombe County. Also updated the group on the status of the current APP and that they would be consulted for the 22/23 APP. Updated on new VSU ED - Shawna Wyatt. Updated on current staffing levels.

2022-02-22

Victim Services Advocates

S/Sgt. Martin is the VSU-RCMP Liaison member. Attended VSU - ADVOCATE meeting in person. 6 in person, 3 virtual participants attended. New ED Shawna Wyatt chaired meeting. Several topics covered including: call out process, on call process, recruiting new advocates, fund raising etc. S/Sgt. Martin thanked the staff / advocates for supporting victims and Detachment members. Members and staff/advocates have a very good working relationship.



2022-03-16

Town of Blackfalds Policing Committee

S/Sgt. Martin attended meeting with Town of Blackfalds Policing Committee. Stats provided for the 1st 2 months of 2022 - compared with 2021. 3rd quarter APP update provided. Discussed current staffing levels and transfers in/out of Blackfalds. Discussed NPF initiative to Keep Alberta RCMP. The group authored a letter to Minister of Justice/Solgen to show their support to Keep RCMP and dispense with the idea of an Alberta Provincial Police Service. Overall this group is always good to support our detachment. We also discussed their 3 priorities for upcoming 2022/2023 APP. This will be put before council next week after which we will create our APP. No issues / concerns raised. They would like to see more traffic enforcement by RCMP members.

2022-03-25

Blackfalds, Lacombe County, Red Deer County, Springbrook, SV of Gull Lake, Village of Clive - reps

S/Sgt. Martin and Sgt. Dueck held consult session for the upcoming Annual Performance Plan. Due to short notice, meeting was held virtually with the following in attendance. Two (2) reps from the Springbrook Community Association, CAO from Summer Village of Gull Lake, CPO from Lacombe County, CPO from Red Deer County, CPO from Town of Blackfalds. Emails had been sent to others as well, but not everyone was available. S/Sgt. Martin had requested invitees submit their top 3 priorities for the APP. After final discussions the 3 selected priorities will be: 1) Community engagement with different objectives, 2) Crime Reduction with different objectives, 3) Traffic Safety with different objectives. The attendees appeared to be pleased and satisfied with these 3, as the group had all submitted very similar priority requests. Once the plan is finalized, each partner will be provided a copy. S/Sgt. Martin will be AOL for the month of April. Sgt. Dueck will be acting NCO i/c and will build the plan for the upcoming year.



Community Priorities

Priority 1	Employee Wellness
Current Status & Results	Throughout the past year, morale at Blackfalds Detachment has remained high for some time, even through the Covid 19 pandemic. Members, staff, support units are healthy and happy and we continue to get inquiries about vacancies as people want to work here.
Priority 2	Prolific Offenders - Crime Reduction
Current Status & Results	Blackfalds GIS / CRU continue to target specific "hotspots" and prolific offenders to reduce crime in the area. Blackfalds GIS/CRU has executed over 40 outstanding Arrest warrants on a number of prolific offenders as well as added new Criminal Code Charges. Blackfalds GIS has targeted drug trafficking and in the area. Numerous Judicial authorizations have been executed in support of these; Approximately 44 grams of Fentanyl, 10 grams of cocaine, small amount of meth and 10 firearms were located during this investigation. Blackfalds GIS continues to assist and mentor General Duty members, during this period Blackfalds GIS drafted a search warrant for firearms related file for GD. Blackfalds GIS has relied on intelligence based policing from coded sources and reports from the community in support of ongoing investigations. Project focus is still being maintained through compliance checks.
Priority 3	Build and maintain positive relations within the community
Current Status & Results	From 22-01-01 to 22-03-17, we attended another 8 meetings with the following stakeholders / partners. 1) 22-01-19 met with VSU board as S/Sgt. Martin is the liaison member. 2) 22-02-07 - Police Advisory Committee had conacted Chief Crown from Red Deer to present to the group. 3) 22-02-08 - Town of Blackfalds stat update / general meeting with Mayor and Counsel. 4) 22-02-10 - Lacombe County elected officials. Gave year end update. 5) 22-02-17 - Springbrook Community - provided year end stats for Red Deer County as well as the community of Springbrook also. 6) 22-02-18 Rural Crime Watch - gave year end stats and continued to build / support our relationship with them. 7) 22-02-22 VSU - advocate meeting. S/Sgt. Martin is a staunch supported of VSU as they do such amazing work for clients and our members. 8) 22-03-16 -TOB Police Committee - gave stats for 1st 2 months of Jan 2022, as well year 3rd Q app update. This group drafted a letter to Minister of Justice Shandro in support of RCMP.
Priority 4	Enhance Road Safety - Speeding



**Current Status &
Results**

Dedicated patrols to enhance both visibility and traffic enforcement in needed areas. On March 8th, March 23rd, and March 24th, traffic operations were conducted in Lacombe County, Red Deer County, and the Town of Blackfalds and in excess of 150 vehicles were stopped.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	153	138	-10%	730	649	-11%
<i>Persons Crime</i>	46	38	-17%	181	194	7%
<i>Property Crime</i>	74	77	4%	431	368	-15%
<i>Other Criminal Code</i>	33	23	-30%	118	87	-26%
Traffic Offences						
<i>Criminal Code Traffic</i>	9	3	-67%	47	28	-40%
<i>Provincial Code Traffic</i>	63	50	-21%	354	355	0%
<i>Other Traffic</i>	1	1	0%	3	2	-33%
CDSA Offences	3	1	-67%	13	9	-31%
Other Federal Acts	4	4	0%	21	17	-19%
Other Provincial Acts	44	45	2%	199	255	28%
Municipal By-Laws	14	20	43%	157	87	-45%
Motor Vehicle Collisions	36	60	67%	130	174	34%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave ³	Hard Vacancies ⁴	Revised Plan at Q4	2021/22 FTE Utilization Plan
Police Officers	9	10	2	0		
Detachment Support						

2 Data extracted on March 31st, 2022 and is subject to change.
 3 Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
 4 Hard vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - Of the 9 established positions, there are 10 working officers with 2 on Medical Leave. Blackfalds Detachment has 3 positions with 2 police officers assigned to each position. There are currently no hard vacancies at this time. The annual plan for Blackfalds is based on 8 working officers.



Municipal Overview: Financial/O&M

As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissioner guarding costs are direct costs to the municipality, and are not included as pooled costs.

Municipal	Year to Date Expenditures ⁵	Revised Plan at Q4	2021/22 Financial Plan
Pay	944,284	839,103	712,272
Overtime	74,636	62,050	62,000
Operating and Maintenance	86,331	67,175	66,841
Commissionaire Guarding	10,312	22,000	22,000
Equipment	94,366	91,192	89,521
Other	2,027	14,413	14,413
Div. Admin & Indirect Costs	600,891	518,023	463,425
Total (in 100% terms)	1,822,888	1,622,472	1,438,988
Total (with applicable cost share ratio of 70% applied)	1,301,506	1,160,946	1,032,492

⁵ Includes expenditures up to March 31st, 2022.

Comments

The quarter 4 financial projections include the in-year pay raise for police officers however due to an increase in full-time equivalent (FTE) utilization, expenditures came in higher than expected. This impacts direct pay, overtime, operating and maintenance and division administration and indirect cost categories noted in the table above.

Division administration rates have increased from the planned rate of \$28K per working officer to a forecast of just approximately \$35K per working officer. This increase is primarily due to a rise in the number of officers off on special leave as well as an increase in health services costs.

Note: Some variances may be noted in this table and the financial statements due to applicable adjustments. Any adjustments will be reconciled in Quarter 1.



Definitions

Municipal Overview: Human Resources

FTE Utilization	<ul style="list-style-type: none"> A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
2021/22 FTE Utilization Plan	<ul style="list-style-type: none"> This reflects the number of working FTEs planned to be in place for the fiscal year.
Revised Plan at Q4	<ul style="list-style-type: none"> This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Overview: Financial/O&M

Year-To-Date (YTD) Expenditures	<ul style="list-style-type: none"> YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Revised Plan at Q4	<ul style="list-style-type: none"> This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
2021/22 Financial Plan	<ul style="list-style-type: none"> This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2021/22 fiscal year.
Pay	<ul style="list-style-type: none"> Includes salary costs and associated allowances for police officers and civilian support.
Overtime	<ul style="list-style-type: none"> Includes direct overtime costs for police officers.
Operating and Maintenance	<ul style="list-style-type: none"> Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
Commissionnaire Guarding	<ul style="list-style-type: none"> Reflects the costs of guarding prisoners within detachments.
Equipment	<ul style="list-style-type: none"> Include expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
Div. Admin & Indirect Costs	<ul style="list-style-type: none"> This reflects the division administration charges associated to core administration costs, special leaves and health services costs, and the indirect costs associated to all employees, including benefits, Canada Pension Plan and Employment Insurance rates.
Other	<ul style="list-style-type: none"> This includes all remaining expenditures including applicable training costs, secret expenditures and air services costs if applicable.
Total	<ul style="list-style-type: none"> Reflects the total costs of all categories of expenditures.

MEETING DATE: May 24, 2022

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

SUBJECT: McKay Ranch Lift Station Award and Project Update

BACKGROUND

The McKay Ranch Lift Station Project will provide sanitary servicing for the east side of town. This lift station will also allow for flows from future lift stations to the north to be repumped by this lift station. This infrastructure will support the growth of the Town of Blackfalds and is funded through future off-site Levies. The project was designed in 2018 and due to economic downturns and delays in completing the East Area Stormwater construction, this station could not be built until the site and area around the site was dried out and dewatering approvals were granted under the East Area Stormwater Management Project (EASWMP) and Alberta Environmental approval in late 2019. This allowed the site to be dried out and regraded in the 2021 construction season by the developer in preparation for this future McKay Lift station.

DISCUSSION

During the 2018 budget, \$2.7 million was allocated for this Lift Station based on previous build costs incurred in the area and limited information regarding the depth of the station, local groundwater, and soil conditions. The engineering firm, Stantec updated the design based on new servicing depths, new groundwater and soil information from the EASWM Project in 2021. We noted that there would be additional cost associated with these changes then moved forward with tendering in early 2022 to see the true impacts.

Final true costs for engineering, testing, surveying and construction administration were not fully included in the original budget above until after we closed the tender and understood the timeframe and methodology of the preferred contractor. During the tender, we knew that the global and local economy pricing was increasing exponentially. We had Stantec update the 5 year old Opinion of Probable Cost (OPC), with new pricing. The total project is now estimated at \$4.2 million. This represents an increase of 56%. Detailed information is outlined below in the package along with the updated engineering and other associated construction costs.

The Lift Station Tender was posted on APC from February 16, 2022 to April 5, 2022.

We received 4 qualified contractor bids with Alpha Construction Inc. being the lowest bidder with a bid of **\$3,666,300.00** (excluding GST but including 10% contingency). For further tender details and cost comparisons please refer to the Blackfalds McKay Ranch Lift Station Tender Summary Letter attachment from Stantec. This low bid was very close to the newly updated Engineering OPC, but unfortunately as expected, this project is now overbudget and underfunded. However, in the long term, this new inflated cost of the Lift Station (and other similar infrastructure) will be updated in the Off-Site Levies Bylaw this year, ensuring that future development contributions will help soften this cost over time.

It is of note, that this lift station is a major cascading lift station and other servicing areas will depend on it for service. This station will always need to be operational, 365 days a year, without fail. Administration does not recommend deferring this project or re-tendering, as costs continue to be

volatile. Currently there is no servicing capacity for McKay Ranch Phase 4 residential development planned for this year or other adjacent areas to be developed until this Lift Station is built and operational.

Due to this project coming in higher than budgeted, and our need for this station, we have gone back to negotiate with the lowest bidder, Alpha Construction. They have indicated that there was little to no room to negotiate, however they understand our budget constraints and will try to work with us to potentially reduce costs during construction. We engaged Stantec to discuss limited revisions to the scope and design to help mitigate these costs. The savings realized through this process were considerable in the amount of \$94,000 in savings. These savings along with a reduction in the contingency from 10% to 5% would equate to a total savings of \$260,650.

The Town is looking at delaying the implementation of this project not only from a financial standpoint as outlined in the following section but also in addition to other existing factors. The Town is working with the developer to complete the development agreement process but at this time this has not been attained. There may be delays in having all of the utilities in place to support this facility in the current year and this matter is being further reviewed.

FINANCIAL IMPLICATIONS:

As outlined in the attached Stantec McKay Ranch Lift Station Summary Cost letter, with the engineering, testing, inspections, surveying and programming equating to \$582,478, the project total cost is \$3.99 million, with the reduction of scope and contingency proposed.

The deficit of funds for this project is therefore \$1.29 million. This shortfall can be debentured, but we will not be able to start the project until the debenture bylaw is passed. The other option is to draw from reserves but that would almost deplete the reserves, so we plan to meet with the contractor to discuss a project award extension from June 4, 2022 to August 1, 2022 to allow time for the bylaw to be read and successfully passed. It is of note, that 100% of this total project cost will ultimately be recovered by our revised off-site levies bylaw.

ATTACHMENTS

- *Stantec McKay Ranch Lift Station Tender Summary Letter*
- *Stantec McKay Ranch Lift Station Summary Cost letter*
- *Project Drawing*

APPROVALS



CAO Myron Thompson



Department Director/Author



Stantec Consulting Ltd.
1100-4900 50 Street, Red Deer AB T4N 1X7

May 3, 2022
File: 113929403

Attention: Preston Weran
Town of Blackfalds
Box 220
5018 Waghorn St Blackfalds, AB
T0M 0J0

Dear Mr. Weran,

Reference: Tender Summary – McKay Ranch Lift Station

At 2:00 PM on April 5th, 2022, the tender for the above noted project was closed. This was a closed tender, and no contractors were present at the opening of the email bids.

Four (4) general contractor's submissions were received by the deadline and accepted. One (1) contractor submitted after 2:00PM and was rejected for non-compliance. The following is Stantec's summary of the tender packages that were submitted. Prices listed include 10% contingency.

Contractor	Total (excl. GST)	Difference from Estimate
Engineer's Estimate	\$3,610,750.00	-
ALPHA Construction Inc.*	\$3,666,300.00	1.5% Higher
Chandos Construction Ltd.*	\$4,174,672.37	15.6% Higher
Timcon Construction Ltd.*	\$4,436,095.26	22.9% Higher
Mid-West Design & Construction*	\$4,566,839.37	26.5% Higher

*Note: Above costs are after mathematical corrections

Design with community in mind



Bid Submission Overview

1. ALPHA Construction Inc.

- Alpha has provided a preliminary schedule in Gantt chart format that meets the specified required substantial completion date of June 30th, 2023.
- The supervisory team provided by Alpha meets the required qualifications.
- Alpha has completed projects of similar scope and size including the Blackfalds Regional Lift Station, Discovery Park Lift Station, and the Chappelle Gardens Lift Station.
- Alpha has included Flint as the electrical subcontractor. Alpha contracting will complete the mechanical and civil portions of the project inhouse and as such will not need subcontractors for these sections.
- A copy of a Current Safety Certificate or Temporary Letter of Certification was not received with Alpha's bid.

2. Chandos Construction Ltd.

- Two Mathematical errors were noted on line item 1.2.6 "Dewatering" and 1.2.7 "Additional Site Excavation and Backfill" which have been corrected.
- Chandos has provided a preliminary schedule in Gantt chart format that meets the specified required substantial completion date of June 30th, 2023.
- The supervisory team provided by Chandos meets the required qualifications.
- Chandos has included The Lacombe Regional Lift Station, The Lakeview Lift Station and The Sapræ Creek Estates Lift Station as reference projects. These projects are similar in valve and size to the McKay Ranch Lift Station project.

3. Timcon Construction Ltd.

- One Mathematical error on the subtotal has been corrected. This error did not affect any line items just the subtotal and total valves.
- Timcon has provided a preliminary schedule in Gantt chart format that meets the specified required substantial completion date of June 30th, 2023.
- The supervisory team provided by Timcon meets the required qualifications.
- Timcon has included a number of reference projects, the first 3 projects The Springbrook Water Reservoir, Pumphouse and Booster Station, The Junction 42 Water Reservoir and Pump Station and The Glendale / Lancaster Reservoir are similar in scope and size.
- A copy of a Current Safety Certificate or Temporary Letter of Certification was not received with Timcon's bid



4. Mid-West Design & Construction Ltd.

- A mathematical error has been noted alongside 1.5 Prime Cost Sum Items, it was found that an unknown \$180,000 charge was present. This value was corrected and removed from the subtotal with contingency.
- The supervisory team provided by Midwest meets the required qualifications.
- Mid-west has provided three projects as reference. Two of the three projects can be deemed as of similar scope and size being the Inuvik Water Treatment Plant and the Watermark Wastewater Treatment Plant. The third project the O'Chiese First Nation Solid Waste Transfer Station which included, earthworks, electrical, fencing, signage and structure relocation is not of similar scope.
- Mid-West has included a list of subcontractors that they will be utilizing throughout the scope of the project. Subcontractors have been listed for Divisions 2 – 16 and as such it appears that Mid-West will be utilizing subcontractors to complete the entire scope of work.
- A preliminary schedule was not submitted as part of Mid-West's bid. A schedule would be required from Mid-West to determine if the contractor intends to meet the June 30th substantial completion date

Required Contractor Document Submission Matrix

Required documents	ALPHA Construction Inc.	Chandos Construction LTD.	Timcon Construction Ltd.	Mid-West Design & Construction Ltd.
Bid Bond or Certified Cheque	✓	✓	✓	✓
Consent of Surety	✓	✓	✓	✓
Current Safety Certificate or Temporary Letter of Certification		✓		✓
Preliminary Schedule in Gantt Format	✓	✓	✓	
Signed and Returned Addendums	✓	✓	✓	✓



Conclusions and Next Steps

The lowest bid received was from Alpha Construction inc. at \$3,666,300.00. This was 1.5% higher than the engineers estimate. Alpha is a company with 30 years of experience in the construction industry and has completed a number of projects with Stantec in Alberta of similar scope and size to the McKay Ranch Lift Station.

After review of the aforementioned information, we believe the contract can be awarded to Alpha Construction Inc. for a total of \$3,666,300.00.

Should you require any further information on this matter, please do not hesitate to contact us at your convenience.

Regards,

STANTEC CONSULTING LTD.

James Coates, M.Sc., P.Eng., PMP
Project Manager, Senior Associate
Phone: 403-970-5969
James.coates@stantec.com

Attachment: Tender Summary, Contractor provided documents

Design with community in mind



Tender Closing Summary
McKay Ranch Lift Station

Owner: Town of Blackfalds
Date: April 08, 2022

Contractor		Time Received	Tender Amount (including contingency, excluding GST)
1.	Alpha Construction Ltd.	1:52:00 PM	\$ 3,666,300.00
2.	Chandos Construction LTD.	1:51:00 PM	\$ 4,174,672.37
3.	Timcon Construction Ltd.	1:58:00 PM	\$ 4,436,095.26
4.	Mid-West Design & Construction Ltd.	1:41:00 PM	\$ 4,566,839.37
5.	Kichton Contracting Ltd.	2:01:00 PM	Non-compliant

To:	Town of Blackfalds	From:	Stantec Consulting Ltd.
	Blackfalds, AB		Red Deer, AB
File:	McKay Ranch LS Summary Costs	Date:	May 18, 2022

Reference: McKay Ranch Lift Station – Summary Costs

This memorandum summarizes the costs for each component that contribute to the construction of the McKay Ranch Lift Station.

Item #	Item Description	Cost or (Credit)
1	Alpha Construction Bid (Low Bidder)	\$3,666,300.00
2	Construction Cost Savings	(\$94,000.00)
3	Contingency Reduction from 10% to 5%	(\$166,650.00)
4	Stantec Consulting Standard Engineering Services	\$492,746.77
4.1	Design and Tendering	\$171,568.21
4.2	Contract Administration and Part-time Inspection Services	\$321,178.56
5	Other Non-Standard Engineering Services	\$89,731.20
5.1	Materials Testing	\$15,000.00
5.2	Construction Survey	\$15,288.00
5.3	Facility/SCADA Programming	\$59,443.20
TOTAL		\$3,988,127.97

If you have any questions with the above information, please don't hesitate to contact either of the below personnel.

Stantec Consulting Ltd.

James Coates M.Sc., P.Eng., PMP
Project Manager, Senior Associate
Phone: 403-970-5969
James.coates@stantec.com

Brad Vander Heyden, P.Eng.
Senior Associate
Phone: (403) 356-3309
brad.vanderheyden@stantec.com

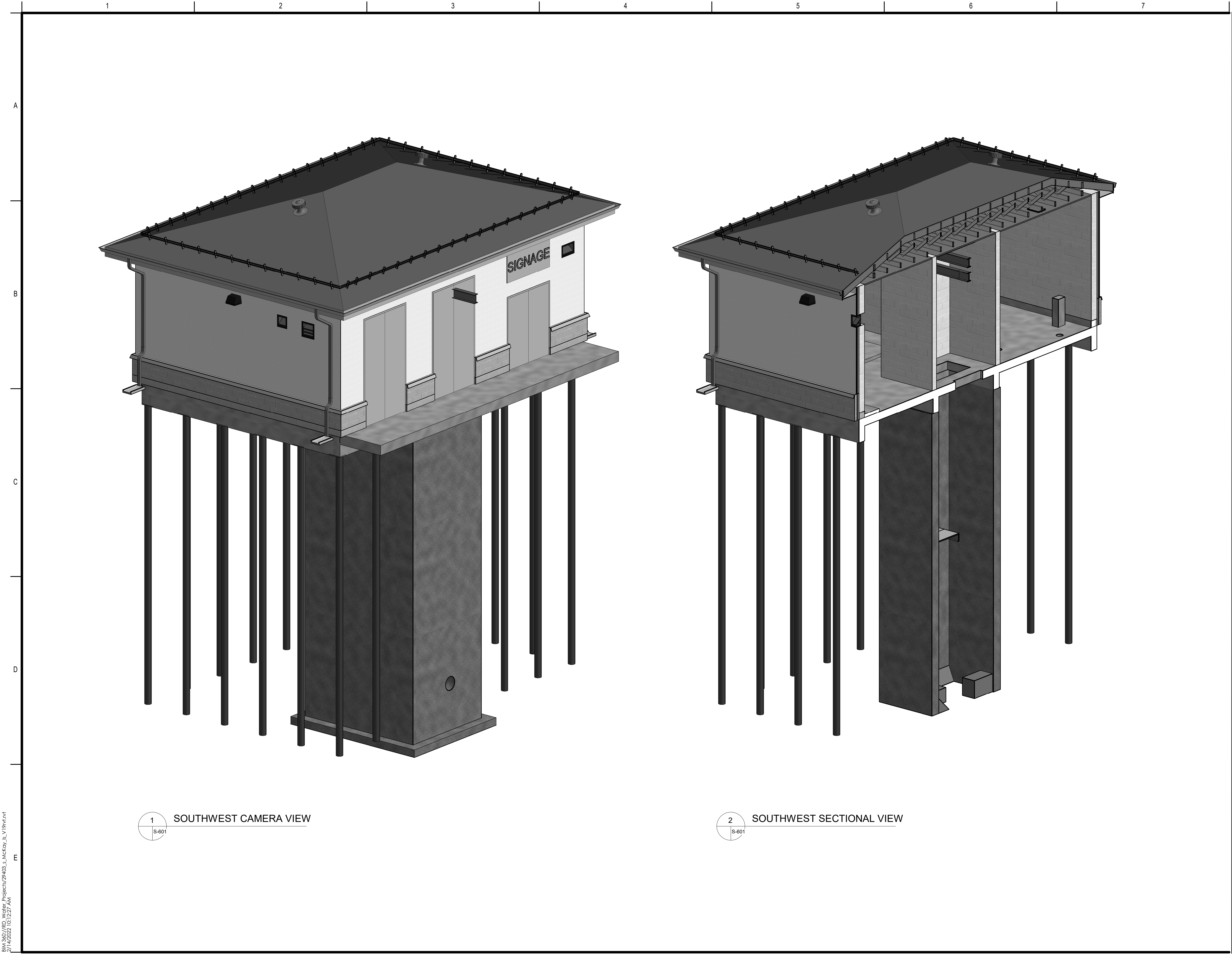
Attachment: Cost Savings

c. Brad Vander Heyden, Patrick Hogan, Todd Simenson

McKay Ranch Lift Stations Cost Savings

Item	Description	Costs Savings	Alpha Comments	Stantec Comments
1	Delete Electrical spare parts	\$ 20,500.00		
2	Delete Manhole 100	\$ 11,000.00		
3	Delete oversize drives for 60 HP pumps, Alpha will install drives sized for current pump selection	\$ 25,000.00		Good to recommend
4	HMI switch out	\$ (7,500.00)		HMI change will be a <u>cost</u> of \$7,500.00 but it is anticipated that a savings of \$10,000 will be made on the programming scope of work.
5	Reduction in size of asphalt carpark	\$ 5,000.00		
6	Landscaping (remove trees and bushes from scope)	\$ 26,000.00	Top soil and broad cast seeding only	
7	Move building structure 6m to the south	\$ 14,000.00		It's estimated there would be a \$3,500 cost to modify these design prior to construction which has been accounted for in this line item
Sub-Total 1		\$ 94,000.00		
Contingency Cost Savings				
8	Contingency - Change from 10%-5%	\$ 166,650.00		
Sub-Total 2		\$ 166,650.00		
Total		\$ 260,650.00		

ORIGINAL SHEET - ANSI D (22"x34")



1
S-601
SOUTHWEST CAMERA VIEW

2
S-601
SOUTHWEST SECTIONAL VIEW

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Consultants

Legend

Notes

Revision	By	Appd	YYYY.MM.DD
C	ISSUED FOR TENDER	KL	QW 2022.01.21
B	PRE-ISSUED FOR TENDER	KL	QW 2021.11.26
A	ISSUED FOR CLIENT APPROVAL	DJO	QW 2017.03.31
Issued	By	Appd	YYYY.MM.DD

Permit-Seal



Client/ID# 8821

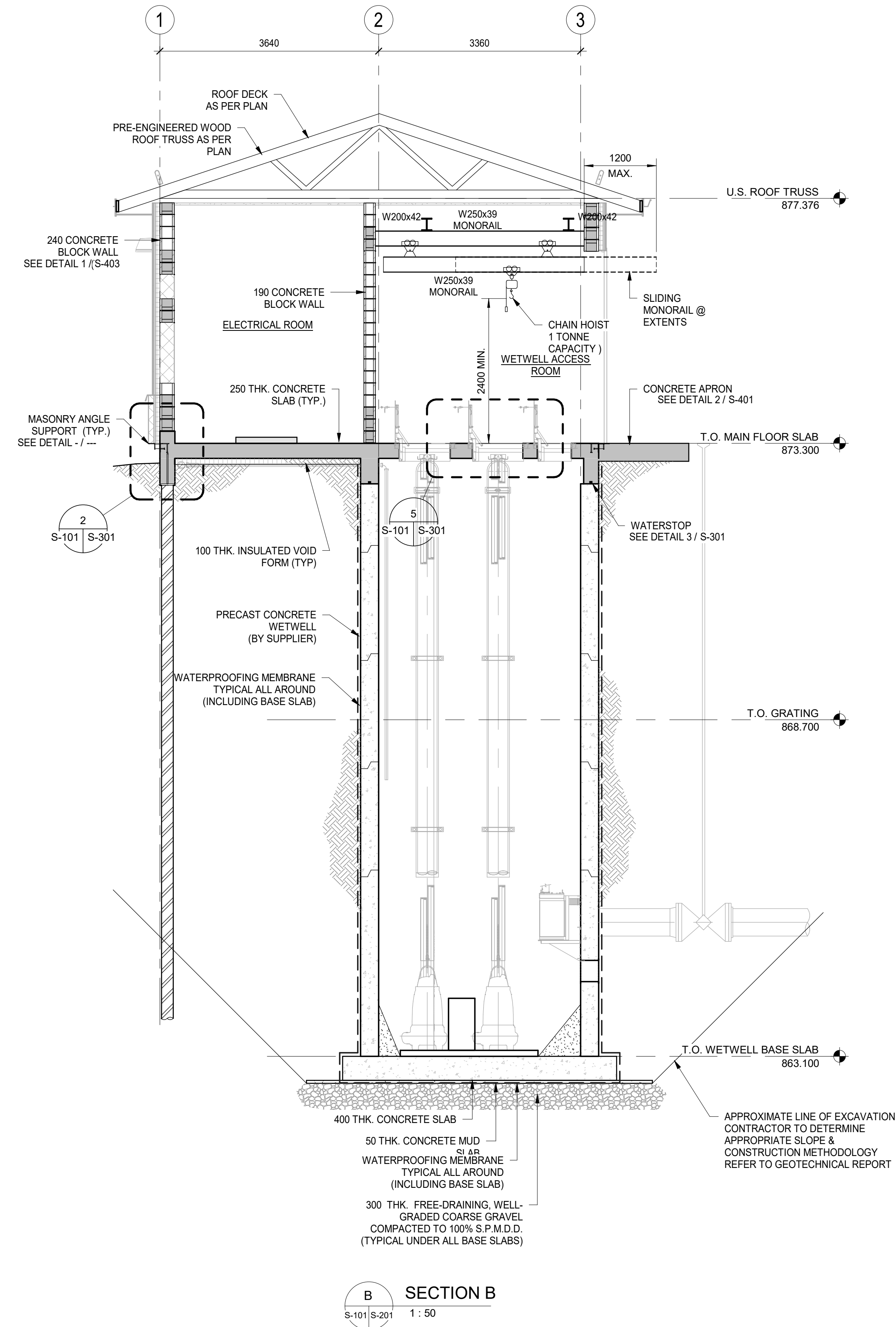
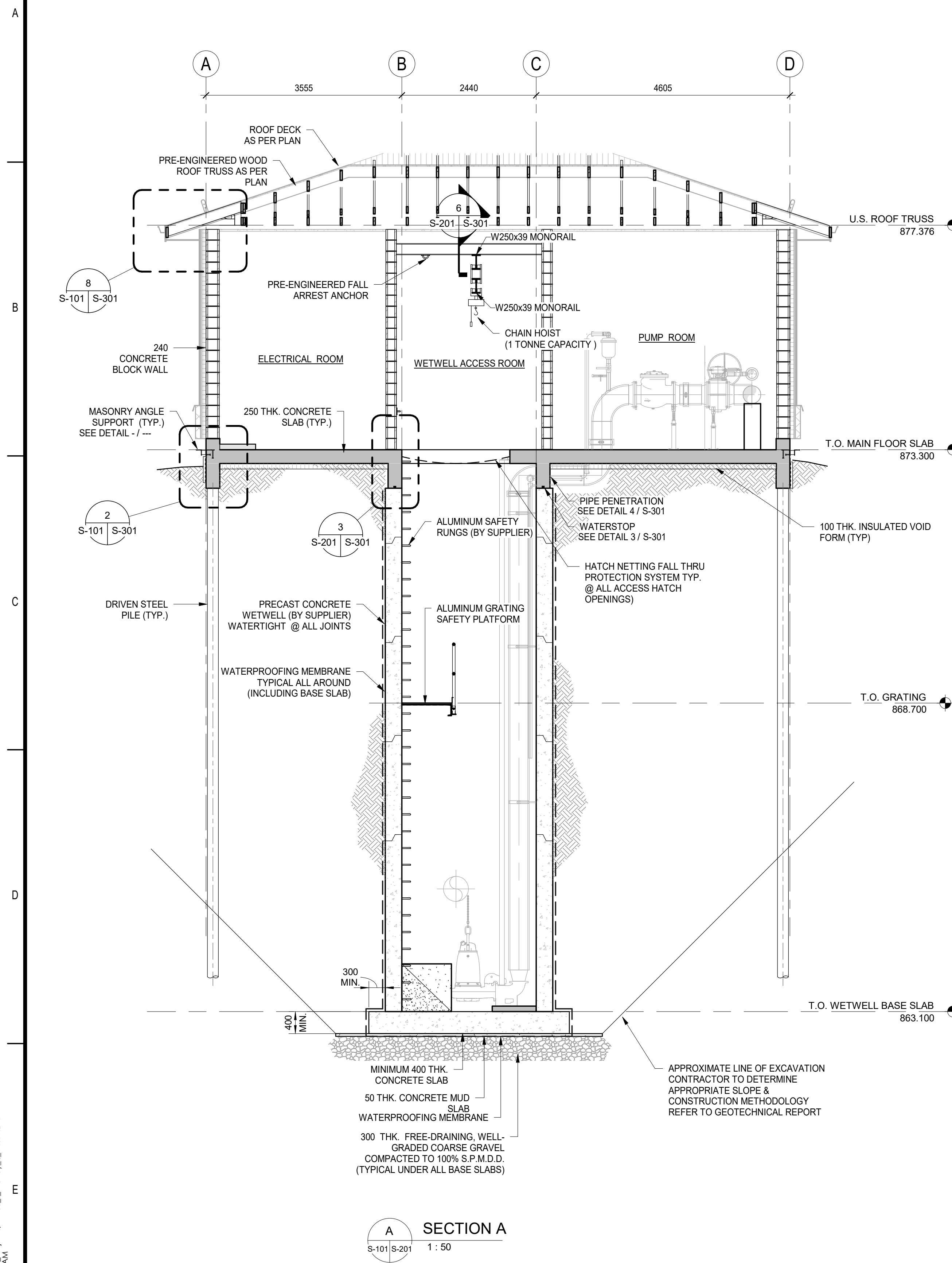


McKay Ranch Lift Station


Blackfalds, Alberta

Title
STRUCTURAL
CAMERA VIEWS

Project No. 113929403	Scale	
Drawing No. S-601	Sheet of	Issue/Revision 0







1100 - 4900 50th Street
Red Deer AB Canada T4N 1X7
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Notes

■ SITE ACCESS ROUTE


Revision	By	Appd.	YY.MM.DD
E			
D			
C	JIM	JC	2022.01.21
B	JIM	JC	2021.11.26
A	JIM	BVH	2017.03.31
Issued	By	Appd.	YY.MM.DD

File Name: C-002.dwg JIM JC BVH 2022.02.10
Dwn. Chkd. Dsgn. YY.MM.DD

Permit-Seal



Client/Project

 **BLACKFALDS**

MCKAY RANCH LIFT STATION

Blackfalds, Alberta

Title

CIVIL
OVERALL LOCATION PLAN

Project No.
113929403

Drawing No.
C-002

Scale
1:2000

Sheet
0

Revision
0

TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY
COMMITTEE
MEETING MINUTES
Monday, May 9, 2022

An Economic Development & Tourism Advisory Committee (EDTAC) meeting was held Monday May 9, 2022 at the Eagle Builders Centre

MEMBERS PRESENT

Member Jill Bried
Member Alvin Melton
Member Ray Olfert
Member Kyle Braithwaite
Member Craig Schroh
Member Robert Hogan
Councillor Brenda Dennis
Councillor Marina Appel
Economic Development Officer Christopher Johnson

REGRETS

Member Joshua
McQueen Member Ken
Hubbard

MEETING CALLED TO ORDER

The meeting was called to order at 7:04 p.m.

AGENDA APPROVAL

- Add Highway 11 Development to Information.
- Member Olfert moved to approve the Agenda as amended **CARRIED UNANIMOUSLY**

BUSINESS

3.1 Rural Entrepreneur Stream

- Municipality provides a letter of support after looking at the viability of the information provided by the applicant. Being given PRs, not just work visas. 8 Municipalities signed up. Not one of the first ones, which may be good as the first applicants are getting a lot of applicants and it's not that clear so they are contacting GoA instead of Municipalities now. People are using it to get PRs so need to do checks. Are there guarantees - Municipality is not on the hook. Provincial Government is their sponsor. Through CAEP, working on a plan to see who is looking for what (businesses etc), doing a Needs Assessment etc to introduce EDOs with positive candidates.
- Are any business types limited? Not that Christopher knows of - they only need to be starting a new business or buying a business. Could be revenue generating condos to

stores etc, likely small businesses. Bigger businesses go through different channels. Are there safeguards so things don't go awry? Municipality doesn't have any timelines, should be hands-on business owners.

3.2 Letter of Support – BOLT Transit

- Conversation item. BOLT transit nearing completion of a two year pilot project. Through Covid there has been an increase in ridership. Reached out to by Eagle Builders, there is a possibility that it could stop at their building? Have commuters from RD, Lacombe that share rides, take taxis etc. Also talking to RDP. Administration is making recommendations to go into another pilot. Would EDTAC provide a letter of support? There is a benefit. Will talk to other businesses in industrial areas. Staying on the North end. Lacombe won't participate. Is there a benefit for BOLT to go to RDP? Taking it out of service for a min of 30 min. Could be a second bus running for 2 hours in am and pm peak times. It's only a van so it can't take a lot of workers. Eagle Builders is willing to let BOLT use property for a stop. Modelling would say where optimal routes are, spoke to Eagle to see shifts etc. Was there a provincial grant initially? There was originally a grant due to it being a regional transit system. Not currently spending grant money, it's part of the budget now. Wouldn't qualify now but are applying for anything the Town can. Pick up for Bulldogs events and other events? Would need a second bus. Could be a shuttle back and forth to IGA or other parking. Would Eagle Builders sponsor it? Talking about it, might pay for shelter, depends on how it impacts recruitment. Eagle has 500 employees, probably 1000 over there. Hard to say what ridership would be. Bus will be parked at events etc to raise awareness. Have a access to larger buses through Prairie Bus lines. A letter will be prepared for the chair to sign.
- Member Melton moved to provide a letter of support **MOTION CARRIED.**

3.3 Summer Market

- None yet this year. Phoenix waived some this year as there isn't revenue this year. Reached out to Lacombe, Their Board can't do it this year. Neither can Sylvan. Phoenix was going to do it bi-weekly or once a month. Lacombe switched theirs to Thursday night. Thought about switching it to Sunday. Ag Society not interested - need to be a Farmers Market, not a Commercial Market. Last year, the Town advertised for people to run the market, is the Town advertising this year? Might be too late. It might need to go to RFP for it? If someone is interested, let them do it. Put it out through the FCSS newsletter or something. "Blackfalds Market" who does the Spring Fall Market etc will keep doing those, but not interested in a Summer Market. Lacombe has a Community Market and a Farmers Market. Arrangement with Phoenix was free space, she had to provide insurance, which covers vendors, so now vendors would have to have their own insurance.
- Member Appel moved to advertise and market the opportunity of a Summer Market.
MOTION CARRIED

3.4 Land Use Bylaw

- New Land Use Bylaw passed April 26. Will be easier for businesses to start and conduct business. Summarized changes. More options for locations. Now option for a brewery. Reduced numbers of items going to MPC.
- Accepted as Information.

3.5 Wadey Centre – Denise

- Denise is a member of the Historical Society, which just had a meeting. Wadey will have a summer student starting later May 19. Will have some tours. May 24, a group from Abbey will tour. June 1st., 5 kindergarten classes will be coming for a tour as well there will be 5 walking tours on the 6th of June.
- Mr Waghorn and his wife will get a marker on their gravestone. Putting up an Indigenous display at the Wadey. Denise will be displaying stuff from her Metis family. It will then be moved to the library. Indigenous Tourism Alberta putting a full day learning opportunity May 31. Society will donate \$2000 for outdoor furniture at the library. A summer student will be working Thursday- Monday, Judy working Wednesday, closed Tues, but they'll also

be away sometimes doing town projects. Could bring in volunteers so it's always open during open hours. Did have plans for programming, crafts etc, will check with volunteers. Could sell more things there (ice cream, drinks etc) to make more money. Might not have proper freezers etc. Food Bank - new commercial kitchen - could develop some kind of product to sell out of Wadey Centre - won't be ready this summer. The staff are going to talk to the baseball players to encourage them to do other things. Post on the washrooms that they are only open during Wadey hours. Are they open every day in the summer? Is that something Park staff can do every day when they open the spray park etc. Needs to be on janitorial schedule as well. Christopher will look into it.

3.6 Soper Natural Area – Denise

- Mr Soper invited the Historical Society out for a tour. He has asked to annex it. There was an open house. It is a long process. Many levels of Government are involved. Province is interested in large annexations, so it may not proceed. Christopher was out there two weeks ago for a hike and chat. Christopher gave him some ideas, Cliff is interested in groups such as Girl Guides, Indigenous etc. Gave the idea for activity- high ropes courses etc for team building etc. Town annexed around it, but he was on the County council so it wasn't annexed. All, if not all of the land would be donated. He wants to expand the reserve area. Talked about development.

3.7 Terms of Reference – Denise

- Checking that we are all up-to-date with Terms of Reference. Any issues with meeting dates? Will try to have meetings in person, people can join remotely if necessary and will be included in quorum. In the recently amended Council Code of Conduct - could look at it for wording.
- Additional staff (taking notes) would be a non-voting member.
- Should have a vice-chair.
- Member Melton moved to accept changes made to Terms of Reference .
- Member Braithwaite seconded. **Motion Carried.**

3.8 Placemaking – Economic Development & Tourism Strategy Update

- Lots of progress is being made. Like having a viable plan, can see how new ideas fit within the Economic Strategy. Will send a summary of the final two pillars.

ROUNDTABLE

4.1 Roundtable Discussion

- Highway 11A Development- North end of Red Deer, getting it ready for development, most of it is commercial, the SW corner will be mostly residential, getting ready to build a bridge.
- As part of Lacombe Regional Tourism, promoting to influencers etc and sharing Blackfalds events etc.
- AJHL showcase happening in Sept....could be 2000 people coming. Planning a community showcase. Stage set up. Dance studio, Martial arts studio. Lacombe Tourism funding money for it. Will be applying to AJHL to host it for the next 5 years. Need to expand our offering in Blackfalds and beyond. Build itineraries (ale trails etc) to explore the area, include hotels from other Towns - Lacombe, Sylvan etc. Blackfalds isn't a mecca for tourism but the region has a lot to offer. Town has a new Planning Manager. Granden Auto has benefited from cars needing repairs while at the arena - we don't think about adding to the economy in some of these ways - visitor economy - but it works! Possibly Child Minding at the library. Different events and how to market them - how to tell the community events are happening. Blackfalds Days big event- possible concert. Concerts, rodeos etc.

INFORMATION ITEMS

5.1 Building Permits (as provided via email)

- 5.2 Business Licenses (as provided via email)
- 5.3 Local Intel Q1 Report (as provided via email)

MINUTES

Add Member Appel and Member Sumner to Regrets from the March 16 meeting.

Member Olfert moved to accept the minutes from March 16, 2022 to be accepted as amended.

MOTION CARRIED.

ADJOURNMENT

The meeting was adjourned at 8:33 p.m.

Next meeting: Sept 12, 2022

Denise Sumner

Chairperson

Christopher Johnson

Economic Development Officer



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
BLACKFALDS CIVIC CENTRE
COUNCIL CHAMBERS
April 14th, 2022 – 6:45 pm**

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on the 14th day of April 2022 at the Town of Blackfalds Civic Centre in Council Chambers.

Members Present

Mayor Hoover, Councillor Stendie, Councillor Sands, Tennielle Gilchrist, Dena Thomas, Sheila Giffin, Cliff Soper, Trish Willis, Melissa MacLeod

Regrets

Samantha Wilson

Staff

Sue Bornn	FCSS Manager
Kristen MacKenzie	FCSS Youth Programmer
Rick Kreklewich	CSD Director

MINUTES

1 FCSS MEETING

1.1 Call to Order

Chairperson Gilchrist called the meeting to order at 6:48 pm.

2 LAND ACKNOWLEDGEMENT

- Chairperson Gilchrist read the land acknowledgement.

Ice Breaker

3 AGENDA APPROVAL

2.1 Agenda April 14th, 2022.

RES. 16/22

Member Griffin moved to accept the agenda as presented.

CARRIED UNANIMOUSLY

4 DELEGATION

- 1.1 7:00pm – bassa Social Innovations Inc.
- 1.2 7:30pm – Moorhouse & Associates, Objective Research & Evaluation
- 1.3 8:00pm – RC Strategies

ADOPTION OF MINUTES

RES. 17/22

Member Griffin moved to accept the minutes dated March 10th, 2022, as presented.



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
BLACKFALDS CIVIC CENTRE
COUNCIL CHAMBERS
April 14th, 2022 – 6:45 pm**

CARRIED UNANIMOUSLY

RES. 18/22

Councillor Stendie moved that the FCSS Board recommend Moorhouse & Associates, Objective Research & Evaluation to Council to undertake the 2022 Social Needs Assessment & Master Plan.

CARRIED

6 OLD BUSINESS

7 NEW BUSINESS

7.1 2022 Grant Applications

- 7.1.1 Big Brothers Big Sisters of Lacombe & District**
- 7.1.2 St. Gregory the Great Catholic School**

RES. 19/22

Member Giffin moved that the FCSS Board recommend that Council allocate 2022 grant funding to BBBS in the amount of \$14,900.

CARRIED UNANIMOUSLY

RES. 20/22

Member Giffin moved that the Manager Bornn refer back to SGTG for further information regarding their 2022 grant application.

CARRIED UNANIMOUSLY

8 ACTION CORRESPONDENCE

9 INFORMATION

- 9.1 FCSS Manager's Update**
 - Manager Bornn**

RES. 21/22

Member Thomas moved to accept the Information Items as presented.

CARRIED UNANIMOUSLY

10 INFORMATION CORRESPONDENCE

11 CONFIDENTIAL MATTERS

13 ADJOURN



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
BLACKFALDS CIVIC CENTRE
COUNCIL CHAMBERS
April 14th, 2022 – 6:45 pm**

Next meeting scheduled for May 14th, 2022, at 7:00 pm.

Chair Gilchrist declared the meeting adjourned at 9:45 pm.

Board Member *Stella Giff*
Tennielle Gilchrist

FCSS Manager
Sue Bornn

2022/05/12

YYYY / MM / DD



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
February 8, 2022, Commencing at 6:15 P.M.**

A Municipal Planning Commission Meeting for the Town of Blackfalds was held virtually via Microsoft Teams on February 8, 2022, commencing at 6:15 p.m.

MEMBERS PRESENT:

Laura Svab – Chairperson
Brenda Dennis – Vice Chairperson
Jim Sands
Alex Garcia

REGRETS:

Trish Willis

PUBLIC ATTENDING:

None

ATTENDING:

Billie Scott, Planning & Development Officer II

REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:

Chairperson Svab called the meeting to order at 6:15 p.m.

AGENDA APPROVAL:

Resolution 5-22

Member Sands moved to approve the February 8, 2022 agenda as presented.

EMERGENCY EXITS:

Chairperson Svab requested members identify their respective emergency exits as the meeting was held virtually.

BUSINESS ARISING FROM MINUTES:

None

BUSINESS:

5.1 Application 5-22

**Side Yard Setback Relaxation of 1.17m (26%)
Covered Porch URW Setback Relaxation of 0.03m (6%)
Front Step URW Setback Relaxation of 0.40m (40%)
198 Ava Crescent (Lot 1, Block 10, Plan 162 0173)
Residential Multi Dwelling District (R-2)**

Administration provided background information on the proposed development.

Resolution 6-22

MOVED by Member Garcia that the Municipal Planning Commission the application the side yard and URW relaxations as presented in Development Permit 5-22, granting a side yard relaxation from 4.5m to 3.33m and a URW relaxation for the covered porch from 0.50m to 0.47m and a relaxation of 0.50 to 0.10m for the front steps at 198 Ava Crescent (Lot 1, Block 10, Plan 162 0173) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties,

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



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
February 8, 2022, Commencing at 6:15 P.M.**

1. The proposed development shall be undertaken and completed in accordance with the approved plans.
2. The applicant shall ensure that the side yard relaxation does not exceed 3.33m, the URW relaxations do not exceed 0.47m and 0.10m
3. Applicant is responsible for ensuring that development is outside active utility right of ways.
4. Any changes to the approved application shall require a separate permit application.

Notes:

1. Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw;
2. In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all federal, provincial, and other municipal legislation;
3. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void;
4. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this by-law are complied with.

CARRIED UNANIMOUSLY

5.2 Application 12-22

**Home Based Business – Major – Esthetician (By Appointment Only)
26 Churchill Place (Lot 87, Block 8, Plan 082 4456)
Residential Single Dwelling Large Lot District (R-1L)**

Administration provided background information on the proposed development.

Resolution 7-22

MOVED by Member Garcia that the Municipal Planning Commission APPROVE application for a proposed Home-Based Business – Major as described in Development Permit 12-22 for the operation of a Skin Care Specialist - Esthetician business at 26 Churchill Place (Lot 87 Block 8, Plan 082 4456), subject to the following terms and conditions being met to the satisfaction of the Development Officer:

1. There shall be no exterior display or advertisement other than a business identification plaque or sign 20.0 cm (8in.) by 30.5 cm (12.0 in) in size located on or in the dwelling;
2. The business shall not employ any person on site other than a resident of the dwelling, unless otherwise approved by the Municipal Planning Commission. Not more than two (2) adult residents of the home are permitted to work in the home based business unless otherwise approved by the Municipal Planning Commission.
3. There shall be no outside business activity, or outdoor storage of materials or equipment associated with the business on the site. Indoor storage related to the business activity will be allowed within the dwelling unit or an accessory building provided that such materials or equipment are not, in the opinion of the Municipal Planning Commission, likely to result in a hazard. The home based business shall not use any dangerous good which would not be used in association with the residential use of the dwelling or accessory building.
4. No physical changes to the external appearance of the dwelling or any accessory business shall be allowed as a result of the establishment of the home-based business;
5. Applicant is required to obtain a business license for the Town of Blackfalds;



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
February 8, 2022, Commencing at 6:15 P.M.**

6. Any change in use or intensification of the Home-Based Business shall require re-application;
7. That the clients utilize the off-street parking as provided for in the front of the property at all times;

Notes:

1. No mechanical or electrical equipment shall be used which creates unreasonable noise or visible and audible interference with home electronics equipment in adjacent dwellings. The operation of such business shall not create any nuisance by way of noise, dust, odour or smoke or anything of an offensive or objectionable nature.
2. The business shall not, in the opinion of the Municipal Planning Commission, generate pedestrian or vehicular traffic or parking in excess that would be detrimental to the amenities and safety of the residents in the vicinity of the parcel.
3. The site will be maintained in a neat and orderly manner in accordance with the Community Standards Bylaw;
4. A home based business does not exempt the applicant from compliance with any federal or provincial regulation, or any municipal Bylaw or regulation.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

6.1 Minutes of December 14, 2021

Resolution 8-22

Member Sand moved to approve the minutes of February 8, 2022, as presented.

CARRIED UNANIMOUSLY

ADJOURNMENT

Chairperson Svab adjourned the meeting at 6:23 p.m.



CHAIR



SECRETARY

*Reviewed by:
[Signature]*



City of Lacombe

COUNCIL HIGHLIGHTS

May 9, 2022

2. Review of Agendas

2.2 Consent Agenda

Council approved the consent agenda package, which included Councillor Reports, Commission, Board, and Committee Reports and Minutes, adopting the previous meeting's minutes, and the Council Mailbox.

6. Requests for Decision

6.1 Paving Proposal – Sunset Way

The City of Lacombe received an unsolicited proposal to pave an 80 metre x 7-metre-wide drive surface on Sunset Way at the proponent's cost.

Sunset Way (60th Avenue Close) is a small gravel road section providing vehicle access to Immanuel Protestant Reformed Church and a residential parcel. The City previously had no plans to upgrade the road.

A motion for Council to accept this report as information was defeated. Council subsequently approved the paving of Sunset Way at the proponent's cost.

6.2 Bylaw 491-Special Paving Tax and Bylaw 496 – Property Tax (2nd/3rd Reading)

In accordance with the Municipal Government Act, the City must annually adopt a property tax rate bylaw for levying property taxes within the City of Lacombe.

Bylaw 496 meets the requirements of the Municipal Government Act and adheres to Council's previous direction in the 2022 Operating Budget process to raise the City's annual tax revenue by 2.7 percent - below the Alberta CPI identified in the Annual Budget and Taxation Preparation Policy.

Bylaw 491 is a Special Paving Tax to raise designated funding for investment in City of Lacombe Roads. The 2022 Special Paving Tax is equal to 1 percent of the property tax and will go directly to fund pavement rehabilitation on 50 Ave (45A St to Wolf Creek Drive).

Council gave second and third reading to Bylaw 491 and subsequently gave second and third reading to Bylaw 496.

6.3 Notice of Motion (Councillor Gullekson – from April 25th)

Councillor Gullekson made a Notice of Motion "THAT Council direct Administration to present an implementation plan, including community engagement, to lower speed limits in residential areas to 40 km/hr."

Council directed Administration to present an implementation plan, including community engagement, to lower speed limits in residential areas to 40 km/hr.

6.4 Notice of Motion (Councillor Gullekson – from April 25th)

Councillor Gullekson made a Notice of Motion "THAT Council provide a letter of support to MLA Orr to endorse the installation of a traffic light at the intersection of Highway 2 and 12."

Council directed Administration to provide a letter of support to MLA Orr to endorse the installation of a traffic light at the intersection of Highway 2 and 12 and directed Administration to contact Lacombe County for a request of interest for a letter of support for the same initiative.

****The next scheduled Council Meetings:***

-Tuesday, May 24, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall

-Monday, June 6, 2022 – Committee of the Whole Meeting at 5:30 p.m. – City Hall

-Monday, June 13, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MAY 12, 2022

PUBLIC HEARING - BYLAW NO. 1374/22 - Pt. SE 17-39-1 W5M – ALBERTA VIEWS RV & GOLF COURSE

A public hearing was held for Bylaw No. 1374/22. Bylaw No. 1374/22 is a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17, to change a portion of the Slopes development from Higher Density Residential (R-HDR) District to Residential Conservation (R-RCC) District on Pt. SE 17-39-1 W5M.

Bylaw No. 1374/22 was given second reading and third reading and so passed.

BYLAW NO. 1375/22 – TAX RATE BYLAW – 2022 BUDGET AMENDMENTS

Council approved the Lacombe County 2022 operating budget which provides for 1) total revenue of \$70,693,740 comprised of \$64,123,840 in operating revenue, \$6,569,900 in reserve transfers, and 2) total operating expenses of \$70,693,740 comprised of \$40,273,270 in operating expenses, net inventory costs of \$ 520,600, capital transfers of \$11,454,580 and reserve contributions of \$18,445,290 be approved.

Council also approved the Lacombe County 2022 capital budget which provides for revenues and expenditures of \$24,187,200.

Council gave first, second and third reading, and so passed Bylaw No. 1375/22 providing for the establishment of the 2022 Tax Rates as follows:

<u>Municipal</u>	<u>Tax Rate</u>
Residential	2.595
Farmland	5.505
Non-residential	5.613
Machinery & Equipment	5.613
<u>Policing Levy</u>	<u>Tax Rate</u>
All Assessment Classes	0.1175
<u>Alberta School Foundation Fund</u>	<u>Tax Rate</u>
Residential/Farmland	2.540
Non-residential	3.781
<u>Lacombe Foundation</u>	<u>Tax Rate</u>
All Assessment Classes (excluding Provincial GIL)	0.0595
<u>Designated Industrial Property</u>	<u>Tax Rate</u>
Designated Industrial, M&E & Linear Properties	0.0766

ELECTION UPDATE

The Local Authorities Election Act (LAEA) sets out the requirements for election campaign finances and financial reporting for municipal elections. Council was provided with an update on the status of disclosure statement submissions in accordance with Section 147.8(1) of the LAEA. A listing of those candidates who were non-compliant with the disclosure statement filing requirement was also provided. The LAEA sets out the requirements for election campaign finances and financial reporting for municipal elections.



WHERE PEOPLE ARE THE KEY

POLICY CC(3) – AGRICULTURAL SERVICE BOARD TERMS OF REFERENCE

Policy CC(3) was approved by Council providing for the following amendments:

1. a provision added stating that the Agricultural Service Board is to meet three times per year, and
2. the clause “Reeve to Serve as Chair” replaced with “Chairperson and Vice-chairperson” shall be selected by Council at the organizational meeting.

NOVA CHEMICALS ANNUAL TOUR

Council will attend a tour of Nova Chemicals on June 21, 2022.

BYLAW NO. 1350/21 – STATUTORY ROAD CLOSURE

Bylaw No. 1350/21 is a bylaw of Lacombe County to provide for the closure of a portion of an undeveloped statutory road allowance (± 2.04 acres) for consolidation with the SW 18-41-22 W4M. As this is a statutory road allowance the closure must be done by bylaw.

As per Section 22, Bylaw No. 1330/20 was forwarded to the Minister of Transportation for approval prior to consideration of second and third reading by Council. As the approval was received from the Minister, Council granted second and third reading and so passed Bylaw No. 1350/21.

GORDON GRAVES ANNEXATION REQUEST

Gordon and Katy Graves provided a presentation on the annexation of their land, NE 36-39-27 W4M, by the Town of Blackfalds in 2008. The Graves requested that Lacombe County support their request to extend the grandfathering clause of 15 years regarding taxation to 99 years or until development should occur. The Graves further asked that if the grandfathering clause was not extended, could Lacombe County annex this property back into the County.

Council directed the County Manager to prepare a report regarding the request from the Graves concerning the annexation of the NE 36-39-27 W4M by the Town of Blackfalds and the tax rate on this land. This report will be presented at a future meeting.

Next Regular Council Meeting is
Thursday, May 26, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
June 13, 2022 – 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) after approval.**

Council Monthly Round Table Report

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor- Marina Appel		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary or key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: 15 April – 14 May		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
April 21		X		Groundbreaking Event with Habitat for Humanity for NEW builds in Blackfalds!
April 26	X			RCC – Highlights (Attended Virtually)
April 27	X			Scheduled Resident Meeting
May 5	X			Chamber of Commerce AGM – helped by running elections for the new executive members. So nice to begin in-person meetings again!
May 9	X			EDTAC Meeting – first in-person meeting – featuring local restaurant: Lokal Kitchen
May 10	X			RCC - Agenda

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"> Summary of meetings/events attended as a Council representative during this reporting period Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: April 17 to May 17, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
April 20	X			Wolf Creek School join meeting
April 21			X	Habitat Groundbreaking
April 26	X			Regular Council meeting
May 1	X			Blackfalds Library meeting
May 3 & 4			X	Blackfalds Library Casino
May 4			X	Zoom meeting with Parkland Regional Library board
May 10	X			Regular Council Meeting
May 16	X			Monthly Standing committee meeting
May 27			X	Went to the Wolf Creek Public School – Boundary and Grade

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Dennis		
SUBJECT		<ul style="list-style-type: none"> Summary of meetings/events attended as a Council representative during this reporting period Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period:		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
		<i>(Choose one)</i>		
April 26	X			MPC Meeting
April 26	X			Regular Council Meeting
May 3	X			IREC School Council Meeting
May 9	X			EDTAC Meeting
May 10	X			Regular Council Meeting
May 12	X			Restorative Justice Community Advisory Council
May 16			X	Council Facility Tour
May 16	X			Standing Committee Meeting
May 18	X			City of Lacombe Meeting

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> Summary of meetings/events attended as a Council representative during this reporting period Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: April 15/ 22 – May 15/ 22		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Apr 20/ 22	X			Meeting with Wolf Creek Public School Division
Apr 26/ 22	X			MPC Meeting for April
Apr 26/ 22	X			Regular Council Meeting
May 5/ 22		X		Volunteer Awards Movie Night
May 10/ 22	X			Regular Council Meeting
May 11/ 22	X			LREMP Advisory Committee Meeting- Contract review meeting
May 12/ 22	X			FCSS Meeting for May

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Rebecca Stendie		
SUBJECT		<ul style="list-style-type: none"> Summary of meetings/events attended as a Council representative during this reporting period Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: April 16, 2022 – May 16, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
April 20, 2022	X			Meeting with Wolf Creek Public School Division Trustees and Administration
April 26, 2022	X			Regular Council Meeting
May 5, 2022		X		Volunteer Movie Night Out
May 7, 2022	X			Regular Council Meeting
May 10, 2022	X			Family and Community Support Services Meeting
May 16, 2022			X	Facilities Tour
May 16, 2022	X			Standing Committee of Council

Council Monthly Round Table Report

TO		Members of Council		
FROM		Laura Svab		
SUBJECT		<ul style="list-style-type: none"> Summary of meetings/events attended as a Council representative during this reporting period Summary or key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: April 16, 2022 – May 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
		<i>(Choose one)</i>		
April 20	x			Meeting with Wolf Creek Public School Division
April 21		x		Habitat for Humanity Groundbreaking Ceremony
April 26	x			Municipal Planning Commission
April 26	x			Regular Council Meeting
April 28		x		Community Volunteer Movie Night
May 2	x			Library Board Meeting
May 10	x			Regular Council Meeting



**Town of Blackfalds
Regular Council Meeting
Tuesday, May 10, 2022 at 7:00 p.m.
5018 Waghorn Street
MINUTES**

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, May 10, 2022, at 5018 Waghorn Street, Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Justin de Bresser, Director of Corporate Services/Acting CAO
Rick Kreklewich, Director of Community Services
Marco Jadie, IT Tech
Lorrie Logan, Municipal Clerk

REGRETS

Myron Thompson, CAO
Preston Weran, Director of Infrastructure and Property Services

MEDIA

None

PUBLIC

Cliff Soper – Lacombe County
Katie Mactche – Graves Holdings Ltd
Scott Mactche – Graves Holdings Ltd

**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

141/22

Councilor Svab moved that Council adopt the May 10, 2022 Agenda as amended by moving item 9.5 FCSS West Central Meeting to 7.3 Business.

CARRIED UNANIMOUSLY

DELEGATION

- Soper Annexation Consultation – Gord & Nancy Graves
- RCMP 1st Quarter Report – Sgt Dan Martin

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

Request for Decision, Brand Project Survey Responses

Director de Bresser brought forward to Council the survey results for the Branding



**Town of Blackfalds
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Survey. Two questions were put forward to the public and a total of 612 responses were received. Further to that, there was a request to release the RFP for tender.

- 142/22** Councillor Sands moved That Council accepts the Branding Survey Results as information.

CARRIED UNANIMOUSLY

- 143/22** Deputy Mayor Appel moved That Council accepts Administrations recommendation to release the RFP package for the Municipal Brand Development and Strategy.

DEFEATED
In Favour: Mayor Hoover

BUSINESS

Request for Decision, Councillors' Pancake Breakfast/Blackfalds Days Draft Itinerary

Every year during Blackfalds Days the Town Councillors' Pancake Breakfast collects donations in support of a community group or local initiative. This year there were five recommendations for local groups to receive donation of approximately \$1,000. Staff is still working on the details for the Blackfalds Days itinerary.

- 144/22** Councillor Stendie moved That Council recommend the local Optimist Club of Blackfalds as our initiative to support with the proceeds of the 2022 Blackfalds Days Councilor's Pancake Breakfast.

CARRIED UNANIMOUSLY
Abstained – Councilor Coulter

Request for Decision – Phase 2 Habitat for Humanity Project - Blackfalds

Director de Bresser gave a brief presentation of Phase 2 of the project which is to commence shortly. The pandemic has brought challenges in proceeding with the project on many levels, including financial. HFHRD has made a request for two funding allocations of \$15,000 each with the first allocation to be granted at the groundbreaking stage taking place this month and the second allocation given at the time of projected homeowner occupancy of April 2023. This allows the total financial commitment over two fiscal periods and makes it more feasible.

- 145/22** Deputy Mayor Appel moved That Council approve \$15,000 in funding for the Phase 2 of the Blackfalds Habitat for Humanity project as well as further financial support in the waiver of permit fees relating to the project.

CARRIED UNANIMOUSLY

- 146/22** Councillor Svab moved That the \$15,000 in funding be drawn from Operational Reserves.

CARRIED UNANIMOUSLY

Request for Decision – West Central Regional FCSS Meeting

This year FCSS will be hosting the West Central Regional meeting at the Eagle Builders Centre on May 17th and is asking a member or members of Council to attend, offer greetings to the group, as well as participate in the meeting.

- 147/22** Councillor Svab moved that Mayor Hoover and Councillor Coulter attend the West Central Regional FCSS meeting on May 17 and provide greetings on behalf of the municipality and anyone else from Council who wishes to attend.



**Town of Blackfalds
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Tuesday, May 10, 2022 at 7:00 p.m.
5018 Waghorn Street
MINUTES**

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

1792 Project Proclamation

Mayor Hoover received a letter from the #1792 Project team requesting to proclaim the 230th Anniversary of the Black Loyalist exodus from Halifax to Freetown. This journey is the single, largest return of African descendants to the continent of Africa.

148/22

Mayor Hoover moved to accept this information as information.

CARRIED UNANIMOUSLY

INFORMATION

- Gregg St/Eagle Builders Centre Parking Lot Schedule
- Building & Development Permit Report – April
- Enforcement Services Report – April
- BOLT Transit Monthly Report – April
- City of Lacombe Council Highlights – April 25, 2022
- Lacombe County Highlights – April 28, 2022

149/22

Councillor Stendie moved to accept the information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE

None

ADOPTION OF MINUTES

150/22

Councillor Coulter moved that Council accept the Regular Council Meeting Minutes from April 26, 2022 as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF THE COMMITTEE

Mayor Hoover received some interesting letters from Grade 9 students from the Junior Campus, who were expressing their interest for certain projects and facilities that they would like to see within the Town of Blackfalds.

ADJOURNMENT

Mayor Hoover adjourned the meeting at 8.21 p.m.

Jamie Hoover, Mayor

Justin de Bresser, Acting CAO



Town of Blackfalds
Standing Committee of Council Meeting
May 16, 2022 at 7:00 p.m.
MINUTES

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday May 16, 2022, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Myron Thompson, CAO
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Marco Jadie, IT Tech
Lorrie Logan, Municipal Clerk

REGRETS

Justin de Bresser, Director of Corporate Services

MEDIA

None

PUBLIC

**CALL TO
ORDER:**

Deputy Mayor Appel called the Standing Committee 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

10/22

Councillor Dennis moved that the Standing Committee of Council adopt the May 16, 2022 Agenda as amended by adding the parade invitations to Eckville and Stettler under Action Correspondence.

CARRIED UNANIMOUSLY

DELEGATION



Town of Blackfalds
Standing Committee of Council Meeting
May 16, 2022 at 7:00 p.m.
MINUTES

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS

Request for Direction, Transit Service Program Extension

Director Weran brought forward the Bolt transit service program extension for review. Two options for Council to consider is to continue this pilot program for another 1-2 years and if this service is to continue to look at two additional stops.

- 11/22** Councillor Stendie moved That Standing Committee recommend to Council to authorize Administration to extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance - Base Service Span 1 for an additional 1 year pilot period, operating on weekdays for a total of 3389 service hours until August 31, 2023, but this date is subject to change.

CARRIED

Opposed: Councillor Svab

- 12/22** Councillor Svab moved That Standing Committee recommend to Council to authorize Administration to plan and work with these stop partners to implement two additional regional stops, one at the Eagle Builders Operational Facility and one at the Red Deer Polytechnic.

CARRIED UNANIMOUSLY

Request for Direction, FCSS Facility Disposition

CAO Thompson brought forth for further discussion the disposition of the FCSS building.

- 13/22** Councillor Stendie moved to accept this information as information and ask that Administrations bring forward more information as they receive it.

CARRIED UNANIMOUSLY

Request for Direction, Council Code of Conduct Bylaw

COA Thompson brought forward for review and revision the Council Code of Conduct Bylaw.



Town of Blackfalds
Standing Committee of Council Meeting
May 16, 2022 at 7:00 p.m.
MINUTES

14/22 Mayor Hoover moved to accept the Council Code of Conduct Bylaw discussion as information.

CARRIED UNANIMOUSLY

Request for Direction, Northwest Storm Project – Verbal

Director Weran presented to Northwest Storm project with a recommendation to draft a letter to the MLA.

15/22 Mayor Hoover makes a motion to draft a letter to the local MLA.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

Town of Eckville Parade Invitation

Council received an Invitation to attend the Town of Eckville Parade on Saturday June 11, 2022.

16/22 Mayor Hoover made a motion to attend and use the Town of Blackfalds Golf Cart.

CARRIED UNANIMOUSLY

Stettler Regional Board of Trade Invitation

A parade request was made by the Stettler Board of Trade for Mayor Hoover or another Council member to attend the Stettler Steel Wheel Parade and Dignitary Luncheon on Saturday June 11, 2022.

Mayor Hoover moved that Deputy Mayor Appel attend the Stettler Steel Wheel Parade and Dignitary Luncheon on Saturday June 11, 2022.

CARRIED UNANIMOUSLY

INFORMATION

None

ROUND TABLE

None

ADOPTION OF MINUTES

None



Town of Blackfalds
Standing Committee of Council Meeting
May 16, 2022 at 7:00 p.m.
MINUTES

BUSINESS FOR THE GOOD OF THE COMMITTEE

None

ADJOURNMENT

Deputy Mayor Appel adjourned the meeting at 8:31 p.m.

Deputy Mayor, Marina Appel

Myron Thompson, Chief Administrative Officer