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1. **Call to Order**
  2. **Land Acknowledgement**
    - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
  3. **Adoption of Agenda**
    - 3.1 Agenda for April 11, 2023
  4. **Delegation**
    - 4.1 Bylaw 1187/15 Nuisance (fire smoke) - *Todd Beck*
  5. **Public Hearing**

None
  6. **Business Arising from Minutes**

None
  7. **Business**
    - 7.1 Request for Decision, Policing Committee Member Resignation
    - 7.2 Request for Decision, Animal Control Services Contract Award
    - 7.3 Request for Decision, Landfill Monitoring Program Contract Award
    - 7.4 Request for Decision, Bylaw 1281.23, 2023 Property Tax Rate Bylaw (*first reading*)
  8. **Action Correspondence**
    - 8.1 Letter to Minister of Seniors, Community and Social Services from City of Lacombe - Seniors Housing in Central Alberta
  9. **Information**
    - 9.1 Municipal Planning Commission Meeting Minutes - January 24, 2023
    - 9.2 Parkland Regional Library Meeting Minutes - February 23, 2023
    - 9.3 Report for Council, Mayor for a Day 2023
    - 9.4 Report for Council, Enforcement and Protective Services Monthly Report - March 2023
    - 9.5 Report for Council, Development & Building Monthly Report - March 2023
    - 9.6 Report for Council, BOLT KPI Monthly Report - March 2023
    - 9.7 Letter from Minister Schulz - Joint Use and Planning Agreements Extended Deadline
    - 9.8 Letter from Senior Assistant Deputy Minister Dakalbab - Retroactive Salary Increase Costs
    - 9.9 City of Lacombe Highlights - March 27, 2023
  10. **Round Table Discussion**

None
  11. **Adoption of Minutes**
    - 11.1 Minutes from the Regular Council Meeting on March 28, 2023
  12. **Notices of Motion**

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

None
  14. **Confidential**
    - 14.1 FOIP Section 23 - Local Public Body Confidences
  15. **Adjournment**
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**Future Meetings/Events:**

- Standing Committee of Council Meeting – April 17, 2023
- Regular Meeting – April 25, 2023

Dear Honorable Mayor Jamie Hoover and Councilors Appel, Coulter, Dennis, Sands, Stendic and Svab. I am writing to petition you about not allowing property users to burn fire wood within city residential subdivisions and stating my case for eliminating this antiquated practice. It is widely known and documented that wood burning is a major source of harmful air pollution and a serious health risk to humans. The burning of even the best wood produces numerous Volatile Organic Chemicals (VOC'S), Polycyclic Organic Matter (POM's) and Carcinogens along with Carbon Monoxide, Carbon Dioxide, Sulphur Oxides and Nitrogen Oxide just to name a few. All this amounts to a dangerous mix that is toxic to breath. My goal is to improve the air quality and health for all the residents of Blackfalds.

Currently Blackfalds permits the use of an approved fire pit and/or wood burning appliance in individuals' yards within all residential subdivisions. Much like the practice of open burning and burning barrel usage, I believe it is time for the City of Blackfalds to reevaluate this practice and not allow this to occur and remove the provision from the by-laws. I believe this would affect a very small minority of the residents in town as the majority of homes do not burn wood on their property (mostly out of respect for their neighbors), but far more are adversely affected by the smoke created by those who do. While this may seem unfair to those that do partake in fires a precedence has been set that the health of an individual far out ways the perceived right of another much like in the work place when an individual has an allergy to a food item or scents employees are asked not to bring that item into the workplace or wear perfumes. This is no longer the 1970's and there are an unlimited variety of cost affordable ways for people to enjoy a fire in their yard without negatively impacting the health and enjoyment of a neighboring property. In addition for those that just can't live without a fire there several nearby parks and recreation areas where they can go and have a wood fire without putting harm onto others.

As per Blackfalds Bylaw 1187/15 Part 2 Section (u) your definition of Nuisance states:

"Means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with the use and enjoyment of property".

Under this definition it is virtually impossible for anyone to have a fire in their backyard without it being a "Nuisance" to a neighbor. More so far beyond being a nuisance it is also an extreme health risk to children, the elderly and individuals with chronic breathing issues. I'm sure all of you have taken a nice summer evening walk and been able to smell the smoke of a fire so far away you're not even sure who is doing it. Most subdivision homes are ten feet apart and in the case of condos, there is no separation between them. Even the most responsible or best built fire pit owner is unable to eliminate or contain smoke in an outdoor setting (have you ever experienced a completely windless day Alberta?). I have talked with numerous people and the typical response is "what can I do its legal" and resign to locking themselves in their house or leaving the premises until later in the evening because their house is too hot to be in. Those with small children have to bear it in order to put their children down for the evening. In addition individuals with medical and health problems similarly must do the same. I fail to see how any backyard fire is not a health risk to someone. People with such circumstances feel helpless they call bylaw and are basically told "it is legal", no individual should ever not be able to enjoy their home, not even for a single minute. I find it appalling that these situations occur and there is absolutely no recourse other than to make the best of it. A quick internet search can find thousands of horror stories of people living next door to a "legal" wood burner, and having to move or sell their beloved home, that is unfair, in my opinion. This goes far beyond being a nuisance, for many, it is literally a matter of life and death.

In line with the Town of Blackfalds commitment to an Environmental Stewardship Strategy, eliminating non-essential wood burning within the town would go a long way to improving the air quality and health for all its residents, while putting the town of Blackfalds at the forefront of change by being an excellent steward of the land in helping reduce harmful VOC and POM out puts.

I look forward to discussing this proposal with you in more detail and working with city council to create an enjoyable community for all of Blackfalds residents.

Sincerely,



Todd Beck



## Fire Pit Usage within the Town of Blackfalds

When used safely and properly, fire pits can provide seasons of enjoyment. The "Definitions" section of the Fire Protection Bylaw 1187/15 outlines the requirements for the construction and use of fire pits within the Town to help ensure the safety of citizens.

### Definition:

The term "fire pit" refers to both a permanent outdoor fire receptacle and a portable fire receptacle.

### Tips for Fire Pit Use:

- Only clean dry firewood is permitted to be burned in fire pits. Burning prohibited materials can cause dense smoke and offensive odors to neighbouring properties.
- Smoke from fire pits can cause adverse health effects in some people. Be aware of neighbours that may be negatively impacted by exposure to smoke from outdoor fire pits.
- Before using your fire pit, familiarize yourself with optimal wind conditions and take precautions to prevent smoke from disturbing your neighbours.
  - High winds (20km and greater) may pose a fire hazard.
  - Low wind speeds may contribute to poor air quality and reduce smoke dissipation.
- A metal grill/screen on top of the fire pit is required to be used, this reduces the size of the flame and helps prevent sparks and embers from escaping and igniting nearby materials.



### **Common Questions:**

**Does the Bylaw pertain to new or existing fire pits?**

Both. All fire pits must be in compliance with the Bylaw.

**Is there a list of Prohibited Materials?**

Yes. Prohibited Materials is defined in the definition section of the Bylaw.

**What happens if a neighbour files a complaint about my fire pit?**

If the fire department is responding to a complaint where there is a public safety concern, they will immediately extinguish the fire. If the fire department suspects the fire pit is not in compliance with the Bylaw, the Town of Blackfalds Enforcement Department will be notified and an Officer will investigate.

**What happens if my fire pit is found to be in contravention of the Bylaw?**

The Town of Blackfalds Enforcement Department may issue a remedial order to the property owner requiring them to make the necessary modifications so the fire pit will be in compliance with the Bylaw. Applicable penalties and cost recovery may be imposed.

**Who do I call to make a complaint?**

Both the RCMP and Blackfalds Enforcement may respond by calling the following numbers:

**RCMP Complaint** 403-885-3300

**Blackfalds Enforcement** 403-885-0020

**Emergency** 911

For additional information related to fire pits, please call the Blackfalds Fire Department 8:30am to 4:30pm Monday through Friday at 403-885-4144.

To view the "Fire Protection Bylaw 1187/15" visit [www.blackfalds.com](http://www.blackfalds.com).















# How Wood Smoke Harms Your Health



Some people like the smell of wood smoke. It reminds them of crisp fall days and winter evenings beside a cozy fire. Most people don't realize this smell is a danger sign that means their health is being affected as if they were breathing cigarette smoke. Wood smoke is especially harmful to children, the elderly, and people with lung and heart disease.

This booklet discusses how wood smoke affects our health.



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# Table of Contents

<b>Why is Wood Smoke a Problem?</b> . . . . .	<b>1</b>
<b>What's in Wood Smoke and How it is Harmful</b> . . .	<b>2</b>
<b>General Health Effects of Wood Smoke</b> . . . . .	<b>5</b>
<b>How Much Wood Smoke Are You Exposed To?</b> . . .	<b>7</b>
How well the wood is burning . . . . .	7
How well smoke rises and spreads . . . . .	8
The amount of time you spend around wood smoke . .	9
How much air pollution is in the house . . . . .	9
<b>Health Costs of Wood Smoke</b> . . . . .	<b>10</b>
<b>What Can You Do?</b> . . . . .	<b>11</b>
When choosing how to heat your home . . . . .	11
If you burn wood. . . . .	11
If your neighbors burn . . . . .	12
Any time . . . . .	12
For more information . . . . .	12
<b>Bibliography</b> . . . . .	<b>13</b>

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# Why is Wood Smoke a Problem?

Many people believe that since wood smoke is a natural substance, it is not harmful. However, smoke from wood stoves and fireplaces is a major part of Washington's air pollution problem. Wood smoke contains tiny particles and gases that can have serious health effects when breathed.

When people use wood stoves and fireplaces, chemicals are released into the air. Some of these chemicals are poisonous, some irritate the respiratory tract (*see Figure 2*), and some may cause cancer. Wood smoke is more of a problem in the winter when cold, stagnant air prevents it from rising and dispersing. As wood burning increases during these cold periods, the pollutants in the smoke are trapped near the ground. In neighborhoods where wood is burned, houses can have higher indoor smoke levels than houses in neighborhoods where wood is not burned. The smoke from your neighbor's wood stove can seep into your house even when your doors and windows are closed; so even if you don't use a wood stove or fireplace, you are breathing smoke.





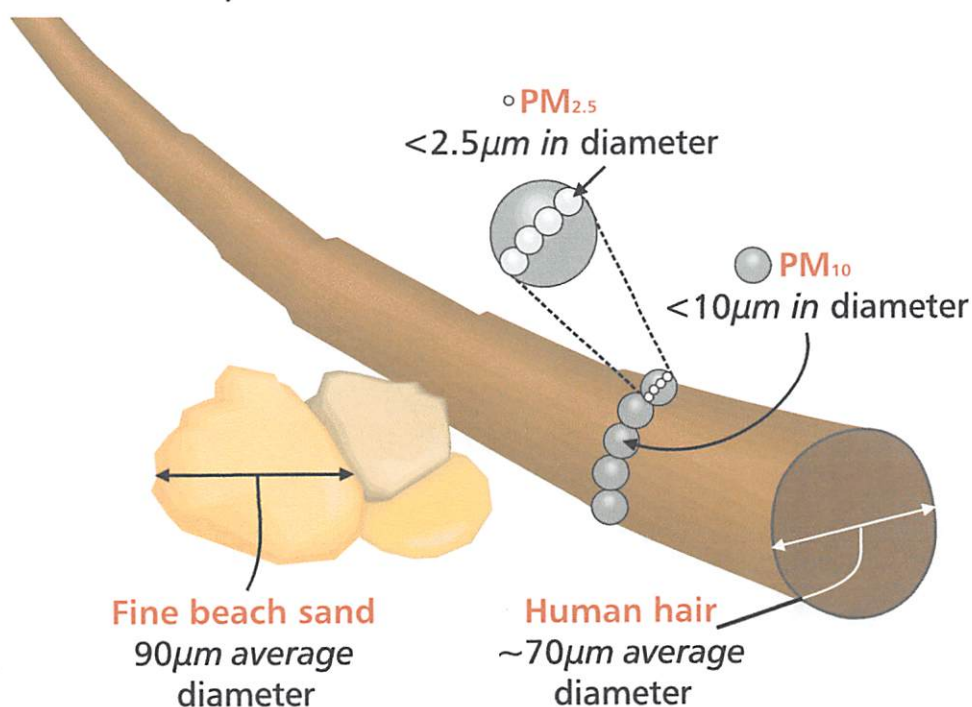
# What's in Wood Smoke and How it is Harmful

Wood smoke is a mixture of solids, gases, and liquids. Much like cigarette smoke, wood smoke contains hundreds of air pollutants that can cause cancer and other health problems. One of these pollutants that is of most concern is fine particles.

The particles in smoke are tiny bits of solids and liquids made of partially burned wood. When you breathe air with wood smoke in it, you inhale the fine particles deeply into your lungs. The particles contain toxic substances that can remain in your lungs for months, causing changes that lead to diseases and structural damage.

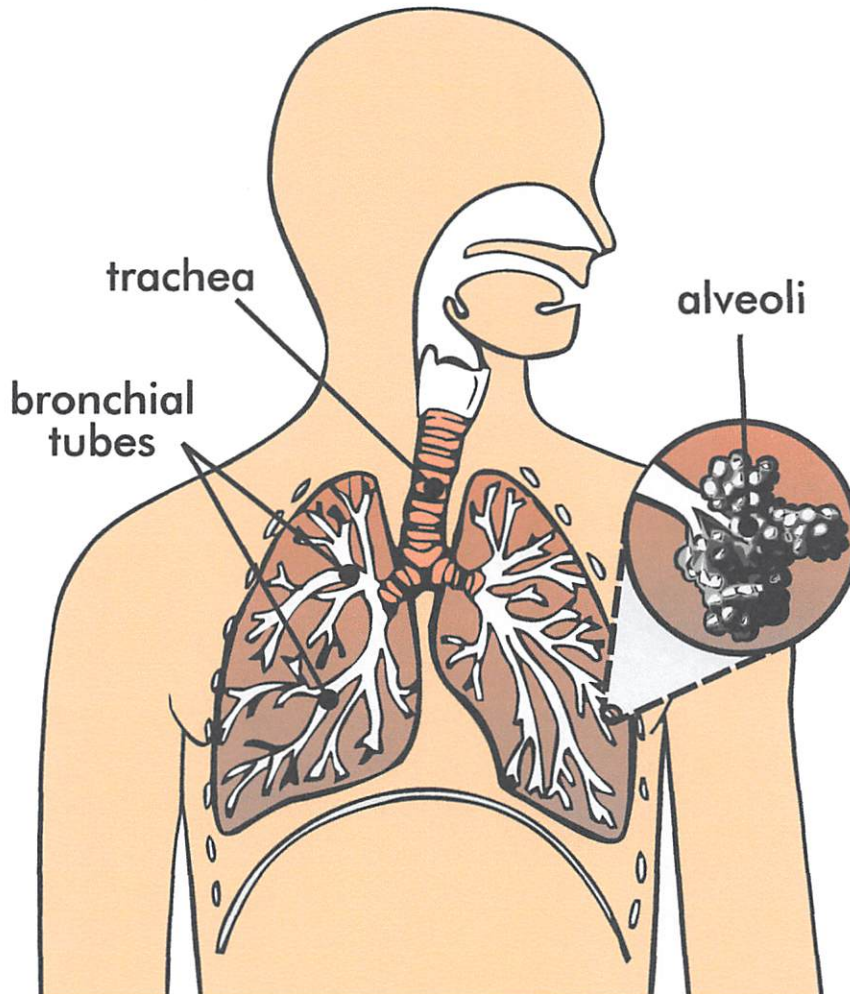
Most wood smoke particles are 2.5 microns ( $\mu\text{m}$ ) or less in size – smaller in diameter than a human hair (*Figure 1*).

**Figure 1:** Comparison of a human hair to a grain of sand to wood smoke particles



Scientists call these particles PM<sub>2.5</sub>, also known as “fine particles.” These tiny particles are so small that they get past the respiratory tract’s defenses and reach the deepest areas of the lungs (the *alveoli*, which are tiny air sacs where oxygen enters the blood stream) (*Figure 2*).

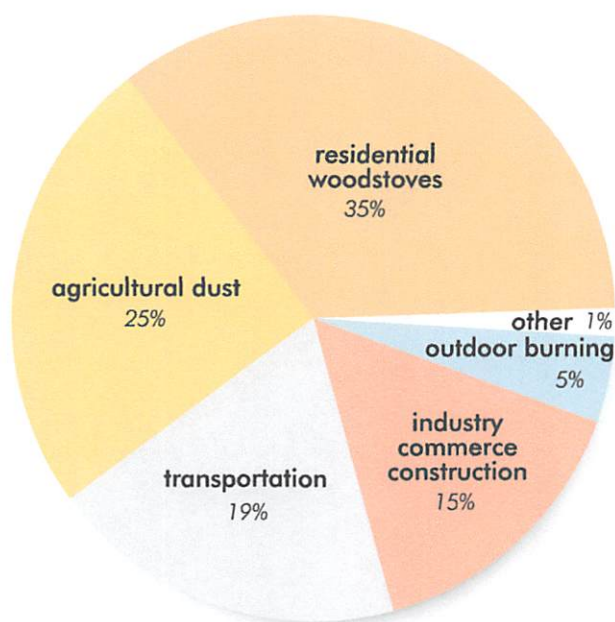
**Figure 2:** The human respiratory tract



Residential wood burning greatly increases the amount of fine particles in the air. Studies have shown that fine particles, even at low levels, are harmful to human health.<sup>1</sup> Since research shows that most of Washington’s wintertime fine particle pollution comes from wood smoke (*see Figure 3*), many of the health effects caused by fine particles may be related to wood smoke.



**Figure 3: Statewide sources of fine particle pollution in Washington, Winter 2012<sup>2</sup>**



Many other harmful substances, such as toxic *organic chemicals*, can be carried into the lungs by fine particles. An organic chemical is any chemical made of both carbon and hydrogen. Many organic chemicals in wood smoke contribute to health problems in the respiratory tract. Examples of harmful organic chemicals in wood smoke include:

- benzene,
- formaldehyde,
- acetaldehyde,
- acrolein, and
- polycyclic aromatic hydrocarbons (PAHs).

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# General Health Effects of Wood Smoke

Breathing wood smoke can have short- and long-term effects. Some of the short-term effects may be:

- irritated eyes, throat, sinuses, and lungs;
- headaches;
- reduced lung function, especially in children;
- lung inflammation or swelling;
- increased risk of lower respiratory diseases;
- more severe or frequent symptoms from existing lung diseases (such as asthma, emphysema, pneumonia, and bronchitis); and
- risk of heart attack and stroke.

Some long-term effects can be:

- chronic lung disease including bronchitis and emphysema;
- chemical and structural changes in lungs; and
- cancer.

Adults with normal health generally have better resistance to most effects of wood smoke. However, they may feel short of breath and notice it is more difficult to exercise. They may also notice irritated eyes, sore throats, phlegm, chest tightness, headaches, and allergy symptoms. Although anyone can have health effects from wood smoke, those most likely to be affected even at low levels are:

- infants and children,
- the elderly, and
- adults with existing heart or lung conditions.<sup>3</sup>

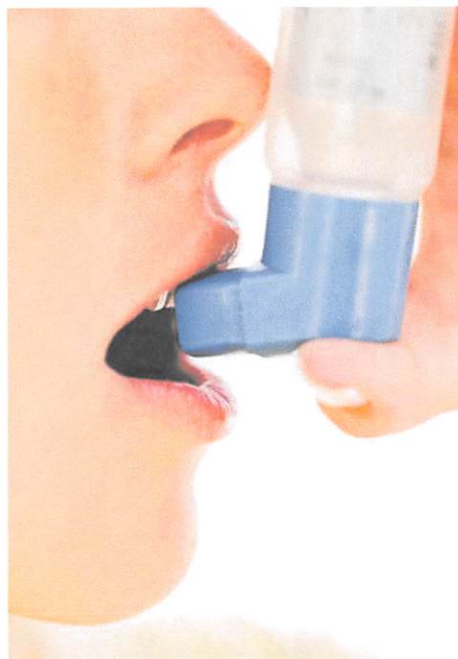
**Infants and children:** Children breathe more air in proportion to their size than adults. Their lungs are also still developing. Because of this, children can experience more health effects from polluted air than adults. Children who regularly breathe wood smoke are more likely to have shortness of breath, coughing, wheezing, asthma, disrupted sleep, inflamed respiratory tracts, and pneumonia.

University of Washington researchers have found more symptoms of respiratory disease in Seattle preschool children living in residential areas with high levels of wood smoke than in children living in areas with lower wood smoke levels.<sup>4</sup> Other studies have found that use of wood stoves increases the risk of lower respiratory tract infections such as bronchiolitis and pneumonia in young children.<sup>5,6,7</sup> Childhood lower respiratory tract infections have been linked with chronic lung disease later in life.<sup>8</sup>

**The elderly:** Older adults are at greater risk from wood smoke if they have common chronic health problems, which can be worsened by exposure to fine particles. Studies show lower heart rate variability (meaning the heart is less able to respond to changes in activity levels) when people breathe increased levels of fine particle air pollution.<sup>9</sup> Young people and older adults are more susceptible to this.<sup>10</sup>

**Adults with existing heart or lung conditions:**

People with existing heart or lung conditions, as well as smokers and ex-smokers, have less resistance to the effects of wood smoke. They may have more severe symptoms of their existing condition(s). For example, wood smoke worsens asthma, emphysema, pneumonia, and bronchitis.





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# How Much Wood Smoke Are You Exposed To?

Both the amount of wood smoke you are exposed to and the levels of harmful chemicals in the smoke depend on:

- how well the wood is burning (smoldering versus burning hot);
- how quickly the smoke rises and spreads; and
- the amount of time you spend breathing wood smoke, both indoors and outdoors.

## How well the wood is burning

How well the wood burns depends on:

- the type of wood burning device;
- temperature and amount of oxygen; and
- moisture content of the wood.

**Type of wood burning device:** There are hundreds of models of wood stoves. They may operate differently based on altitude and chimney conditions, which vary from home to home. Using proper operating techniques, newer, certified wood stoves burn more cleanly than older, uncertified stoves. A stove should also be the right size for the home and properly installed.

There are also wide variations in the way different people operate wood burning devices. (See the section *“What Can You Do”* for information about how to burn properly.)

**Temperature and amount of oxygen:** The hotter the fire, the less smoke and pollution it produces and the more efficiently it heats your home. Even though a smoldering fire may use less wood, it produces less heat and more smoke. Fires that are getting enough oxygen burn hotter than those that don’t get enough. Burning moist wood, overloading the firebox, or not giving your fire enough air all greatly increase the fine particle pollution.<sup>11, 12</sup> When fire tempera-

ture is higher, more of the smoke itself burns so that less visible smoke is produced. Hotter fires release more of the energy that is stored in the wood.

**Moisture content of the wood:** Wood burns best if its moisture content is 20 percent or less. Wood that is split, stacked, covered, and then dried for at least a year burns best.

### **How well smoke rises and spreads**

Since people burn more when it is cold, wood smoke is mainly a problem in the winter. Winter weather conditions involving stagnant air and temperature inversions limit air movement, trap air pollution close to the ground, and keep the air pollution in our breathing space.

A study done in Seattle during the winters of 2001-2005 is an example of winter wood smoke problems. This study showed wood smoke added to fine particle levels. Fine particle levels were highest in neighborhoods where residential wood burning occurred. The study's residential site had a much higher increase in fine particles from wood smoke (67 percent increase) compared to a site in the business district (9 percent increase).<sup>13</sup>

In a study done in a Tacoma neighborhood, the amount of fine particles (averaged over a full year) from wood smoke increased by nearly 52 percent. On some days, residential wood burning was the cause of as much as 90 percent of fine particle pollution in this neighborhood.<sup>14</sup>

### **The amount of time you spend around wood smoke**

Wood stove use worsens air quality, both inside and outside. Wood smoke does not rise and spread during winter temperature inversions. It hangs close to the ground and enters neighbors' yards and houses, schools, hospitals, etc. Downwind areas, areas with temperature inversions, and valleys with poor air circulation are most affected. Wood smoke particles are so tiny that they remain in the air for long periods and easily get into buildings with incoming cold air. The

amount of wood smoke we breathe depends on how much time we spend outdoors during smoky conditions and how much smoke is indoors when we are there.

In houses without current wood burning, fine particle levels are usually lower than outdoor levels. But in areas with high levels of wood smoke, even houses not using wood stoves or fireplaces have higher indoor wood smoke levels.<sup>15</sup> Indoor fine particle levels from wood smoke in homes without wood stoves can be 50 to 70 percent of outdoor levels, according to a study in Seattle.<sup>16</sup>

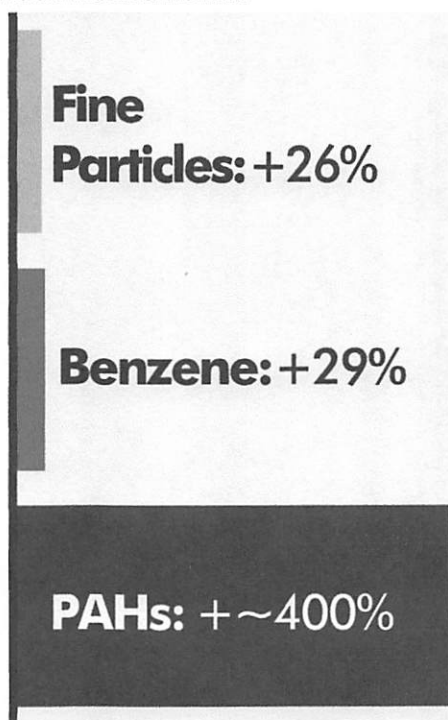
Both drafty houses and air-tight houses with indoor/outdoor air exchange allow wood smoke to come inside.<sup>17</sup>

During the winter months, Seattle residents spend roughly 90 percent of their time indoors. In one study, 64% of outdoor fine particle pollution came indoors.<sup>18</sup>

### **How much air pollution is in the house with a working stove?**

Figure 4 shows the increased amount of pollution in homes that heat with wood compared to those that don't. Houses using wood heat have higher levels of fine particles, benzene, PAHs, and other chemicals. For example, a study showed that average fine particle levels were up to 26 percent higher in wood-burning houses compared to non-wood burning houses.<sup>17</sup> Benzene levels were 29 percent higher.<sup>19</sup> Average levels of cancer-causing PAHs were 300 to 500 percent higher.<sup>20</sup>

**Figure 4:** Pollutant increases inside wood-heated homes





# Health Costs of Wood Smoke

Many national and international studies show that higher levels of fine particles in the air are associated with diseases and premature deaths. In 2009, Ecology analyzed the health and economic impacts of fine particle pollution, including wood smoke, in Washington.<sup>21</sup> Ecology's analysis estimates that fine particle pollution causes about 1,100 deaths in Washington each year. In addition, the analysis shows that every year in Washington, fine particle pollution contributes to health problems as shown in the table below:

Health Problem	Approximate Number of Cases
Worsened asthma symptoms	Thousands
Acute bronchitis	1,900
Non-fatal heart attacks	1,500
Heart disease not resulting in heart attacks	450
Emergency room visits for asthma	400
Pneumonia	250
Chronic lung disease	100

Ecology estimates that the total cost of these diseases (not counting premature deaths) for citizens, businesses, and state health care institutions is about \$190 million each year.<sup>21</sup> Total cost includes medical care, prescription drugs, reduced productivity, lost work time, and missed school days.



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# What Can You Do?

## **When choosing how to heat your home:**

- Be sure your house is properly weatherized to keep in heat.
- Instead of wood heat, consider cleaner heating fuels such as gas, electricity, or heating oil.

## **If you must burn wood:**

### *Burn dry wood:*

- Split wood before you stack it. Wood pieces 3½ to 6 inches in diameter dry easiest and burn best.
- Stack wood loosely in alternating directions to help it dry.
- Store wood at least 6 inches off the ground to reduce exposure to ground moisture.
- Cover your wood to protect it from the weather.
- Give it a year. Wood that has been split, dried, and stored under cover for at least a year burns best.

### *Burn properly:*

- Build small fires to help the wood burn completely. Adding too much wood at one time cuts down on the air to the fire and leaves unburned wood.
- Keep your fire hot. Dampering down your stove cuts off the air, which wastes wood, creates a lot of smoke, and produces very little heat.

### *Check your chimney smoke:*

- If you can see smoke coming from your chimney, you're wasting fuel and your fire needs more air and/or drier wood.

### *Use the right wood stove, pellet stove, or fireplace for your home:*

- Use a wood stove or pellet stove that is certified in Washington, the right size, and properly installed.

For details, go to the Ecology's web site at [www.ecy.wa.gov/programs/air/airhome.html](http://www.ecy.wa.gov/programs/air/airhome.html).

### *Obey burn bans:*

- Go to [www.waburnbans.net](http://www.waburnbans.net) to see if there is a burn ban where you live. If there is, don't burn. Burning during a ban can harm your family's and your neighbors' health or cause a fire danger. It is also illegal and you can get a fine.

### **If wood smoke is a problem in your neighborhood:**

Reduce the amount of smoke you breathe by:

- Exercising or doing other physical activities at times when less smoke is in the air;
- Choosing a less strenuous activity when the air is smoky (for example, walking instead of jogging);
- Exercising for shorter periods of time when the air is smoky;
- Closing windows, vents, doors, and plugging drafts.

Some local governments have enacted "nuisance laws" to deal with problems such as illegal burning, dust, and odors. If smoke or other air pollution is affecting you, contact your local clean air agency to ask about nuisance laws in your area.

### **Any time:**

- When using air cleaners in your home, make sure they have high efficiency particulate-absorbing (HEPA) filters. Find information about air cleaners and filters at [www.arb.ca.gov/research/indoor/particles.htm](http://www.arb.ca.gov/research/indoor/particles.htm).
- Use a vacuum cleaner that has a HEPA filter.
- Make sure filters are clean.
- For information about cleaner sources of heat:  
<http://www.commerce.wa.gov/Programs/Energy/Pages/default.aspx>

### **For more information, contact:**

Department of Ecology, Air Quality Program,  
email: [AQcomments@ecy.wa.gov](mailto:AQcomments@ecy.wa.gov); phone: 360-407-6800

### **Washington clean air agencies online:**

<http://www.ecy.wa.gov/programs/air/local.html>.



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To request ADA accommodation, call  
(360) 407-6800, 711 (relay service),  
or (877) 833-6341 (TTY).



## Residential Wood Burning

### Heating with Wood - What You Need to Know

Burning wood can release pollutants into the air we breathe, especially when poor burning techniques and wood burning appliances are used.

Breathing in wood smoke can cause increased respiratory symptoms, increased hospital admissions, exacerbation of asthma and COPD, and decreased your ability to breathe normally. If you have a lung disease, breathing in wood smoke can make your disease worst and cause a flare-up.

### What's in wood smoke?

Environment Canada and Health Canada have identified many hazardous chemical substances in wood smoke, including:

- PM2.5 (inhalable particulate matter less than 2.5 microns in diameter) - PM2.5, which consists of a mixture of microscopic particles of varied size and composition, has been declared a toxic substance under the Environmental Protection Act. These particles can be inhaled deep into the lungs, leading to serious respiratory problems, including excess mortality, especially among those with pre-existing cardiopulmonary illness.
- Carbon Monoxide (CO) - can reduce the blood's ability to supply necessary oxygen to the body's tissues, which can cause stress to the heart. When inhaled at higher levels, CO may cause fatigue, headaches, dizziness, nausea, confusion and disorientation and, at very high levels, lead to unconsciousness and death. Fire Prevention Canada advises that CO detectors be installed in every home that has a combustion appliance or an attached garage.
- Oxides of Nitrogen (NOx) - can lower the resistance to lung infections. In particular, nitrogen dioxide can cause shortness of breath and irritate the upper airways, especially in people with lung diseases such as emphysema and asthma.
- Hydrocarbons (HC) - can damage the lungs.
- Volatile organic compounds (VOCs) - can cause respiratory irritation and illness. Some VOCs emitted by wood-burning appliances, such as benzene, are known to be carcinogenic.
- Formaldehyde - can cause coughing, headaches and eye irritation and act as a trigger for people with asthma.
- Polycyclic aromatic hydrocarbons (PAHs) - Prolonged exposure

- Acrolein - can cause eye and respiratory tract irritation.

## **The Canadian Lung Association recommends that you don't burn wood in residential setting.**

However, if you must heat with wood, follow these precautions:

There are many things you can do to reduce the amount of pollution created by residential wood burning, and to improve the safety and efficiency of your wood burning appliance:

- Burn small, hot fires - they produce much less smoke than ones that are left to smoulder.
- Burn seasoned hardwood - burning "green" or wet wood produces significantly more smoke. Soft woods like pine produce more emissions and deposits inside your chimney. Households can buy an inexpensive basic wood moisture meter in a woodworking specialty shop.
- Never burn garbage, plastics, cardboard or Styrofoam. Burning garbage releases poisons.
- Never burn wood that has been taken from salt water. Chlorine combines with the smoke to produce dioxins and furans, which are dangerous carcinogens.
- Never burn treated or painted wood, particleboard or plywood represents a health hazard. Wood treated with varnishes and sealants, wood from orchards sprayed with pesticides and pressure-treated wood may contain toxic chemicals. Burning treated wood may release these toxic chemicals into the environment in the smoke or in the ash that is disposed of later.
- Store wood outside, off the ground and covered. Bring it into your home as needed. The excess moisture found in green wood increases the relative humidity of the indoor air, which can lead to mould and mildew growth. Both can cause severe allergic reactions and asthma attacks.
- Use a high-efficiency wood stove, fireplace or insert that is certified as low emission by the EPA . These wood burning appliances burn most of the smoke right in the firebox and can cut emissions by up to 90 percent. High-efficiency units allow you to burn a third less wood and get the same amount of heat.
- Reduce your heating needs by making your house more energy efficient.
- Regardless of the type of wood-burning appliance, it should be installed by professionals and inspected and cleaned at least once a year by a technician certified under the Wood Energy Technical Training (WETT) Program or, in Quebec, the Association des professionnels du chauffage (APC). These certified installers and chimney sweeps have gone through a rigorous training program that is recognized by the industry and by government.

## **Municipal Bylaws Regulating Wood Heating**

Many municipalities experience air quality problems because of residential wood burning. For municipalities who'd like to develop regulations on wood burning, Canadian Council of Ministers for the Environment has developed resources including [Guidance Document for Canadian Jurisdictions on Open-Air Burning](#) (2016)

Chimineas are ceramic wood burning appliances that people use outdoors, often on patios. The same concerns apply here as to other open burning. The open design of these devices leads to inefficient burning of the wood. Wood smoke from chimineas may stay closer to the ground since they have low chimney stacks, and can pose a problem for neighbours.

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## Questions about your breathing?



Ask an expert.

**1-866-717-2673 (English)**

**1-866-325-2673 (French)**

(in Canada)

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## Research report





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**MEETING DATE:** April 11, 2023

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

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

**SUBJECT:** **Policing Committee Member Resignation**

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**BACKGROUND**

At the March 8<sup>th</sup>, 2023, Police Committee Meeting an email was presented from Laurie Copland resigning her position on the committee effective immediately. Bylaw 1125/11 states that the Committee shall consist of seven (7) voting members who shall be appointed by resolution of Council as follows, two (2) Council appointments, and five (5) citizens residing within the Town of Blackfalds.

Lance Chalmers moved That the Committee accept the resignation of Laurie Copland with regrets and this motion was carried unanimously.

**DISCUSSION**

Police Committee Meetings are held quarterly. The Committee currently does not have a youth representative, with this in mind the FCSS Volunteer Programmer will be reaching out to Lacombe Composite High School for a suitable youth candidate.

**FINANCIAL IMPLICATIONS**

None

**ADMINISTRATIVE RECOMMENDATION**

1. That Council move to formally accept the resignation of Laurie Copland from the Policing Committee effective immediately, with regrets.

**ALTERNATIVES**

- a) That Council does not move to accept the resignation of Laurie Copland from the Policing Committee.

**ATTACHMENTS**

- *Resignation Email from Laurie Copland*
- *Bylaw 1125.11, Policing Committee Bylaw*

**APPROVALS**  
\_\_\_\_\_  
Justin de Bresser, Interim Chief  
Administrative Officer  
\_\_\_\_\_  
Department Director/Author

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**Subject:** FW: Thank you

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**From:** Laurie Copland - **FOIP Section 17**

**Sent:** Wednesday, December 14, 2022 9:35 PM

**To:** Ken Morrison <[KMorrison@blackfalds.ca](mailto:KMorrison@blackfalds.ca)>

**Subject:** Thank you

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Ken,

Thank you for the meeting tonight.

It was very interesting and I did learn some things.

I would just like to inform you that as of tonight i can not continue with this committee.

I was hoping to help and make a difference but i dont believe i can do that.

All the best and thanks for the opportunity.

Laurie Copland.



**TOWN OF BLACKFALDS  
BYLAW NO. 1125/11**

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**A BY-LAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA  
TO ESTABLISH A POLICING COMMITTEE**

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**WHEREAS** the Municipal Government Act, R.S.A. 2000, c. M-26 and regulations as amended, provides that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

**AND WHEREAS** the Police Act, R.S.A. 2000, c. P-17 and regulations as amended, provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of policing services through the Royal Canadian Mounted Police may, by Bylaw, establish a Policing Committee;

**AND WHEREAS** the member in charge of the Municipal Police Service shall, in enforcing the By-laws of the Municipality, act under the lawful direction of the Chief Administrative Officer or such other person as the Chief Administrative Officer may, in writing, designate;

**AND WHEREAS** the council of the Town of Blackfalds deems it advisable to establish a Policing Committee to advise them of policing matters;

**AND WHEREAS** Council, by the By-law, shall prescribe the rules and regulations governing proceedings and meetings of the Committee.

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

**NAME AND DEFINITIONS**

1. This by-law may be referred as the "Policing Committee By-law".
2. For the purpose of this by-law:
  - (a) "Agreement" means the agreement between the Town of Blackfalds and the Government of Canada for the provision of police services for the municipality;
  - (b) "Chief Administrative Officer" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Blackfalds and includes any person that the Chief Administrative Officer may appoint as his or her designate for purposes carrying out his responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.
  - (c) "Committee" means Blackfalds Policing Committee;
  - (d) "Council" means the duly elected Municipal Council of the Town of Blackfalds;
  - (e) "Officer in Charge" means the Officer in charge of the local RCMP detachment in the Town of Blackfalds;
  - (f) Criminal Record is being convicted of a crime punishable by indictment
  - (g) "RCMP" means the Royal Canadian Mounted Police force or any member of that police force as the case may require; and
  - (h) "Town" means the Town of Blackfalds, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Blackfalds as the context may require.

**DUTIES AND RESPONSIBILITIES**

3. The overall objectives of the Policing Committee is to act as a liaison between Town Council, the RCMP detachment, By-law Enforcement and the citizens of Blackfalds and foster responsible community action towards the creation of a safe, secure community. The Committee shall endeavor to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:
  - (a) provide community feedback to the RCMP concerning policing and by-law enforcement strategies and activities;



- (b) in consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing and advise Council on the annual RCMP Goals and Priorities;
- (c) cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
- (d) represent the interests and concerns of the public to the officer in charge;
- (e) make recommendations to Council relating to policing matters or relevant community issues on its own initiative or upon request of Council;
- (f) recommend to Council the appointment of a Public Complaints Director; and
- (g) represent the interests of Council to the Officer in charge.

#### **COMPOSITION OF THE COMMITTEE**

- 4. The committee shall consist of seven (7) voting members who shall be appointed by resolution of Council as follows:
  - (a) Five (5) citizens residing within the Town of Blackfalds, one of whom may be a youth between the age of sixteen and eighteen who attends school;
  - (b) Two (2) Town of Blackfalds Council members.
- 5. The Mayor shall be a member (ex-officio) of the Committee and his or her term of office shall coincide with his or her term of office on Council.
- 6. The Officer in Charge of the Blackfalds RCMP, or his/her designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 7. The Chief Administrative Officer, or his designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 8. The Committee, as a public body must comply with *Freedom of Information and Protection of Privacy (FOIP)* Legislation and have a designated Coordinator. The Town of Blackfalds FOIP Coordinator will act as the FOIP Coordinator for the Blackfalds Policing Committee and is responsible for ensuring that personal information is managed in accordance with FOIP legislation. Requests for information involving the Committee should be directed to the Town of Blackfalds FOIP Coordinator subject to their fees and policies.

#### **MEMBERSHIP**

- 8. Each member from the public at large shall be appointed to the Committee for one (1), two (2) or three (3) year terms, whichever Council deems appropriate, commencing at Council's annual Organizational meeting, unless he or she is appointed to complete the term of another member who resigns before their term is up.
- 9. Members shall remain in office until their respective successors are appointed.
- 10. Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the unexpired portion of the term.
- 11. All persons appointed to the Committee shall:
  - (a) Take the oath prescribed in Schedule 2 of the Police Act.
  - (b) Not have a criminal record.
  - (c) Not be hired in any capacity with the Royal Canadian Mounted Police, any Provincial Police Force, the Provincial Attorney General's Department of the Department of the Solicitor General of Alberta and Town Bylaw Enforcement Service;
  - (d) Be of the full age if eighteen (18) years, except for the youth representative, who shall be at least sixteen (16) years of age.
  - (e) Participate in the Roles and Responsibilities of Policing Oversight Committee Members Training

#### **RESIGNATION AND REMOVAL**

- 12. Any member may resign from the Committee at any time upon providing written notice to Council to that effect.

13. Council may terminate a member's appointment to the Committee at any time, and particularly when the member;
  - (a) Fails to attend three (3) consecutive regular meetings of the Committee, unless absence is caused through illness or is authorized in advance by resolution of the Committee;
  - (b) Ceases to be a resident of the Town;
  - (c) is hired in a full-time, permanent capacity with the Town Bylaw Enforcement Service or the RCMP; or
  - (d) is convicted of a crime punishable by indictment.

#### **OFFICERS OF THE COMMITTEE**

14. The Chairman and Vice Chairman of the Committee shall be elected from amongst its members at the first regular meeting of each year.
15. All members of the Committee shall vote on every motion, including the Chairman (subject to Section #27).
16. The Chief Administrative Officer, or his or her designate, shall attend all Committee meetings and insure that the minutes will be prepared and submitted to the Committee for approval at the next meeting. A copy of these minutes shall then be forwarded to Council.

#### **MEETINGS**

17. The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.
18. Special meetings may be called by the Chairman or, in his absence, the Vice-Chairman, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
19. Four (4) voting members of the Committee at a meeting shall constitute a quorum.
20. The Committee shall be governed by Robert's Rules of Order.
21. An agenda shall be prepared by the Chief Administrative Officer or his or her designate, in consultation with the Chairman, or in his absence, the Vice-Chairman, and circulated to the members prior to each Policing Committee meeting.
22. Each member, including the Chairman, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, a motion will be deemed to be defeated.
23. Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct and contracts with the Royal Canadian Mounted Police and security of police operations shall be conducted in private or closed meetings.
24. The Policing Committee shall make reports to Council on matters of public concern as the Policing Committee deems are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

#### **SUB COMMITTEES**

25. The Committee may appoint sub-committees or ad hoc committees which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-Committees or ad hoc committees may be terminated by a simple motion at any regular meeting.

#### **LIMITATIONS**

26. Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the Town.

#### **CONFLICT OF INTEREST**

27. No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of the type referred to in Division 6 of the Municipal Government Act being Chapter M-26, R.S.A. 2000, as amended.

**EFFECTIVE DATE**

This By-law shall come into effect on the date of final reading.

READ for the first time this 30<sup>th</sup> day of August A.D., 2011.

(RES. 254 /11)

  
\_\_\_\_\_  
Melodie Stol  
Chief Elected Official

  
\_\_\_\_\_  
Corinne Newman  
Chief Administrative Officer

READ for the second time this 30<sup>th</sup> day of August A.D. 2011

(RES. 283/11)

  
\_\_\_\_\_  
Melodie Stol  
Chief Elected Official

  
\_\_\_\_\_  
Corinne Newman  
Chief Administrative Officer

READ for the third time this 30<sup>th</sup> day of August A.D. 2011.

(RES. 284/11)

  
\_\_\_\_\_  
Melodie Stol  
Chief Elected Official

  
\_\_\_\_\_  
Corinne Newman  
Chief Administrative Officer



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**MEETING DATE:** April 11<sup>th</sup>, 2023

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

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

**SUBJECT:** **Animal Control Contract Services Contract Award**

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## **BACKGROUND**

Animal control services are currently provided to the Town of Blackfalds through a contractual arrangement with a local service provider 327241 Alberta Ltd. ("Klassic Kennels"). The three-year term of the contract commenced on April 1<sup>st</sup> of 2019, with an optional 1 year expiring on April 30<sup>th</sup> of 2023. The contracted service was precipitated through a Request for Proposal process.

Oversight of the area of animal control is the responsibility of Enforcement Services. Service functions provided through the contractual agreement include 24/7 service patrolling and picking up animals running at large, public education/awareness, and adoption programs provided through professionally trained staff, in state-of-the-art facilities.

Administration before entering into a new service contract in 2015 expended a considerable amount of time and effort reviewing the community needs and determining current and future service level requirements. Research was conducted on organizations within the region that had the capabilities to meet these service needs. Facilities were also toured at that time.

Klassic Kennels has maintained the contract for several years and has built a relationship with the public and enforcement staff.

## **DISCUSSION**

The RFP packages were provided to the two (2) organizations within the region which can meet the Town's service requirements. The Closing Date for receipt of Animal Control Services proposals was 3:00 p.m. on March 17<sup>th</sup>, 2023. Only one (1) submission was received by the prescribed date, that being 327241 Alberta Ltd. – Klassic Kennels. Their proposal provided an enforcement model in line with the previous year's contracted services.

The Town has formed an excellent working relationship with Klassic Kennels during the time they have maintained the contract. The experience, quality of facilities, dedication to the health and welfare of animals and finally the success of their adoption program have helped foster this relationship.

Klassic Kennels has the infrastructure in place at their facility to provide mass animal emergency housing in the event of an emergency in our community. Currently, they have one of the highest animal return rates in North America and have maintained this consistently over the years.

Through the RFP process, the Town has offered to enter into a three (3) year term which will be facilitated through an agreement process. Should Council approve formalizing a contractual

relationship the intention would be to have the service contract commence on May 1<sup>st</sup>, 2023, taking the service to April 30<sup>th</sup>, 2026.

**FINANCIAL IMPLICATIONS**

Based on the proposal submission and the cumulative cost of the service breakdown over the past four (4) years of service the annual cost is anticipated to exceed the current allocated budget of \$37,650 at a cost of \$47,040 and a 5% increase for subsequent years of the contract term.

Administration has noted this increase and it is reflected in the coming spring budget adjustments.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council authorizes Administration to enter into three (3) a year agreement with 327241 Alberta Ltd. – Animal Control Services – Klassic Kennels for the provision of animal control services as per the terms and costs set out in the proposal submitted by the proponent on March 17<sup>th</sup>, 2023.

**ALTERNATIVES**

- a) That Council does not approve entering into an agreement with Klassic Kennels for Animal Control Services.
- b) That Council refer this item to Administration for further consideration and amendments.

**ATTACHMENTS**

- None

**APPROVALS**

Justin de Bresser, Interim Chief  
Administrative Officer



Department Director/Author

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**MEETING DATE:** April 11, 2023

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

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

**SUBJECT:** **Landfill Monitoring Program Contract Award**

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## **BACKGROUND**

The Town of Blackfalds has a former landfill located in NW & NE 23-039-27- W4M adjacent to a residential and natural area along the south side of South Street, east of Highway 2A and east of the Town of Blackfalds Waste Transfer Facility. The landfill has been closed since the mid-1990s (over the 25-year closure period) and no longer has requirements to adhere to an Alberta Environment and Parks (AEP) approval. To minimize environmental impacts, assess current landfill conditions and potential risks to the surrounding natural area, the Town conducts an annual monitoring program. We have completed the Request for Proposal (RFP) and are recommending the award below for Council's approval as per our current Purchasing Policy Section 4.9.2 "Multi-year service contracts will be approved by Council".

## **DISCUSSION**

The annual monitoring program RFP package consists of visual cap inspection, groundwater monitoring, surface water monitoring and gas monitoring on a bi-annual basis, as per the Standards For Landfills in Alberta (2010) document (preferably in the Spring and Fall). The spring monitoring event will be conducted in May to assess the site during the period of a higher groundwater table, high methane levels and typically unfrozen conditions. The fall monitoring event will be conducted in October to encounter a lower groundwater table, lower methane levels, and to avoid frozen conditions. The frequency of sampling will be conducted two (2) times a year until baseline conditions are established. Once baseline conditions are established, monitoring frequency can be reduced to once a year (preferably in the fall).

The successful proponent will be required to review all historical reports, documents, and regulatory correspondence on file with the Town.

### **Monitoring Events**

The Proponent will be responsible for conducting the following sampling events.

<b>YEAR</b>	<b>MONITORING EVENT</b>	<b>CONDITIONS</b>
2023, 2024, 2025	Spring Monitoring	Monitoring reduced to one event per year if groundwater concentrations remain consistent after three consecutive events (Spring 2022, Fall 2022, and Spring 2023). If not, Fall Monitoring Required. Contractor to evaluate make recommendations.



2026*	Spring Monitoring	Monitoring reduced to one event per year if groundwater concentrations remain consistent after three consecutive events (Spring 2022, Fall 2022, and Spring 2023). If not, Fall Monitoring is Required. Contractor to evaluate and make recommendations.
2027*	Spring Monitoring	Not required if previous monitoring events remain consistent over the previous 5 years. Contractor to evaluate and make recommendations.

*\*The award of monitoring events in 2026 and 2027 is based on performance and the award of contract extension for additional two years.*

Two (2) consecutive historical seasonal monitoring events will be compared to the most recent monitoring event to identify any possible trends within the groundwater chemistry. If groundwater concentrations remain consistent (i.e., no increasing trends and/or within historical readings) after three consecutive monitoring events, the monitoring can be reduced to once a year in the spring/summer. Subsequently, if monitoring events remain consistent over the next five years, the sampling frequency could be reduced to a long-term frequency (i.e., once every 2 years). At this time, continued bi-annual monitoring of the groundwater and surface water and landfill gas will be done.

**Contract Term**

It is the Town's intent to enter into a three-year agreement with services commencing on the award of the project, with a two (2) year option for extension. The contract extension is at the discretion of the CAO and is subject to satisfactory performance from the successful Proponent, and the Town's acceptance of pricing to reflect CPI after the three-year term.

**Request for Proposal**

An RFP seeking qualified environmental consulting companies to conduct this annual monitoring and reporting was posted to Alberta Purchasing Connection on March 3, 2023, with a closing date of March 30, 2023. Of the 11 proposals received, only 5 were compliant with the mandatory submission requirements.

Total bid comparison for the compliant three-year monitoring program proposals were:

ParklandGEO Ltd. – \$81,081.00  
Dillon Consulting Ltd. - \$166,162.68  
Morrison Hershfield Ltd.- \$142,458.55  
CORE Environmental Consulting Inc.- \$105,859.29  
Stantec Engineering - \$116,713.57

ParklandGEO was found to be the lowest, compliant bid and met all the technical requirements of the proposal. ParklandGEO has been conducting environmental consulting on the old landfill since 2020 and is knowledgeable about the site and meets the technical requirements of the proposal.

Upon approval, the Town will award the project to ParklandGEO and the spring monitoring program will commence shortly after.

**FINANCIAL IMPLICATIONS**

As part of the 2023 Operating Budget, \$42,000 was previously allocated for the annual monitoring, analysis and reporting for the old landfill. The estimates provided in the RFP will be used to budget future monitoring events at the old landfill for 2024 and 2025, with possible extension based on performance for 2026 and 2027 in the Operating Budget. The award of \$81,081 is for the total 3-year contract, however annual invoices of approximately \$27,000 will be submitted and is within the annual budget allocated.

**ADMINISTRATIVE RECOMMENDATION**


1. That Council award the Landfill Three-Year Monitoring Program to ParklandGEO for \$81,081.

**ALTERNATIVES**

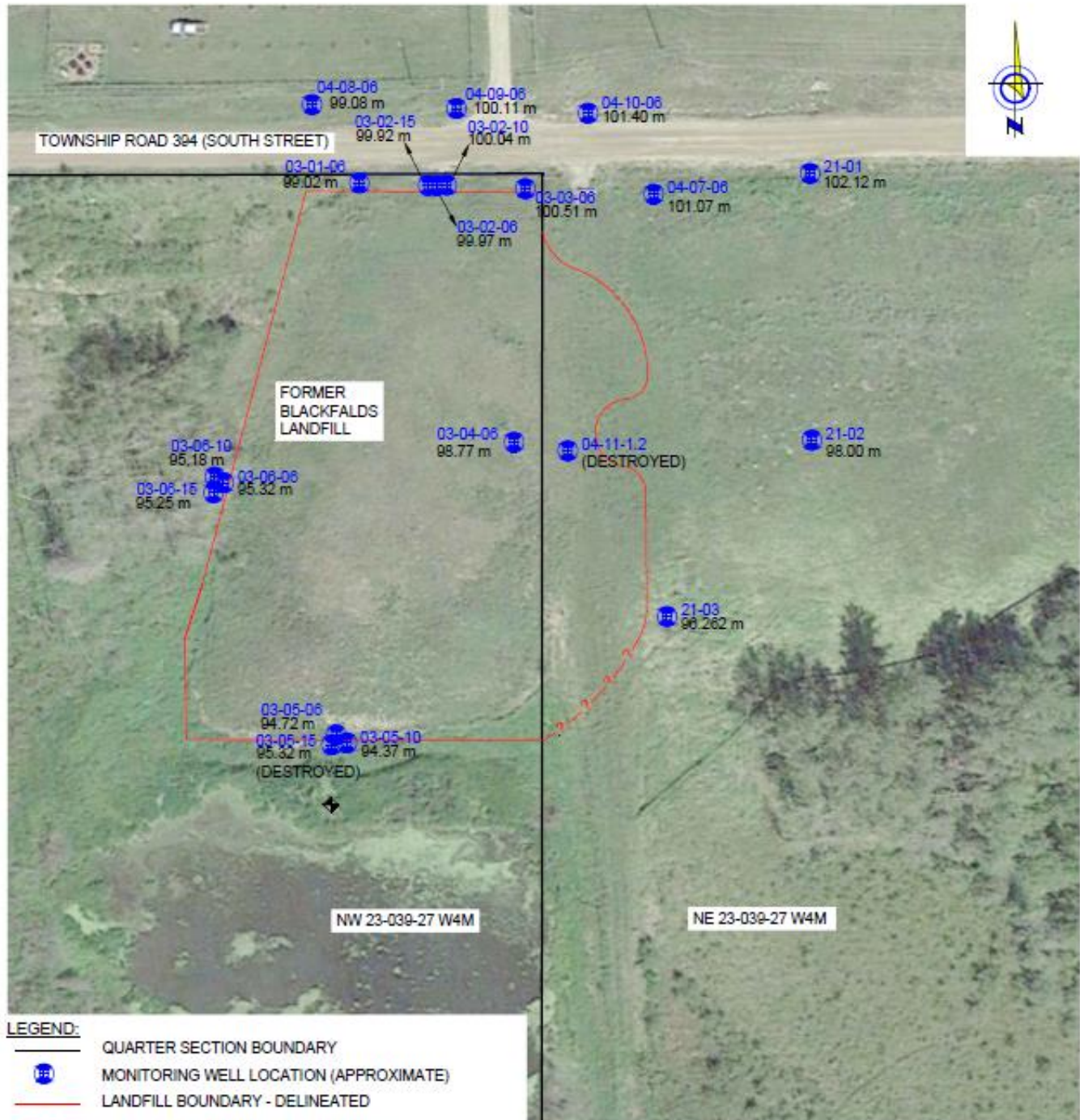
- a) That Council refer back to Administration for more information.

**ATTACHMENTS**

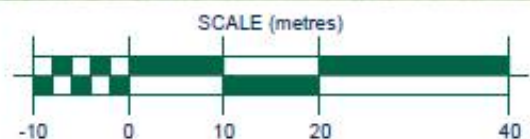
- *Landfill Site Map*

**APPROVALS**  
Justin de Bresser, Interim Chief  
Administrative Officer  
Department Director/Author

# ATTACHMENT 1: OLD LANDFILL SITE MAP



- LEGEND:**
- QUARTER SECTION BOUNDARY
  - MONITORING WELL LOCATION (APPROXIMATE)
  - LANDFILL BOUNDARY - DELINEATED
  - - - LANDFILL BOUNDARY - UNDELINEATED
  - 99.99 m SURFACE ELEVATION
  - ⛶ SURFACE WATER SAMPLING LOCATION (APPROXIMATE)



NOTE: AERIAL PHOTOGRAPH OBTAINED FROM GOOGLE EARTH DATED JULY 22, 2017.

CLIENT:

**SITE PLAN**

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**MEETING DATE:** April 11, 2023

**PREPARED BY:** Darolee Bouteiller, Finance Manager

**PRESENTED BY:** Justin de Bresser, Interim CAO

**SUBJECT:** 2023 Property Tax Rate Bylaw

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## **BACKGROUND**

The *Municipal Government Act* (MGA) requires that municipalities set property tax rates on an annual basis. The determination of tax rates is based on the funds required to balance the budget. There are several items that impact the budget such as the cost of living set during the budget review, new assessments and requisitions received from Alberta Education and the Lacombe Seniors Foundation.

A budget was approved in December prior to the commencement of the fiscal year. Many factors are included in the development of the budget and assessment estimates are utilized at that time. Final assessments are submitted by February and the budgets are amended to reflect the new assessments. Once this is complete, the tax rates can be finalized.

## **DISCUSSION**

### **Key Decisions & Information**

This document outlines the changes to the assessment for 2023 and the calculation of the 2023 property taxes, school requisition and seniors requisition. There are several key decision areas for Council to consider:

1. Tax increases are normally based on the CPI. December 2022 year-over-year CPI was at 6.0%. Administration has prepared the 2023 Property Tax Rate Bylaw as directed by Council at the Operating Budget Workshop with a 4.7% tax increase.
2. 2023 Educational Property tax rates have not been set by the Provincial Government. Education Property taxes are based on the Town's equalized assessment. The 2023 Mill Rates have been calculated using the Town's live assessment base along with the recovery of the under/over levies from prior years based on the Notice of Intent from the Province.

### **Assessment Base Changes (Table 2)**

*The 2023 assessments (based on July 2022) show changes in two major areas. There is a high inflation factor with residential base. The residential tax base increased \$109 Million or 9.39% due to increasing property values. Whereas, non-residential property values only increased \$11.1M or 7.09%.*

*The inflationary/deflationary have been taken into consideration when the property tax rate was calculated. This is commonly known as a floating. Residential properties that have increased 9.39% will only see a 4.7% increase on the municipal portion. However, residential properties that have*



*increased over the 9.39% will see more than a 4.7% increase on the municipal portion. Overall the Town, on average, will collect 4.7% more municipal taxes than it did in 2022.*

### **New Assessment**

The new assessment comes in the form of construction of houses, lots and new commercial development. The new assessment provides new tax revenue for the Town and as a result, the Residential assessment grew 1.46% and Non-Residential grew 0.32%. This assessment provides \$141,875 in new revenue.

### **Tax Rates/Mill Rates**

The current Mill Rates are listed below.

<b>Tax Rates</b>	<b>2022</b>	<b>2023</b>	<b>Change</b>
<b>Residential</b>	8.3050	7.9568	-0.3482
<b>Non-Residential</b>	10.7993	10.5646	-0.2347

The historical tax levies, residential and non-residential tax/Mill Rates are listed below.

<b>Year</b>	<b>Taxable Levy</b>	<b>Residential Tax Rate</b>	<b>% Change</b>	<b>Non-Residential Tax Rate</b>	<b>Split</b>
<b>2017</b>	1,276,840,180	7.5670	3.58%	9.3470	1.78
<b>2018</b>	1,324,710,890	7.6448	1.03%	9.4248	1.78
<b>2019</b>	1,291,678,420	8.1435	6.52%	9.9235	1.78
<b>2020</b>	1,305,318,910	8.1852	0.01%	9.9652	1.78
<b>2021</b>	1,260,843,380	8.6045	6.06%	10.7613	2.17
<b>2022</b>	1,318,333,560	8.3050	-3.48%	10.7993	2.49
<b>2023</b>	1,455,582,810	7.9568	-4.19	10.5646	2.61

Section 358(1) of the revised MGA identifies that the split now cannot be greater than 5:1. There are some municipalities, particularly Counties that have large splits between residential and non-residential.

### **Designated Industrial Property and Linear Assessment**

Another change in the assessment is due to the introduction of designated industrial properties (DIP) in 2018 by the Provincial Government. The assessment function for these properties and linear has been transferred to the Provincial Government and there are several changes and reclassifications required in the assessments to accommodate these changes.

There is now a DIP property tax requisition that is provided by Municipal Affairs. The assessment for 2022 is \$15,940,580 and based on the rate of 0.0746 a balance of \$1,189 is due to the province.

**Assessments**

Final assessment changes are shown below.

<b>Class</b>	<b>2022 Assessment</b>	<b>2022 Inflation / Deflation</b>	<b>2022 New Assessment</b>	<b>2023 Totals</b>
Residential	1,153,885,800	108,930,570	17,246,100	1,280,062,470
Non-Residential	152,693,490	10,843,800	500,000	164,037,290
Annexed Residential	7,546,540	139,590	(243,100)	7,443,030
Annexed Non-Residential	3,795,460	244,560	-	4,040,020
<b>Total</b>	<b>1,317,921,290</b>	<b>120,158,520</b>	<b>17,503,000</b>	<b>1,455,582,810</b>
<b>Percentage Change</b>		9.12%	1.33%	

Overall assessment values have increased by \$120 million and in 2022 new assessment increased to \$17.5 million.

**Property Taxes**

The total tax to be collected is \$11.96 million.

<b>Municipal Purposes</b>	<b>Assessment</b>	<b>Mill Rate</b>	<b>Total Collected</b>
Residential/Farmland	1,280,062,470	<b>7.9568</b>	10,185,201
Non-Residential	164,037,290	<b>10.5646</b>	1,732,988
Annexed Residential	7,443,030	<b>2.5950</b>	19,315
Annexed Non-Residential	4,040,020	<b>5.6130</b>	22,677
<b>Total Municipal Purposes</b>	<b>1,455,582,810</b>		<b>11,960,181</b>

**Alberta School Fund (ASFF) Requisitions**

The table below lists the assessment and Mill Rates for the required school education tax requisition. The assessment base differs from the municipal assessment due to machinery and equipment. Machinery and equipment are exempt from the education requisition.

<b>ASFF Requisition</b>	<b>Live Assessment</b>	<b>Mill Rate</b>	<b>Total Collected</b>
Residential / Farmland	1,287,505,500	2.2677	2,919,676
Non-Residential	160,618,020	4.3609	700,439
<b>Total Requisition</b>	<b>1,448,123,520</b>		<b>3,620,115</b>

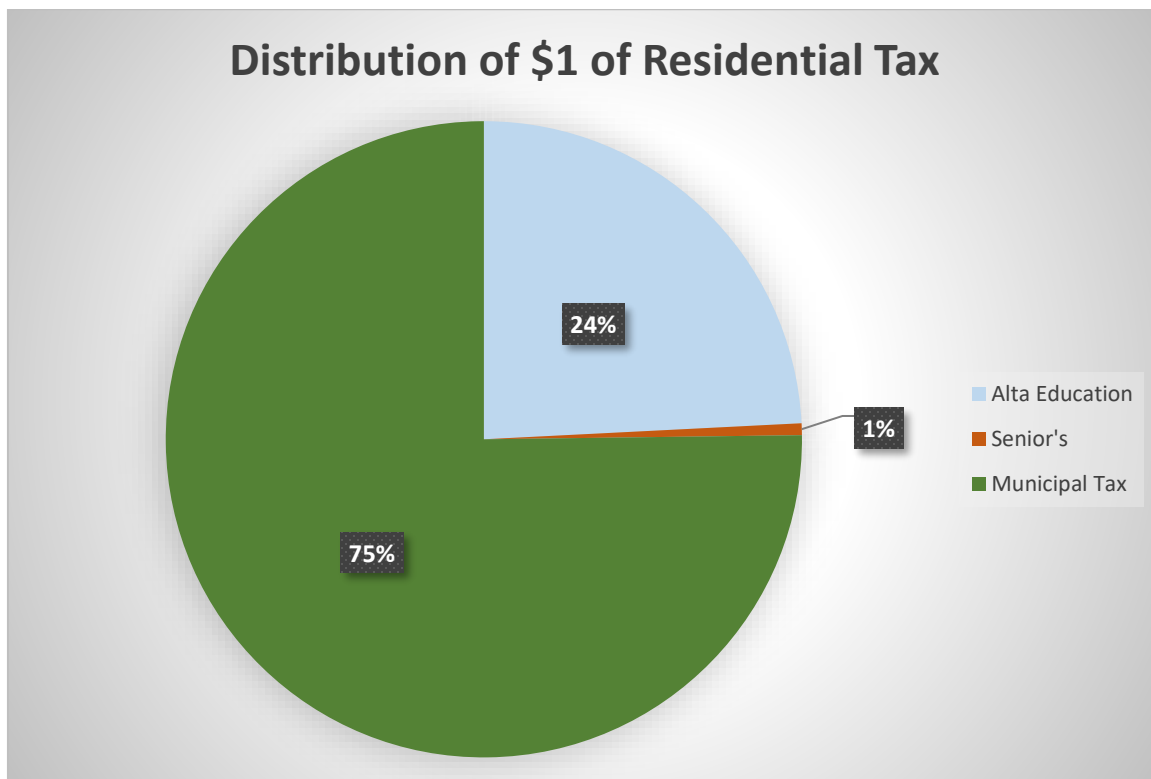
## Average Assessments

The table below lists the average assessment changes from 2022 to 2023. Assessments are based on the market value as of July 1<sup>st</sup>, 2022 and physical condition as of December 31<sup>st</sup>, 2022.

A house valued at \$316,373 will have a \$116 increase in the municipal portion for 2023. The Provincial School Requisition will decrease by \$48 due to the of School Education Requisitions and the under/over levy collected last year. The Seniors Requisition will also see a slight increase of \$5.

Average Home - 2022				Average Home - 2023			
	Assessment	Mill Rate	Total Bill	Assessment	Mill Rate	Total Bill	Increase/Decrease
Property Taxes	\$289,083	8.3050	\$2,401	\$316,373	7.9568	\$2,517	\$116
School Requisition		2.6464	\$765		2.2677	\$717	\$(48)
Seniors Requisition		0.06050	\$17		0.0690	\$22	\$5
Total	<b>\$289,083</b>		<b>\$3,183</b>	<b>\$289,083</b>		<b>\$3,257</b>	<b>\$73</b>

The chart below lists where and how your tax dollars are spent. It's important to note that the Municipality receives approximately 75% of the total income. Whereas the province and seniors housing receive approximately 25%.



The impact of the tax increase on properties will **vary** depending on the assessment value change. All figures that have been provided are on average bases and individual properties will experience variances +\-.

The rates for annexed properties have not been provided by Lacombe County. Administration will likely have budgeted Mill Rates before Second and Third and Final Reading. The Town's goal is to have Blackfalds property tax notices sent out as close to May 1<sup>st</sup> as possible. While 60 days' notice is not a firm requirement, Section 309(1) of the MGA provides 60 days for an assessment complaint to be filed. The tax notices are a combined tax and assessment notice, so providing as close to 60 days as possible, allows resolution of any assessment inquiries.

### **Tax Rate Bylaw Totals**

The 2023 Property Tax Rate Bylaw is attached and contains the information as required by the MGA. The tables included in the Bylaw outline the assessment for each major area, the Mill Rate and the total taxes that will be collected.

### **Advertising and Property Tax Notices**

Property Tax notices are due to be sent out the first week of May. Administration will also include the [2023 Alberta School Requisition](#) facts and information insert. A link to this document will also be included on the tax notice also.

### **FINANCIAL IMPLICATIONS**

The 2023 Property Tax Rate Bylaw is prepared based on the approved 2023 Operating Budget and includes a 4.7% tax increase.

### **ADMINISTRATIVE RECOMMENDATION**

1. That Council give First Reading to Bylaw 1281.23, 2023 Property Tax Rate Bylaw for the Town of Blackfalds.

### **ALTERNATIVES**

- a) Council directs Administration to revise the current tax rate increase.
- b) That Council refer this item back to Administration for further consideration.

### **ATTACHMENTS**

- *Bylaw 1281.23, 2023 Property Tax Bylaw*
- *2023 Property Tax Calculations*
- *2023 Alberta School Education Property Fact and Information*

### **APPROVALS**

  
Justin de Bresser, Interim Chief  
Administrative Officer  
Department Director/Author



**BEING A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BLACKFALDS FOR THE 2023 TAXATION YEAR.**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Section 353 Chapter M-26 RSA 2000 and amendments thereto, for the purpose of imposing an annual property tax in respect of property in the municipality to raise revenue to be used toward the payment of expenditures and transfers set out in the budget of the municipality, and the requisitions.

**WHEREAS** the Town of Blackfalds has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council Meeting held December 13, 2022.

**AND WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the Town of Blackfalds for 2023 totalling \$31,313,264.

**AND WHEREAS** the estimated municipal revenues and transfers from all sources other than taxation are estimated at:

\$	31,313,264	Operating Budget
\$	15,048,638	(-) Minus Funding from Other Sources
\$	3,742,174	(-) Minus Requisition (Budget) Funding
\$	534,000	(-) Minus Expected Joint Economic Taxes
\$	26,401	(-) Minus Expected Supplemental Taxes
<hr/>		
\$	<b>11,962,051</b>	<b>Municipal Property Taxes</b>

**AND WHEREAS** the Town of Blackfalds, as per the annexation agreement, shall be authorized to levy taxation rates against the annexed lands as per the Lacombe County taxation rates of 2022.

**AND WHEREAS** the Council is authorized to classify assessed property and to assess rates of taxation as per the Lacombe County hereby covered under the annexation approval conditions

**AND WHEREAS** the requisitions are:

\$ 3,030,849	School Requisition - Residential	\$ 100,440	Residential & Non-Res.
\$ 570,256	School Requisition - Non-Residential		
<b>\$ 3,601,105</b>	<b>Total School Requisition</b>	<b>\$ 100,440</b>	<b>Lacombe Foundation</b>

**AND WHEREAS** the Council of the Town of Blackfalds is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

**AND WHEREAS** the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

**AND WHEREAS** Section 369 of the Act authorizes the Town of Blackfalds to impose a supplementary tax against properties listed on the supplementary tax roll and that the supplementary tax rates be the same as imposed in this bylaw.

**AND WHEREAS** the assessed values of all taxable property in the Town of Blackfalds as shown on the assessment roll is \$1,455,582,810.

**NOW THEREFORE** the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

**PART 1 – TITLE**

1. That this Bylaw shall be cited as the “**2023 Property Tax Bylaw**”.

**PART 2 – PURPOSE AND APPLICATION**

2. The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Blackfalds.

<b>Municipal Purposes</b>	<b>Assessment</b>	<b>Mill rate</b>	<b>Total Collected</b>
Residential/Farmland	1,280,062,470	7.9568	10,185,201
Non-Residential	164,037,290	10.5646	1,732,988
Annexed Residential	7,443,030	2.5950	19,315
Annexed Non-Residential	4,040,020	5.6130	22,677
<b>Total Municipal Purposes</b>	<b>1,455,582,810</b>		<b>11,960,181</b>
<b>Alberta School Foundation</b>	<b>Assessment</b>	<b>Mill rate</b>	<b>Total Collected</b>
Residential/Farmland	1,287,505,500	2.2677	2,919,676
Non-Residential	160,618,020	4.3609	700,439
<b>Total Educational Purposes</b>	<b>1,448,123,520</b>		<b>3,620,115</b>
Note - Excludes M&E and Linear			
<b>Lacombe Seniors Foundation</b>	<b>1,455,582,810</b>	0.0690	<b>100,435</b>
<b>DIP Property</b>	<b>15,940,580</b>	0.0746	<b>1,189</b>
<b>Total Tax Levy</b>			<b>15,681,920</b>

**PART 3 - DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2023.

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

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

\_\_\_\_\_  
**INTERIM CAO JUSTIN DE BRESSER**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2023.

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

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

\_\_\_\_\_  
**INTERIM CAO JUSTIN DE BRESSER**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2023.

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

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

\_\_\_\_\_  
**INTERIM CAO JUSTIN DE BRESSER**

Town of Blackfalds  
2023 Property Tax Calculation

Worksheets

As of  
April 11, 2023



**Table 1**  
**Town of Blackfalds**  
**Number of Assessment Records**

	<b>2021</b>	<b>2022</b>	<b>Increase</b>	<b>% Change</b>
Residential	3737	3779	42	1.1%
Residential Vacant	325	281	-44	-13.5%
Mobile Homes	175	177	2	1.1%
Farm Land	14	14	0	0.0%
Annexed Residential	10	9	-1	-10.0%
Annexed Acreages	6	6	0	0.0%
Annexed Farm Land	7	7	0	0.0%
Annexed Farm Improvements	7	7	0	0.0%
Annexed Farm Additions	1	1	0	0.0%
Annexed Farm land	14	14	0	0.0%
Machinery & Equipment	2	2	0	0.0%
Commercial	48	46	-2	-4.2%
Vacant Commercial	14	14	0	0.0%
Industrial	84	84	0	0.0%
Vacant Industrial	18	18	0	0.0%
Power & Pipeline	18	18	0	0.0%
DIP - Land & Building	4	4	0	0.0%
DIP - Machinery & Equipment	5	5	0	0.0%
Annexed Land & Improvements	4	4	0	0.0%
Annexed Machinery & Equipment	2	2	0	0.0%
Exempt	211	213	2	0.9%
Seniors Complex	2	2	0	0.0%
<b>Totals</b>	<b>4708</b>	<b>4707</b>	<b>-1</b>	<b>-0.02%</b>



Table 2

**2023 Tax Year - 2022 Assessment Analysis**  
**Area by Property Type Analysis (Including Linear)**

Type	Code	Description	Growth & Policy					
			Previous	New assessment	Change	Inflation	Growth	Inflation
	1000	Residential	1,107,011,310	1,235,714,850	20,235,000	108,468,540	1.83%	9.80%
	4000	Residential Vacant	38,929,010	35,440,110	(3,488,900)	-	-8.96%	0.00%
	1100	Mobile Homes	7,862,470	8,824,500	500,000	462,030	6.36%	5.88%
	5000	Farm Land	83,010	83,010	-	-	0.00%	0.00%
<b>Total Residential</b>			<b>\$1,153,885,800</b>	<b>\$1,280,062,470</b>	<b>\$17,246,100</b>	<b>\$108,930,570</b>		9.44%
	120	Annexed Residential	3,949,560	3,706,460	(243,100)	-	-6.16%	0.00%
	122	Annexed Acreages	17,490	17,490	-	-	0.00%	0.00%
	140	Annexed Farm Land	1,341,280	1,341,280	-	-	0.00%	0.00%
	141	Annexed Farm Improvements	1,722,600	1,844,000	-	121,400	0.00%	7.05%
	142	Annexed Farm Additions	250,520	268,710	-	18,190	0.00%	7.26%
	101	Annexed Farm land	265,090	265,090	-	-	0.00%	0.00%
<b>Total Annexed Residential</b>			<b>\$7,546,540</b>	<b>\$7,443,030</b>	<b>(\$243,100)</b>	<b>\$139,590</b>		1.85%
	1001	Machinery & Equipment	6,315,790	6,728,740	-	412,950	0.00%	6.54%
	2000	Commercial	61,727,350	69,639,310	500,000	7,411,960	0.81%	12.01%
	2001	Vacant Commercial	6,437,480	6,687,550	-	250,070	0.00%	3.88%
	3000	Industrial	52,271,950	54,392,810	-	2,120,860	0.00%	4.06%
	3001	Vacant Industrial	10,648,300	10,648,300	-	-	0.00%	0.00%
	6000	Power & Pipeline	14,915,150	15,556,820	-	641,670	0.00%	4.30%
	8000	DIP - Land & Building	147,700	148,700	-	1,000	0.00%	0.68%
	8001	DIP - Machinery & Equipment	229,770	235,060	-	5,290	0.00%	2.30%
<b>Total Non Residential</b>			<b>\$152,693,490</b>	<b>\$164,037,290</b>	<b>\$500,000</b>	<b>\$10,843,800</b>		7.10%
				\$160,618,020				
	220	Annexed Land & Improvements	3,330,370	3,544,530	-	214,160	0.00%	6.43%
	251	Annexed Machinery & Equipment	465,090	495,490	-	30,400	0.00%	6.54%
<b>Total Annexed Non Residential</b>			<b>\$3,795,460</b>	<b>\$4,040,020</b>	<b>\$0</b>	<b>\$244,560</b>		6.44%
	7000	Exempt	153,703,770	189,212,120				
	9000	Seniors Complex	361,850	384,690				
<b>Exempt</b>			<b>\$154,065,620</b>	<b>\$189,596,810</b>				
<b>Blackfalds Total</b>			<b>\$1,471,986,910</b>	<b>\$1,645,179,620</b>	<b>\$17,503,000</b>	<b>\$120,158,520</b>	<b>1.33%</b>	<b>9.12%</b>

**Table 3**  
**Town of Blackfalds**  
**Taxation Revenue Analysis**

2022 Actual				
General Area		Annexation Area		Total
Residential	Non-Residential	Residential	Non-Residential	

**Assessment -**

<b>2021 Assessment (Updated)</b>		<b>\$1,153,885,800</b>	<b>\$152,693,490</b>	<b>\$7,546,540</b>	<b>\$3,795,460</b>	<b>\$1,317,921,290</b>
Add:						
Overall Market Appreciation	9.44%	\$ 108,930,570				\$ 108,930,570
Overall Market Appreciation	7.10%		10,843,800			10,843,800
Overall Market Appreciation	1.85%			139,590		139,590
Overall Market Appreciation	6.44%				244,560	244,560
<b>Subtotal</b>		<b>\$1,262,816,370</b>	<b>\$ 163,537,290</b>	<b>\$ 7,686,130</b>	<b>\$ 4,040,020</b>	<b>\$ 120,158,520</b>
New Assessable Properties	1.49%	17,246,100		(243,100)		17,003,000
New Assessable Properties	0.33%		500,000		-	500,000
<b>Subtotal</b>		<b>\$ 17,246,100</b>	<b>\$ 500,000</b>	<b>\$ (243,100)</b>	<b>\$ -</b>	<b>\$ 17,503,000</b>
<b>2022 Assessment</b>		<b>\$1,280,062,470</b>	<b>\$ 164,037,290</b>	<b>\$ 7,443,030</b>	<b>\$ 4,040,020</b>	<b>\$ 1,455,582,810</b>

**Taxable**

<b>Residential Growth</b>	<b>1.46%</b>
<b>Non-Residential Growth</b>	<b>0.32%</b>
<b>Average Growth (Weighted)</b>	<b>1.33%</b>
<b>Residential Market Value Increase</b>	<b>9.39%</b>
<b>Non-Residential Market Value Increase</b>	<b>7.09%</b>
<b>Average Market Value (Weighted)</b>	<b>9.12%</b>

**Tax Rates**

<b>2023 Actual</b>				
Residential	7.9568			
Residential - County		2.5950		
Non-Residential - County			5.6130	
Non-Residential		10.5646		

**Municipal Tax Revenues**

**2023 Forecasted Municipal Tax Levy**

<b>2023 Levy</b>						
<b>2022 Levy (includes supplementary)</b>		\$ 9,596,699	\$ 1,650,154	\$ 19,297	\$ 20,735	11,286,885
<b>% Increase</b>	<b>4.70%</b>	451,045	77,557			528,602
<b>Subtotal</b>		<b>\$ 10,047,924</b>	<b>\$ 1,727,711</b>	<b>\$ 19,946</b>	<b>\$ 22,677</b>	<b>\$ 11,818,257</b>
<b>Assessment Growth</b>		137,224	5,282	(631)	-	141,875
<b>Non - Res Split Premium</b>						-
<b>Total Revenue (excludes 2022 Supplementary)</b>		<b>\$ 10,185,148</b>	<b>\$ 1,732,994</b>	<b>\$ 19,315</b>	<b>\$ 22,677</b>	<b>\$ 11,960,132</b>
<b>% Split</b>		85.46%	14.54%			
<b>Total Additional 2022 Revenue from budget*</b>						<b>-\$1,919</b>
<b>2023 Average Tax Rate Increase (includes influence of Lacombe County Tax Rate changes)</b>						<b>4.68%</b>

**Table 4**  
**Town of Blackfalds**  
**2023 Education Tax Calculation**

	2022	2023	% Change
<b>Equalized Assessment</b>			
<u><b>Residential</b></u>			
Alberta School Foundation	\$ 1,109,735,500	\$ 1,153,908,258	3.98%
Separate School	<u>30,017,086</u>	<u>\$ 30,017,086</u>	0.00%
Total Residential	\$ 1,139,752,586	\$ 1,183,925,344	3.88%
<u><b>Non-Residential</b></u>			
Alberta School Foundation	\$ 150,414,620	\$ 149,365,318	-0.70%
Separate School	<u>2,298,600</u>	<u>\$ 2,298,600</u>	0.00%
Total Non-residential	152,713,220	151,663,918	-0.69%
<b>Total</b>	<u>\$ 1,292,465,806</u>	<u>\$ 1,335,589,262</u>	3.34%
<b>Education Tax Levy (Total)</b>			
<u><b>Provincial Mill Rate on Equalized</b></u>			
Residential	2.6500	2.5600	-3.40%
Non-Residential	3.9000	3.7600	-3.59%
<u><b>Total Requisition</b></u>			
<u><b>Alberta School Foundation (ASFF)</b></u>			
Residential	\$ 2,940,799.08	\$ 2,954,005.14	0.45%
Non-Residential	<u>\$ 586,617.02</u>	<u>\$ 561,613.60</u>	-4.26%
Subtotal	\$ 3,527,416.09	\$ 3,515,618.74	-0.33%
<u><b>Red Deer CRD</b></u>			
Residential	\$ 79,545.28	\$ 76,843.74	-3.40%
Non-Residential	<u>\$ 8,964.54</u>	<u>\$ 8,642.74</u>	-3.59%
Subtotal	\$ 88,509.82	\$ 85,486.48	-3.42%
<u><b>Total</b></u>			
Residential	\$ 3,020,344.35	\$ 3,030,848.88	0.35%
Non-Residential	<u>\$ 595,581.56</u>	<u>\$ 570,256.33</u>	-4.25%
Subtotal	\$ 3,615,925.91	\$ 3,601,105.21	-0.41%
<u><b>Recovery of prior year overlevy</b></u>			
<u><b>Alberta School Foundation (ASFF)</b></u>			
Residential	\$ 53,510.02	\$ (111,138.71)	
Non-Residential	<u>(64,669.57)</u>	<u>130,186.05</u>	
Subtotal	\$ (11,159.55)	\$ 19,047.34	
<u><b>Red Deer CRD</b></u>			
Residential			
Non-Residential			
Subtotal	\$ -	\$ -	
<u><b>Total</b></u>			
Residential	\$ 53,510.02	\$ (111,138.71)	
Non-Residential	<u>(64,669.57)</u>	<u>130,186.05</u>	
Total	\$ (11,159.55)	\$ 19,047.34	
<b>Live Assessment available for Education Tax Levy</b>			
<u><b>Alberta School Foundation (ASFF)</b></u>			
Residential	\$ 1,131,245,245	\$ 1,257,220,935	11.14%
Non-Residential	147,197,516	158,022,436	7.35%
Mach & Equip	-	-	0.00%
Total Assessment	<u>\$ 1,278,442,761</u>	<u>\$ 1,415,243,371</u>	10.70%
<u><b>Separate School</b></u>			
Residential	\$30,284,565	\$30,284,565	0.00%
Non-Residential	\$2,595,584	\$2,595,584	0.00%
Mach & Equip	-	-	0.00%
Total Assessment	<u>\$ 32,880,149</u>	<u>\$ 32,880,149</u>	0.00%
<u><b>Total</b></u>			
Residential	\$ 1,161,529,810	\$ 1,287,505,500	10.85%
Non-Residential	149,793,100	160,618,020	7.23%
Mach & Equip	-	-	0.00%

**Table 4**  
**Town of Blackfalds**  
**2023 Education Tax Calculation**

	2022	2023	% Change
Total Assessment	\$ 1,311,322,910	\$ 1,448,123,520	10.43%
<b>Live Mill Rate</b>			
<b><u>Alberta School Foundation (ASFF)</u></b>			
Residential	2.6464	2.2677	-14.31%
Non-Residential	3.5443	4.3609	23.04%
Mach & Equip	0.000	0.000	0.00%
<b><u>Separate School</u></b>			
Residential	2.6003	2.2677	-12.79%
Non-Residential	3.5443	4.3609	23.04%
Mach & Equip	0.000	0.000	0.00%
<b>Education Taxes Collected - Estimated - Excluding Supp</b>			
<b><u>Alberta School Foundation (ASFF)</u></b>			
Residential	\$ 2,993,727.42	\$ 2,850,999.91	-4.77%
Non-Residential	521,712.16	689,120.04	32.09%
Mach & Equip	-	-	0.00%
Subtotal	\$ 3,515,439.58	\$ 3,540,119.95	0.70%
<b><u>Separate School</u></b>			
Residential	\$ 78,748.95	\$ 68,676.31	-12.79%
Non-Residential	9,199.53	11,319.08	23.04%
Mach & Equip	-	-	0.00%
Subtotal	\$ 87,948.48	\$ 79,995.39	-9.04%
<b><u>Total</u></b>			
Residential	\$ 3,072,476.37	\$ 2,919,676.22	-4.97%
Non-Residential	530,911.69	700,439.12	31.93%
Mach & Equip	-	-	0.00%
Total Education Taxes Collected	<b>\$ 3,603,388.06</b>	<b>\$ 3,620,115.34</b>	0.46%
<b>Under (Over) Levy - Actual</b>			
<b><u>Alberta School Foundation (ASFF)</u></b>			
Residential	581.68	(8,133.48)	
Non-Residential	235.29	2,679.61	
Mach & Equip	-	-	
Subtotal	816.96	(5,453.87)	
<b><u>Total</u></b>			
Residential	1,378.00	33.95	
Non-Residential	0.30	3.26	
Mach & Equip	-	-	
Total	1,378.30	37.21	



**Table 5**  
**Town of Blackfalds**  
**2023 Lacombe Foundation Tax Calculation**

	2023		
	Equalized Assessment	Percent	Requisition
Requisition Amount    \$775,000			
City of Lacombe	1,875,215,197	18.11%	\$140,322
Lacombe County	6,744,211,338	65.12%	\$504,672
Town of Bentley	105,413,472	1.02%	\$7,890
Town of Blackfalds	1,342,599,912	12.96%	\$100,440
Town of Eckville	110,959,615	1.07%	\$8,308
Village of Alix	101,834,509	0.98%	\$7,625
Village of Clive	76,655,892	0.74%	\$5,743
	10,356,889,935	100.00%	\$775,000

	2023
<b><u>Requisition Payable</u></b>	\$    100,440.00
Over (Under) Levy from previous years	
	<u>\$    100,440.00</u>
Live Assessment	\$ 1,455,582,810
Live Mill Rate	0.0690
<b><u>Foundation Tax Collected</u></b>	<u>\$    100,435.21</u>

## Alberta Seniors Benefit:

This program provides monthly cash benefits for eligible seniors with low income. It provides support in addition to the federal benefits received including Old Age Security and Guaranteed Income Supplement.

Learn more about this program and find out if you are eligible at: <https://www.alberta.ca/alberta-seniors-benefit.aspx> or call the Alberta Supports Contact Centre at 1-877-644-9992.

## Can I direct my education property tax to a private school?

No. By provincial law, money collected through the education property tax can only be used to fund the public education system, which includes public and separate schools. Private school funding comes from three sources: provincial general revenues, tuition or instruction fees paid by parents, and private fundraising.

## Why are property owners asked to declare their faith?

In Alberta, the Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith so their education property tax dollars can be directed to those separate school jurisdictions.

## For more information

### Contact your municipality regarding:

- the assessed value of your property;
- market value assessment;
- declaration of school board support; or
- monthly tax installment plans.

Seniors - Contact Alberta Supports Contact Centre:

toll-free at 1-877-644-9992, or visit the website at <https://www.alberta.ca/seniors-and-housing.aspx> for more information on:

- the Seniors Property Tax Deferral Program;
- the Alberta Seniors Benefit; or
- other provincial programs and services for seniors.

### Contact the Government of Alberta education property tax line:

780-422-7125 (toll-free in Alberta by first dialing 310-0000)

### Education funding information:

Details of the Alberta School Foundation Fund are published in the Alberta Education Annual Report, available online at: <https://www.alberta.ca/government-and-ministry-annual-reports.aspx>

Overall education funding information can be found online at: <https://www.alberta.ca/k-to-12-education-funding-model.aspx>

# Education property tax

Facts and information

## Facts

An accessible, quality education system is a priority for this government, and for all Albertans. Funding to the K-12 education system incorporates two revenue sources – general provincial revenues and education property taxes. Using two revenue streams provides stability for education funding.

In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

## F.A.Q.s

### What does the education property tax pay for?

The education property tax supports all public and separate school students. The education property tax helps pay for instructional costs including teacher salaries, textbooks, and other classroom resources.

### How is my share of the education property tax calculated?

Your share is based on the assessment value of your property and the local education property tax rate.

A decrease in the local education property tax rate can help lessen the impact of assessment value increases on your individual tax bill.

### Where does the education property tax go?

The money collected from the education property tax goes to fund Albertans' priorities in education. The education property tax is pooled into the ASFF and then distributed among Alberta's public and separate school boards on an equal per-student basis.

All separate school boards in the province have opted-out of the ASFF, which means they requisition and collect property tax money from the municipalities directly. Any difference between what an opted-out board collects and what they are entitled to receive is adjusted for so there is no financial gain to a school jurisdiction that opts out of the ASFF.

### How does the province collect the education property tax?

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system.

Municipalities collect the education property tax from ratepayers and then forward it to the province for deposit into the ASFF.

### Why is education partially funded through property tax?

The education property tax provides Alberta's education system with a stable and sustainable source of revenue. Pooling the education property tax in the ASFF ensures that students receive a quality education regardless of their municipality's assessment wealth.

### Does everyone pay the education property tax?

All property owners pay the education property tax (with some exceptions, such as some non-profit organizations and seniors' lodge facilities). People who rent or lease property may also contribute indirectly through their monthly rent or lease payments. As the education system benefits all Albertans, people without children in school also pay the education property tax.

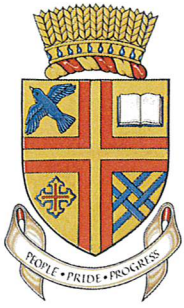
Every Albertan benefits from a quality education system. The education property tax supports an education system that is producing the workforce of tomorrow.

### Do seniors have to pay the education property tax?

The education tax is a tax on property assessment; therefore, seniors who own property must pay the education property tax. The Government of Alberta has implemented programs to assist seniors.

### Seniors Property Tax Deferral Program

The Seniors Property Tax Deferral Program allows eligible senior homeowners to defer all or part of their property taxes through a low- interest home equity loan with the Alberta government. The government then pays the property taxes on behalf of the eligible homeowner. The loan does not have to be repaid until the property is sold or sooner if they so choose. For more information, please visit [www.alberta.ca/seniors-property-tax-deferral-program.aspx](http://www.alberta.ca/seniors-property-tax-deferral-program.aspx)



Mayor Grant Creasey

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[www.lacombe.ca](http://www.lacombe.ca)

## OFFICE OF THE MAYOR

March 13, 2023

Minister of Seniors, Community and Social Services  
404 Legislature Building  
10800 – 97<sup>th</sup> Avenue  
Edmonton, Ab  
T5K 2B6

Seniors Housing in Central Alberta  
Honourable Minister Jeremy Nixon,

I request a meeting to discuss the lack of affordable, dignified senior housing in the Lacombe County region. Despite the City of Lacombe and the Town of Blackfalds being amongst the fastest-growing urban centers in Alberta there has been no seniors housing capacity added this millennium. The population of these communities has more than doubled during this time, but the number of available units has remained the same. Demand significantly exceeds the capacity in our communities. The Lacombe Lodge has dozens of seniors on a waitlist, despite the average room being far below the Government of Alberta's recommended minimum unit size, and standard, for 'seniors housing'.

Your recent mandate letter from Premier Smith, identifies a priority for your Ministry to "develop a strategy to expand seniors lodges and seniors facilities to keep up with growth and increased demand."

The lack of available seniors housing undoubtedly impacts the Lacombe Hospital, which ends up providing long-term care to senior residents who ought to be in dignified housing, rather than a medical facility. The Lacombe Foundation has a plan to replace, and expand, the Lacombe Lodge, which was initially constructed in 1963. This project perfectly aligns with the Province's mandate and has been shovel-ready for years. We were previously told it was a high priority, but we've recently learned it is now 'not on the radar'. We'd like to know what happened, but more importantly, we want to know how we can work with you to get it back on track. The need has not gone away – in fact, it continues to grow due to a population base that is both growing, and aging.

On behalf of the thousands of current and soon-to-be seniors in Lacombe, Blackfalds, Eckville, Bentley, Clive, and Alix, I respectfully ask for your assistance in reviewing, and remedying this situation.

Sincerely,

Mayor Grant Creasey

Councillor Reuben Konnik

<https://www.atb.com/company/insights/the-owl/municipal-population-growth-alberta-2022/>  
<https://www.reddeeradvocate.com/news/blackfalds-hits-new-population-high/>



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes**

**January 24, 2023, Commencing at 6:15 P.M.**

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A Municipal Planning Commission Meeting for the Town of Blackfalds was held on January 24, 2023, commencing at 6:15 p.m.

**MEMBERS PRESENT:**

Jim Sands – Vice Chairperson  
Brenda Dennis  
Alex Garcia  
Richard Poole

**REGRETS:**

Laura Svab – Chairperson  
Billie Scott, Planning & Development Officer II

**PUBLIC ATTENDING:**

None

**ATTENDING:**

Jolene Tejkl, Planning and Development Manager

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

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

**AGENDA APPROVAL:**

**Resolution 1-23**

Member Dennis moved to approve the January 24, 2023, agenda as presented.

**EMERGENCY EXITS:**

Vice Chairperson Sands identified the available emergency exits and procedures to exit the building.

**BUSINESS ARISING FROM MINUTES:**

None

**BUSINESS:**

- 5.1 Application 237-22**  
**East Side Yard Relaxation for Greenhouse**  
78 Sunridge Avenue (Lot 9 Block 6 Plan 992 3430)  
Residential Single Dwelling Medium Lot District (R-1M)

Administration provided background information on the proposed development.

Member Poole asked if the Greenhouse was existing. Administration advised that yes, it is an existing Greenhouse that was identified as Non-Compliant through a request for Certificate of Compliance for the subject property.

**Resolution 2-23**

MOVED by Member Garcia that the Municipal Planning Commission APPROVE the application for the east yard setback relaxation of 0.50 m for the existing greenhouse as presented in Development Permit 237-22, at 78 Sunridge Avenue (Lot 9 Block 6 Plan 992 3430) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties,

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
January 24, 2023, Commencing at 6:15 P.M.**

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

1. The proposed development shall be undertaken and completed in accordance with the approved plans.
2. The applicant shall ensure that the east side yard relaxation does not exceed 0.50 m approved by the Development Authority.
3. Applicant is responsible for ensuring that all development is outside active utility right of ways.
4. Any changes to the approved application shall require a separate permit application.

**Notes:**

1. 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.
2. 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 bylaw are complied with.
3. The granting of this permit and compliance with the requirements of this permit and the Land Use Bylaw does not exempt any person from the requirements of, or excuse or authorize the violation of any regulation, Bylaw or act administered by this or any other agencies or levels of government that may affect the proposed project.
4. 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.
5. 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 legislation.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**7.1 Minutes of November 22, 2022**

**Resolution 3-23**

Member Poole moved to approve the minutes of November 22, 2022, as presented.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Vice Chairperson Sands adjourned the meeting at 6:19 p.m.

  
\_\_\_\_\_  
VICE CHAIR

  
\_\_\_\_\_  
SECRETARY





# PRLS Board Meeting Minutes

February 23, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday February 23, 2023 via Zoom in the Small Board Room, Lacombe.

**Present:** Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler

**Present via Zoom:** Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

**With Regrets:** Cal David, Gord Lawlor, Marc Mousseau

**Absent:** Clark German, Michael Hildebrandt, Joyce McCoy, Diane Roth, Sandy Shipton, Patricia Young

**Staff:** Haley Amendt, Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

## **Call to Order**

Meeting called to order at 10:06 a.m. by Teresa Rilling.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Cal David, Gord Lawlor, and Marc Mousseau from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 1/2023

## **1.1 Agenda**

### **1.1.2 Adoption of the Agenda**

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Ray Reckseidler to accept the agenda as amended/presented.

CARRIED

PRLS 2/2023

**1.2. Approval of Minutes**

Rilling asked if there were any amendments to the November 17, 2022 minutes. There were none.

Motion by Barb Gilliat to approve the minutes of the November 17, 2022 meeting as amended/presented.

CARRIED

PRLS 3/2023

**1.3. Business arising from the minutes of the November 17, 2022 meeting**

Rilling asked if there was any business arising from the minutes. There was none.

**2. Business Arising from the Consent Agenda**

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Stephen Levy to approve the consent agenda as presented.

CARRIED

PRLS 4/2023

**3.1. Board Orientation**

Sheppard presented a board orientation PowerPoint presentation about the roles and responsibilities of Parkland board members.

**3.2. Request to Amend the Parkland Master Agreement – Population Invoicing**

Joy-Anne Murphy and Shannon Wilcox presented their briefing note about the Parkland Master Agreement and the details relating to their motion to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. Seven municipalities had sent letters of petition to Parkland previously.

After much discussion, a Zoom poll was launched to count the vote for the motion:

Motion by Darren Wilson to amend the Parkland Member Agreement Article 8.3, such that the Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding.

DEFEATED 17/21

PRLS 5/2023

Letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.



### **3.3 2022 in Review – Approval of the 2022 Annual Report**

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) that has been approved by the Parkland board. Sheppard reviewed the Parkland Annual Report.

Motion by Janice Wing to approve the Parkland Regional Library System's 2023 Public Library Survey and 2022 Annual Report as presented.

CARRIED  
PRLS 6/2023

### **3.4. Approval of the 2022 Outlet Annual Reports**

Andrea Newland reviewed the Annual reports to the PLSB from Parkland's four outlet libraries, Brownfield Community Library, Nordegg Public Library, Spruce View Community Library and Water Valley Public Library, for which Parkland is the governing board. Under the Alberta's Libraries Act, the PRLS Board must approve the annual reports for these service points.

Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Stephen Levy to approve the annual reports from Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED  
PRLS 7/2023

### **3.5. Website Refresh Project**

Sheppard reviewed. On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through our Sitecore server, which was corrected after the investigation. While a website refresh project had already been discussed internally, the network compromise forced the fact that we need to update our existing Sitecore infrastructure.

Over the past number of months, staff have investigated various scenarios for providing websites to libraries and have now solidified a path forward. The website team has concluded that Parkland needs a fresh implementation on Sitecore for the following reasons:

- Parkland owns our Sitecore license in perpetuity.
- Yellowhead Regional Library System and Chinook Arch Regional Library System are in the process of moving their websites to a different platform. This will simplify our new Sitecore instance while also reducing exposure to future security compromises.
- Parkland and member library staff are already familiar with working on the Sitecore platform.





- Our relationship with and the quality of work we have received from Fishtank over the years has been superb.
- Our annual Sitecore maintenance fee is either on par with other platforms or significantly less than many of the cloud-based options available to us.

Staff requested that the board approve up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Motion by Deb Smith to move up to \$200,000 from the Technology Reserve in support of the Website Refresh Project.

CARRIED  
PRLS 8/2023

Comfort Break 12:03 p.m. to 12:10 p.m.

Jackie Northey left the meeting at 12:13 p.m.

### **3.6. Parkland Bylaw Revisions**

Shepperd explained. Parkland needed to revise a number of its bylaws related to in-house collections. The bylaws affected were:

- 5.1 The terms and conditions under which public library property may be used or borrowed by members of the public.
- 5.2 Penalties to be paid by members of the public for abuse of borrowing privileges.
- 5.3 The terms and conditions under which borrowing privileges may be suspended or forfeited.

All references to loan periods and fines have been removed from the Parkland Bylaws noted above.

Motion by Ray Reckseidler to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (First Reading)

CARRIED  
PRLS 9/2023

Motion by Stephen Levy to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Second Reading)

CARRIED  
PRLS 10/2023

Motion by Deb Coombes to proceed to the third reading of Parkland Bylaws 5.1, 5.2, and 5.3.

CARRIED  
PRLS 11/2023



Motion by Norma Penney to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Third Reading)

CARRIED  
PRLS 12/2023

### **3.7. Parkland Outlet Bylaw and Policy Revisions**

Andrea Newland reviewed the revisions to the Parkland Outlet Bylaws. Parkland has four outlet libraries for which the PRLS board is the board of record. These libraries are:

- Brownfield Community Library in Paintearth County
- Nordegg Public Library in Clearwater County
- Spruce View Community Library in Red Deer County
- Water Valley Public Library in Mountain View County

As public service points, the board has passed bylaws as allowed under the Alberta Libraries Act. Some of these bylaws required updating. These included:

#### **Bylaw 3.2 – Borrower’s Card Fees (changed to Fees and Fines)**

- B/W printing/copying - .20 per page
- Colour printing/copying - .50 per page
- Laminating - \$1 per page
- Faxing - .25 per page
- Library Cards – Free
- Overdue fines - .25 per day (to the maximum allowed by Polaris)

#### **Bylaw 3.5 - Borrowing Periods**

All specific references to loan periods, item limits, and fines have been removed and are subject to those set in the integrated library system.

#### **Bylaw 3.6 – Penalties**

Moved references to overdue library materials to Bylaw 3.2 – Fees and Fines

References to fines, abuse of borrowing privileges and damage to materials have been removed.

#### **Bylaw 3.7 - The terms and conditions under which borrowing privileges may be suspended or forfeited. (Now Bylaw 3.6)**

Has been added regarding borrowing periods suspension or forfeiture.

Motion by Edna Coulter to accept the changes to Parkland’s Outlet Bylaws as presented.  
(First Reading)

CARRIED  
PRLS 13/2023



Motion by Michelle Swanson to accept the changes to Parkland's Outlet Bylaws as presented. (Second Reading)

CARRIED  
PRLS 14/2023

Motion by Joy-Anne Murphy to proceed to the third reading of Parkland's Outlet Bylaws

CARRIED  
PRLS 15/2023

Motion by Barbara Gibson to accept the changes to Parkland's Outlet Bylaws as presented. (Third Reading)

CARRIED  
PRLS 16/2023

### **3.8. Advocacy Committee Report**

Norma Penney presented the Advocacy Committee report.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The committee reviewed a number of documents prepared by Parkland staff including:

- A guide for when library boards present their budgets to municipal councils
- A return-on-investment document prepared specifically for use among Parkland libraries
- The 2022 Advocacy Committee Workplan

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)
2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with the marketing of their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.



The Systems Advocacy committee has been working diligently on a joint effort to increase funding from the provincial government. Since 2023 is an election year, it is optimal timing to solicit a commitment from the government. To ensure success, the committee has developed a comprehensive strategy that includes library and system board members engaging with current MLAs and Candidates to share key messages that communicate the value of libraries in Alberta.

Edna Coulter left the meeting at 12:30 p.m.

Motion by Stephen Levy to officially recognize the work done by the Advocacy Committee for all libraries in Alberta

CARRIED  
PRLS 17/2023

Motion by Ray Reckseidler to receive the Advocacy Committee report for information.

CARRIED  
PRLS 18/2023

### **3.9. ALTA Membership**

Sheppard reviewed. Former Parkland board member, Bob Green, has sent Parkland a letter stating his intent to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Staff have no indication from ALTA when elections will be occurring.

Parkland's Director contacted Red Deer Public Library to ensure they were aware of Bob Green's resignation since he represented Red Deer too. However, the Red Deer library board has discontinued its membership in ALTA.

Parkland is a member of ALTA in good standing with membership costing \$800 for 2023.

Motion by Stephen Levy to receive for information

CARRIED  
PRLS 19/2023

Carlene Wetthuhn left the meeting at 12:28 p.m.

### **3.10. Long Service Awards**

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. Long service awards were presented as follows:

Five years – pin and \$100

10 years – pin and \$500

15 years – pin and \$1,000



20 years – pin and \$1,500  
25 years – pin and \$2,000  
Each additional five years thereafter \$2,000

For 2023, long service award recipients were:

Haley Amendt – five years  
Dustin Biel – five years  
Monique Elias – five years  
Kara Hamilton – five years  
Mathy Jeffrey – five years  
Donna Williams – 25 years

Motion by Shannon Wilcox to receive for information

CARRIED  
PRLS 20/2023

#### **3.11.1. Director's Report**

#### **3.11.2. Library Services Report**

#### **3.11.3. Finance & Operations Report**

#### **3.11.4. Marketing Report**

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, Finance and Operations Report, or the Marketing Report. There were none.

Motion by Deb Coombes to receive the Director's Report, Library Services Report, Finance and Operations Report, and Marketing Report for information.

CARRIED  
PRLS 21/2023

Jamie Coston and Edna Coulter left the meeting at 12:29 p.m.

### **3.12. Parkland Community Update**

**Camrose Public Library** has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

**Bashaw Municipal Library** won the *Most Readerly Community* once again!

**Carstairs Public Library** has created an annual report infographic that they are happy to share with other libraries to use as a template.

**Sedgewick & District Municipal Library** thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is "through the roof"

**Delburne Municipal Library** shared that Scotiabank has sponsored a book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.





**Clive Public Library** held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

**Penhold & District Public Library** through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Motion by Shannon Wilcox to receive the Parkland Community Update for information.

CARRIED

PRLS 22/2023

#### 4. **Adjournment**

Motion by Barb Gilliat to adjourn the meeting at 12:36 p.m.

CARRIED

PRLS 23/2023

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Chair

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**MEETING DATE:** April 11, 2023

**PREPARED BY:** Justin de Bresser, Interim CAO

**SUBJECT:** **Mayor for a Day 2023**

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## **BACKGROUND**

The Town of Blackfalds launched the Mayor for a Day initiative several years ago to encourage Grade 6 students to become more involved in the Community and learn about local government. This initiative provides youth with the opportunity to submit ideas to Council on how they think the Town of Blackfalds can be an even better place to live by providing answers to a question put forth each year. Grade 6 students are encouraged to participate by submitting an entry, whether it be in a campaign ad, brochure, poster, short video, or essay format.

The last Mayor for a Day was awarded in 2022 to Emma Citrigno.

## **DISCUSSION**

The 2023 Mayor for a Day is an open initiative shared through all the schools, where Blackfalds Grade 6 students are attending. The application deadline will be **Monday, May 15** and the top three (3) entries will be invited to attend the Regular Council Meeting on Tuesday, May 23 where the two (2) runners-up and a winner will be announced. The 2023 Mayor for a Day will attend selected events and represent the Town during the 2023 Blackfalds Days Parade on June 17 and will receive selected items to wear and keep.

## **FINANCIAL IMPLICATIONS**

An annual cost of a t-shirt and backpack are allocated, along with small items at a nominal cost under the legislative budget – typically around \$100.

## **ATTACHMENTS**

- *2023 Mayor for a Day Package*

## **APPROVALS**



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Justin de Bresser, Interim Chief  
Administrative Officer

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Department Director/Author

# GET READY TO BE **MAYOR** FOR A DAY



## WHAT WE NEED FROM YOU

*What are two ideas (programs or policies) you have to improve the Town of Blackfalds??*

- Include what challenge your idea will address and how.
- What are the resources/materials and costs needed to make your idea a reality?
- How did you come up with your ideas?

SERVE ON COUNCIL

JOIN THE PANCAKE BREAKFAST

RIDE IN THE PARADE



PHOTOS: 2022 MAYOR FOR A DAY EMMA CITRIGNO

Submit your answer by **Monday, May 15**  
in one of the following formats:

- Letter
- Campaign Ad
- Brochure
- Poster
- Short Essay
- 30 sec. Video

For details contact:

- Your teacher
- [info@blackfalds.ca](mailto:info@blackfalds.ca)
- 403.885.6248



**BLACKFALDS**  
DAYS

**BLACKFALDS**  
ALBERTA

Box 220 | 5018 Waghorn Street  
Blackfalds, AB | T0M 0J0  
Phone | 403.885.6248  
Fax | 403.885.4610  
Email | [info@blackfalds.ca](mailto:info@blackfalds.ca)  
[www.blackfalds.ca](http://www.blackfalds.ca)



2021 - 2025 Town Council  
L-R: Edna Coulter, Laura Svab, Mayor Jamie Hoover, Brenda Dennis, Jim Sands, Marina Appel and Rebecca Stendie.

## TOWN OF BLACKFALDS 2023 MAYOR FOR A DAY CRITERIA

**2023 Question:** What are two ideas (programs or policies) you have to improve the Town of Blackfalds?

### Guidelines:

- Application Deadline: Monday, May 15 at 4:30pm
- Each entry to the Town of Blackfalds Mayor for a Day contest must include a completed submission form and an answer to the question.
- Submissions will be accepted in the form of a letter, campaign ad, brochure, poster, short essay or 30 second video.
- The contest is open to all Grade 6 students who reside in the Town of Blackfalds and is open to students who attend schools in another division.
- One winner will be chosen based on their submission and will be named 2023 Mayor of Blackfalds for a day.
- Submissions will not be returned and will become the property of Town of Blackfalds.

### Judging details:

Submission must be received by the deadline and will be judged on creativity and originality.

### Prize details:

- The top 3 entries will be notified by Friday, May 19 and invited to attend the Regular Council Meeting on Tuesday, May 23 in Council Chambers at the Civic Cultural Centre (Town Office), where the presentation for 2023 Mayor for a Day will be announced.
- Mayor for a Day items as chosen by the Town of Blackfalds.
- The 2023 Mayor for a Day will attend selected events and represent the Town in the Blackfalds Days Parade (Saturday, June 17). An itinerary of events will be shared in advance.

The Office of the CAO administers this initiative on behalf of the Mayor.  
Questions or comments should be directed to 403.885.6248.



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Blackfalds, AB | T0M 0J0  
Phone | 403.885.6248  
Fax | 403.885.4610  
Email | [info@blackfalds.ca](mailto:info@blackfalds.ca)  
[www.blackfalds.ca](http://www.blackfalds.ca)



2021 - 2025 Town Council  
L-R: Edna Coulter, Laura Svab, Mayor Jamie Hoover, Brenda Dennis, Jim Sands, Marina Appel and Rebecca Stendie.

## TOWN OF BLACKFALDS 2023 MAYOR FOR A DAY ITINERARY

## Saturday, June 17, 2023

### 7:00 - 10:00 AM | Councillor's Pancake Breakfast

Eagle Builders Centre - Banquet Room | 5302 Broadway Avenue

- We will be up early to assist, prepare, serve and clean alongside Councillors and Staff.
- Admission for the breakfast is by donation and a Food Bank donation box will be on site.

### 11:00 AM | Parade (Marshalling begins at 10:30am)

4618 East Railway Street

- Arrive at Parade Marshalling Site on East Railway Street.
- You will be accompanying Mayor Hoover and members of Council to the dignitary vehicle staged near the front of the parade line up. Members of Council and staff will be walking the parade route and handing out candy, which you can assist with.
- Please remember to dress for the weather, wear closed toed shoes and be sure to wear your 2023 Mayor for a Day t-shirt (in your new backpack)!

### 12:00 - 1:00 PM | Servus Credit Union BBQ

Servus parking | 4906 Broadway Ave

- At conclusion of the parade, you are welcome to accompany the Mayor and Council to lunch, on the likelihood of their attendance.

### 12:00 - 4:00 PM | Kidz Zone

Eagle Builders Centre | 5302 Broadway Avenue

- At the conclusion of lunch, you are welcome to attend the Kidz Zone. The Kidz Zone for 2023 includes a petting zoo, bouncers, face painting, and more!  
This is a FREE event.

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As 2023 Mayor for a Day, you are welcome and encouraged to attend any events around Town beyond what we have scheduled for you on Saturday. There are many events around Town that you are sure to enjoy throughout the weekend.

Congratulations on your excellent ideas! We know you will be a great Mayor for a Day and we really hope you enjoy representing the Town of Blackfalds.

Sincerely,

Mayor Jamie Hoover, Town of Blackfalds



Box 220 | 5018 Waghorn Street  
Blackfalds, AB | T0M 0J0  
Phone | 403.885.6248  
Fax | 403.885.4610  
Email | [info@blackfalds.ca](mailto:info@blackfalds.ca)  
[www.blackfalds.ca](http://www.blackfalds.ca)



2021 - 2025 Town Council  
L-R: Edna Coulter, Laura Svab, Mayor Jamie Hoover, Brenda Dennis, Jim Sands, Marina Appel and Rebecca Stendie.

## TOWN OF BLACKFALDS 2023 MAYOR FOR A DAY SUBMISSION FORM

Each entry to the Town of Blackfalds Mayor for a Day contest must include a completed submission form. The 2023 Mayor for a Day will attend selected events and represent the Town in the Blackfalds Days Parade (Saturday June 17, 2023) and will receive selected items to wear and to keep.

Entries will be received until Monday, May 15. The top 3 entries will be notified by Friday, May 19 and invited to attend the Regular Council Meeting on Tuesday, May 23, 2023 (in Council Chambers at the Civic Cultural Centre), where the winner and runners-up will be announced.

For more information, please call 403.885.6248.

### 2023 Question:

What are two ideas (programs or policies) you have to improve the Town of Blackfalds?

Student's name: \_\_\_\_\_

Age: \_\_\_\_\_

Home address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Name of School you attend: \_\_\_\_\_

Teacher's name: \_\_\_\_\_ Teacher's email: \_\_\_\_\_

Submissions will not be returned and will become the property of Town of Blackfalds.

Please submit entries by the deadline Monday, May 15 at 4:30pm to:

"2023 Mayor for a Day"  
Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds, AB T0M 0J0  
Phone | 403.885.6248 / Fax: 403.885.4610  
Email | [info@blackfalds.ca](mailto:info@blackfalds.ca)

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**MEETING DATE:** April 11, 2023

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

**SUBJECT:** **Enforcement and Protective Services Monthly Report - March 2023**

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## **BACKGROUND**

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

## **DISCUSSION**

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

## **FINANCIAL IMPLICATIONS**

None

## **ATTACHMENTS**


- *Municipal Enforcement Incident Count, March 2023*

## **APPROVALS**



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Justin de Bresser, Interim  
Chief Administrative Officer



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Director/Author

**Protective Services****Town of Blackfalds Municipal Enforcement:**

During the month of March, officers opened 104 investigational files. 68 of these investigations were under the Traffic Bylaw, with the majority being proactive actions by officers on sidewalks not being shoveled. Violation tickets have been issued for both commercial properties and residential properties, with one (1) property requiring officers to hire a contractor to clear the sidewalks. This is billed back to the respective property owner.

The remainder of the Traffic Bylaw investigations were because of parking complaints/or officer-observed parking infractions within the Community. Parking at the Eagle Builders Center has continued to be an issue, with many vehicles parking such that they are blocking driveways and fire hydrants. 24 parking violations were issued during the month, with a large number of these being at or near the Eagle Builders Center. In these instances, officers are taking photographs and registered owners are receiving tickets in the mail.

Six (6) vehicles were towed during the month of March, with the majority of these resulting from no insurance, no registration or simply abandoned vehicles.

Seven (7) Complaints were received in relation to the Animal Control Bylaw, these consisted of barking dogs and running at large.

Two (2) vehicles fled from officers when stops were initiated, and charges were sent in the mail for the registered owners of the vehicles, in these instances. Six (6) investigations were entered into under the Community Standards Bylaw, four (4) of these were noise complaints.

Municipal Enforcement participated and helped organize two (2) traffic enforcement operations this month. One (1) involved only Municipal Enforcement officers, which was successful with several violations under the traffic safety act being issued. The second traffic operation was in the evening and involved RCMP officers and other agencies, this resulted in several traffic violations, four (4) impaired investigations and several other related charges.

Officers combined spent approximately 43 hours observing and enforcing the rules of the road in the Town's school zones. We continue to see parking in or too close to crosswalks, and when possible, drivers have been issued violation tickets, this combined with speaking with the drivers is having some positive effects. The number of vehicles passing school buses is down, with two (2) registered owners being charged in March.

On March 8<sup>th</sup> the Police Committee Meeting was held, the committee continues to work towards developing its policies, with a sub-committee working on this. Manager Morrison also attended the Rural Crime Watch Meeting this date, they are amid reviewing how they do business and service their residents as well as amalgamating with other Rural Crime Watches in the area.

177 Violation tickets were written during the month, for a total of \$36,369.00. 11 of these violation tickets were issued under Municipal Bylaws, with the remainder being issued under Provincial regulations or acts.

### **Violation Tickets Issued**

	ACT	Tickets	Fine Total	Average Fine
1.	Traffic Safety Act	107	\$24,270.00	\$250.20
2.	Vehicle Equipment Reg.	11	\$1,296.00	\$121.50
3.	Use of Highway & Rules of the Road Reg.	47	\$8,991.00	\$191.29
4.	Operator Licensing & Vehicle Control Reg.	1	\$162.00	\$162.00
5.	Community Standards Bylaw 1220/18	1	\$150.00	\$150.00
6.	Traffic Bylaw 1232/19	10	\$1500.00	\$150.00

### **CPTED (Crime Prevention Through Environmental Design) RDP Student Project:**

Our RDP students have completed their studies within the Town working closely with our M.E. & RCMP officers. We are expecting to see their final product on the 14<sup>th</sup> of April when they do a presentation at the college.

Traffic speed signs were not available for the month of March, stats will be available in April.

- *Municipal Enforcement Month End Report attached.*

### **Blackfalds Fire Rescue**



During the month of March, we continued to mentor the three new recruits on Monday evenings. Our focus during March was ropes, knots, and Ladders with our Wednesday evening training sessions.

We had twelve (12) members complete their Ice Rescue training and all were successful.

During the month of March (2023), the department responded to fourteen (14) incidents, a summary of the types of incidents for March is included.

**Fire Department – January 2023 – INCIDENT SUMMARY – PAGE 1 of 1**

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP File #	MAFP 1244
0028	1	Alarm	202303011314	Corp Limits	N/A	N/A
0029	6	Motor Vehicle Incident	202303061039	Lacombe County	Yes	EMS
0030	8	Alarm	202303081615	Corp Limits	N/A	N/A
0031	10	Alarm	202303101118	Corp Limits	N/A	N/A
0032	13	Medical	202303131229	Corp Limits	N/A	EMS
0033	14	Medical	202303141029	Corp Limits	Yes	EMS
0034	14	Alarm	202303141052	Corp Limits	N/A	N/A
0035	15	Mutual Aid	202303150715	Lacombe County	Yes	EMS
0036	20	Alarm	202303201906	Corp Limits	N/A	N/A
0037	21	Alarm	202303210352	Corp Limits	N/A	N/A
0038	21	Alarm	202303210842	Corp Limits	N/A	N/A
0039	23	CO Alarm	202303232230	Corp Limits	N/A	N/A
0040	30	Fire Structure	202303301553	Lacombe County	Yes	Yes
0041	31	Alarm	202303311758	Corp Limits	N/A	N/A

**Occupational Health & Safety**

First Aid kits throughout municipal buildings, and all vehicles have now been replaced to reflect the recent changes under the CSA standards, which came into effect on March 31<sup>st</sup>.

Work is being conducted to develop a “Noise Exposure Program” as per the new regulations which come into effect on March 31<sup>st</sup>, 2023. A contractor has been contacted and will be coming in May to conduct noise exposure measurements in all facilities and equipment owned by the municipality.

With the changes in the OHS code, new books have been ordered to ensure the departments have the latest information possible. Departments are continuing to work on the online courses they have registered for through AMSHA, we anticipate most should have these complete by the end of April.



## **RCMP**

**Blackfalds RCMP Detachment:** Municipal statistics were not available at the time of this report.

**Central Alberta RCMP Traffic Unit:** On the 25<sup>th</sup> of March they teamed up with Blackfalds RCMP and Municipal Enforcement to conduct a traffic operation which targeted, Occupant Restraint, Distracted Driving, and Impaired Driving. This operation proved to be very successful with many charges resulting from this.

## **Emergency Management**

On March 1<sup>st</sup>, the Town of Blackfalds Emergency Management Committee Meeting was held; the program was reviewed, along with the CEMP review and learnings from the October 26<sup>th</sup> exercise. The need for more training continues to be a common request brought forward.

On March 16<sup>th</sup>, Manager Morrison attended and chaired the LCMAO quarterly meeting. A sub-committee has been set up to develop training initiatives for 2023 going forward and to discuss the full-scale exercise in 2024. Manager Morrison also attended the LREMP Agency meeting on this date. LREMP is discussing updating the current Plan as it has not been reviewed for many years.

On March 21<sup>st</sup>, 7 Town staff participated in the LREMP full-scale exercise review, in which Managers Bornn & Morrison reported to all partners how the exercise worked from the town of Blackfalds perspective.

March 29<sup>th</sup>, the LREMP Advisory Committee meeting was held, the agency provided an update on the activities of LREMP along with an exercise and budget update.

## **Ken Morrison**

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Emergency Management & Protective Services Manager

Town of Blackfalds.

## Town of Blackfalds

MONTH END Statistics from Occurred Date: 3/1/2023 12:00:00AM to 3/31/2023 11:59:59PM

### Municipal Reports/Files MUNICIPAL ENFORCEMENT -

## Count of Incident Types

15 38

1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS	38
1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS	15
1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS	1
1 TRAFFIC BYLAW 1232/19 : PART 3: PEDESTRIAN BICYCLES OR OTHER CONVEYANCES : FAIL TO YIELD TO PEDESTRIAN OR SAFELY OPERATE A SCOOTER/ROLLERBLADES/CONVEYANCE	2
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN	1
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A RECREATION VEHICLE FOR LONGER THAN 72 HOURS ON A HIGHWAY	1
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON A HIGHWAY IN EXCESS OF TIME DESIGNATED	1
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD	1
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY	1
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK WITHIN 1.5 M OF ACCESS TO A GARAGE/DRIVEWAY/PRIVATE ROAD/VEHICLE CROSSWAY OVER SIDEWALK	4
Total:	65

1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS: 38 36%

**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS: 15 14%

1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS: 1 1%

1 TRAFFIC BYLAW 1232/19 : PART 3: PEDESTRIAN BICYCLES OR OTHER CONVEYANCES : FAIL TO YIELD TO PEDESTRIAN OR SAFELY OPERATE A SCOOTER/ROLLERBLADES/CONVEYANCE: 2 2%

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

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A RECREATION VEHICLE FOR LONGER THAN 72 HOURS ON A HIGHWAY: 1 1%

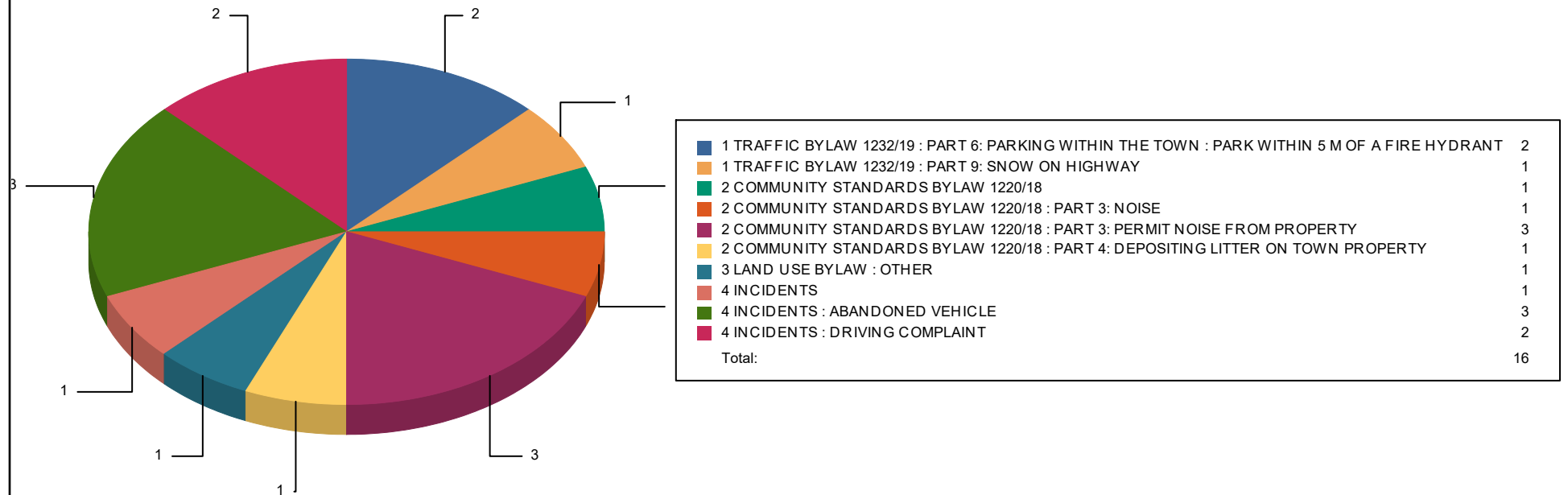
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON A HIGHWAY IN EXCESS OF TIME DESIGNATED: 1 1%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD: 1 1%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY: 1 1%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK WITHIN 1.5 M OF ACCESS TO A GARAGE/DRIVEWAY/PRIVATE ROAD/VEHICLE CROSSWAY OVER SIDEWALK: 4 4%

## Count of Incident Types



1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK WITHIN 5 M OF A FIRE HYDRANT: 2 2%

1 TRAFFIC BYLAW 1232/19 : PART 9: SNOW ON HIGHWAY: 1 1%

2 COMMUNITY STANDARDS BYLAW 1220/18: 1 1%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE: 1 1%

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**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY: 3 3%

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

3 LAND USE BYLAW : OTHER: 1 1%

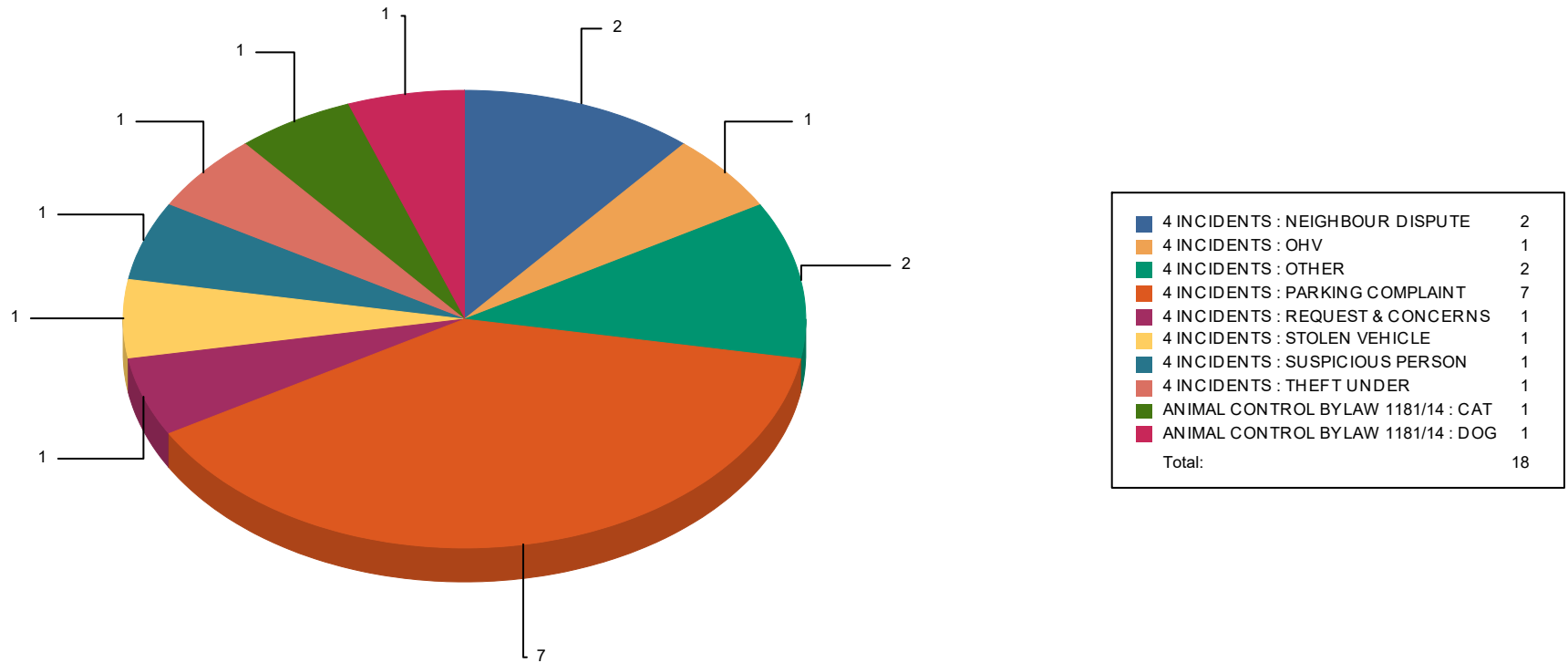
4 INCIDENTS: 1 1%

4 INCIDENTS : ABANDONED VEHICLE: 3 3%

4 INCIDENTS : DRIVING COMPLAINT: 2 2%



## Count of Incident Types



4 INCIDENTS : NEIGHBOUR DISPUTE: 2 2%

4 INCIDENTS : OHV: 1 1%

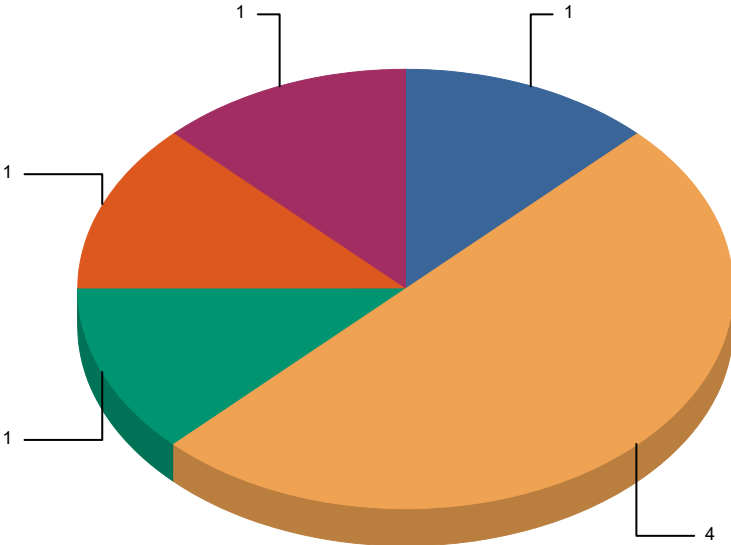
4 INCIDENTS : OTHER: 2 2%

4 INCIDENTS : PARKING COMPLAINT: 7 7%

**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

4 INCIDENTS : REQUEST & CONCERNS: 1 1%
4 INCIDENTS : STOLEN VEHICLE: 1 1%
4 INCIDENTS : SUSPICIOUS PERSON: 1 1%
4 INCIDENTS : THEFT UNDER: 1 1%
ANIMAL CONTROL BYLAW 1181/14 : CAT: 1 1%
ANIMAL CONTROL BYLAW 1181/14 : DOG: 1 1%

Count of Incident Types



ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO PERSON	1
ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON	4
ASSIST : ABBEY CENTRE	1
ASSIST : PUBLIC WORKS	1
COMMERICAL VEHICLE	1
Total:	8

ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO PERSON: 1 1%

ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON: 4 4%

ASSIST : ABBEY CENTRE: 1 1%

ASSIST : PUBLIC WORKS: 1 1%

**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

COMMERICAL VEHICLE: 1 1%

Grand Total: 100.00% Total # of Incident Types Reported: 107

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**MEETING DATE:** April 11, 2023

**PREPARED BY:** Jolene Tejkl, Planning & Development Manager

**SUBJECT:** **Development & Building Monthly Report – March 2023**

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## **BACKGROUND**

Attached is the March 2023 Development & Building Permit Report and Comparison for 2021-2023 year to date. We also have shown the comparison for the year-to-date figures for 2022 on the comparison report.

For Council's information, the "other" category captures the following types of residential permits:

- Shed
- Garage & deck. On occasion both a garage and deck will be applied for under the same development permit and when that happens, it will be captured as "other")
- Hot tub
- Ensuite addition to Master Bedroom. This type of development is not appropriate to capture under "addition" because it does not entail a structural alteration as it's changing the interior of the home
- Shed & deck. Occasionally these two developments will be applied for under the same development permit. When that happens, it will fall under "other"
- Grading permits

## **ATTACHMENTS**

- *March 2023 Development/Building Permit Report*
- *2021 – 2023 Development/Building Comparison Report*

## **APPROVALS**



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Justin de Bresser, Interim Chief  
Administrative Officer



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Department Director/Author



File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
19-23	5461 Vista Trail	R-1M	SFD	approved	3-Mar-23
20-23	5505 Broadway Avenue Unit 3	I-1	Change of Occupancy - Automobile Sales Office		
21-23	57 Pembroke Court	R-1S	Home Business	approved	6-Mar-23
22-23	NW-22-39-27- W4	AG	Placement of 2 Sea Cans		
23-23	4765 Aspen Lakes Boulevard	R-1M	SFD	approved	16-Mar-23
24-23	53 Vintage Close	R-1M	Home Business	approved	16-Mar-23
25-23	5045 Parkwood Road	C-2	Change in Occupancy – Retail/Grocery Store		
26-23	77 Premiere Crescent	R-1L	Hot Tub		
27-23	5017 Wilson Street Unit A	R-2	Basement Reno		
28-23	5017 Wilson Street Unit B	R-2	Basement Reno		
29-23	5017 Wilson Street Unit C	R-2	Basement Reno		
30-23	5017 Wilson Street Unit D	R-2	Basement Reno		
31-23	46 Palisades Street	R-1L	Basement Reno		
18-23	274 Westridge Close	R-1M	Sunroom		
32-23	4500 Blackfalds Crossing Way	C-2	Grading		

33-23	29 Adina Close	R-1M	Deck	approved	
34-23	40 Camille Gate	R-1M	lot coverage relaxation		
35-23	53 Ash Close	R-1L	rear yard relaxation		
36-23	13 Westglen Boulevard	R-1M	side yard setback relaxation		

	2021		2022		2023		March	
	Number of		Number of		Number of		Number of	
	Permits	Dollar Value	Permits	Dollar Value	Permits	Dollar Value	Permits	Dollar Value
Residential								
SFD	29	\$ 7,854,460.00	21	\$ 6,350,251.00	5	\$ 1,770,126.70	8	\$ 2,705,844.00
Duplexes	0	\$ -	4	\$ 800,000.00	0	\$ -	0	\$ -
Manufactured Home	0	\$ -	3	\$ 300,000.00	0	\$ -	3	\$ 300,000.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	4	\$ 883,340.00	16	\$ 3,413,600.00	0	\$ -	6	\$ 1,014,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Total Res. Dwellings	33	\$ 8,737,800	44	\$ 10,863,851	5	\$ 1,770,127	17	\$ 4,019,844
Garage	15	\$ 471,000.00	25	\$ 942,000.00	0	\$ -	1	\$ 30,000.00
Deck	4	\$ 18,500.00	9	\$ 68,010.00	1	\$ 21,000.00	0	\$ -
Basement Reno	50	\$ 1,120,400.00	56	\$ 1,057,050.00	12	\$ 185,500.00	19	\$ 361,500.00
Addition	1	\$ 25,000.00	1	\$ 200,000.00	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Home Business	26	\$ -	18	\$ -	6	\$ -	3	\$ -
Other	55	\$ 1,986,318.00	43	\$ 582,057.73	7	\$ 51,000.00	9	\$ 109,300.00
Commercial	27	\$ 738,735.00	35	\$ 9,320,100.00	4	\$ 1,654,000.00	8	\$ 503,400.00
Industrial	3	\$ -	3	\$ 12,093.75	1	\$ -	1	\$ 12,093.75
Institutional	1	\$ 3,000.00	0	\$ -	0	\$ -	0	\$ -
Agricultural	2	\$ 25,000.00	0	\$ -	0	\$ -	0	\$ -
Public Facility	17	\$ 8,791,500.00	6	\$ 1,548,421.00	0	\$ -	0	\$ -
TOTAL PERMITS	234	\$ 21,917,253.00	240	\$ 24,593,583.48	36	\$ 3,681,626.70	58	\$ 5,036,137.75
General Yearly Notes:		1 - 2,500,000 East Area Linear Wetland Ph. 2		1 - 2,500,000 Vista Trail Commercial				
		1 - 5,500,000 Womacks/Gregg St. Alignment Project		1 - 1,000,000 Dental Office				

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**MEETING DATE:** April 11, 2023

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

**SUBJECT:** **BOLT KPI Report Information – March 2023**

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## **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 traditional public transit service between Red Deer, Blackfalds and Lacombe as well as local bus service within Blackfalds and Lacombe. Unfortunately, a notice of motion passed at the City of Lacombe Council Meeting on September 23, 2020, ultimately ending the BOLT regional partnership and ceasing operational service on August 28<sup>th</sup>, 2020. Fortunately, the Town of Blackfalds was able to quickly move forward with the procurement of a service contractor, purchase of a wheelchair-accessible van and finalized an on-demand transit service model for our Town. This new BOLT 2.0 allows for a five-day service from 6:00 a.m. to 8:00 p.m. with many more boarding options for our residents and visitors within the Town and one (1) stop at the Kingston Hub at the north end of Red Deer.

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. Our new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

<https://www.blackfalds.com/living-here/bolt-transit>

Council has extended the pilot program by another year until August 31, 2023.

## **DISCUSSION**

The first page of the report shows the March stats and associated mapping, while the remainder of the pages outlines the trending comparison since the start of the year. The data dates are highlighted in the white box on the left side of each sheet for reference.

At Council, when we were approved for the year extension, we brought forward options to add specific regional transit stops in Lacombe County and Red Deer Polytechnic. The BOLT service provider has conducted a scenario analysis to determine optimal pick-up times for the three (3) new transit stops.

As part of these three new stops, the Town worked closely with Eagle Builders, and Red Deer Polytechnic to secure access agreements and determine optimal pick-up and drop-off times to increase ridership. As of August 2, 2022, we are pleased to announce that three (3) new stops, two (2) in Aspelund Industrial Park, and one at Red Deer Polytechnic are available for use.

The Town is pleased to report that ridership numbers in **March** were again the highest since the start of the new BOLT service in September 2020. The Town has seen a steady usage in overall ridership with the Red Deer Polytechnic stop with 59 pickups, and 57 drop-offs in **March**. The Red Deer Polytechnic stop is now the second most requested stop for the BOLT service, second to the Regional Hub stop in north Red Deer.

On March 28, 2023, Administration brought forward an informational item to Council regarding the implementation of a 2-week trial to operate a larger capacity bus instead of the normal van during peak AM and PM times. The first week between March 20<sup>th</sup> to 24<sup>th</sup> did not have a significant increase in ridership as there were non-school days for teacher training. The second week trial will be from April 3<sup>rd</sup> through 6<sup>th</sup>.

The service provider will also be looking at adjusting the commuter service to add another Red Deer to Blackfalds pick up at the North end for 1:30 pm and at Red Deer Poly at 6:15 pm, to further help alleviate these high use times while still providing local service to residents. At the end of the 2-week trial, Administration will evaluate whether these two additional routes allowed riders better options to return to Blackfalds and reduced AM and PM peak issues at these two locations.

**FINANCIAL IMPLICATIONS**

None

**ATTACHMENTS**

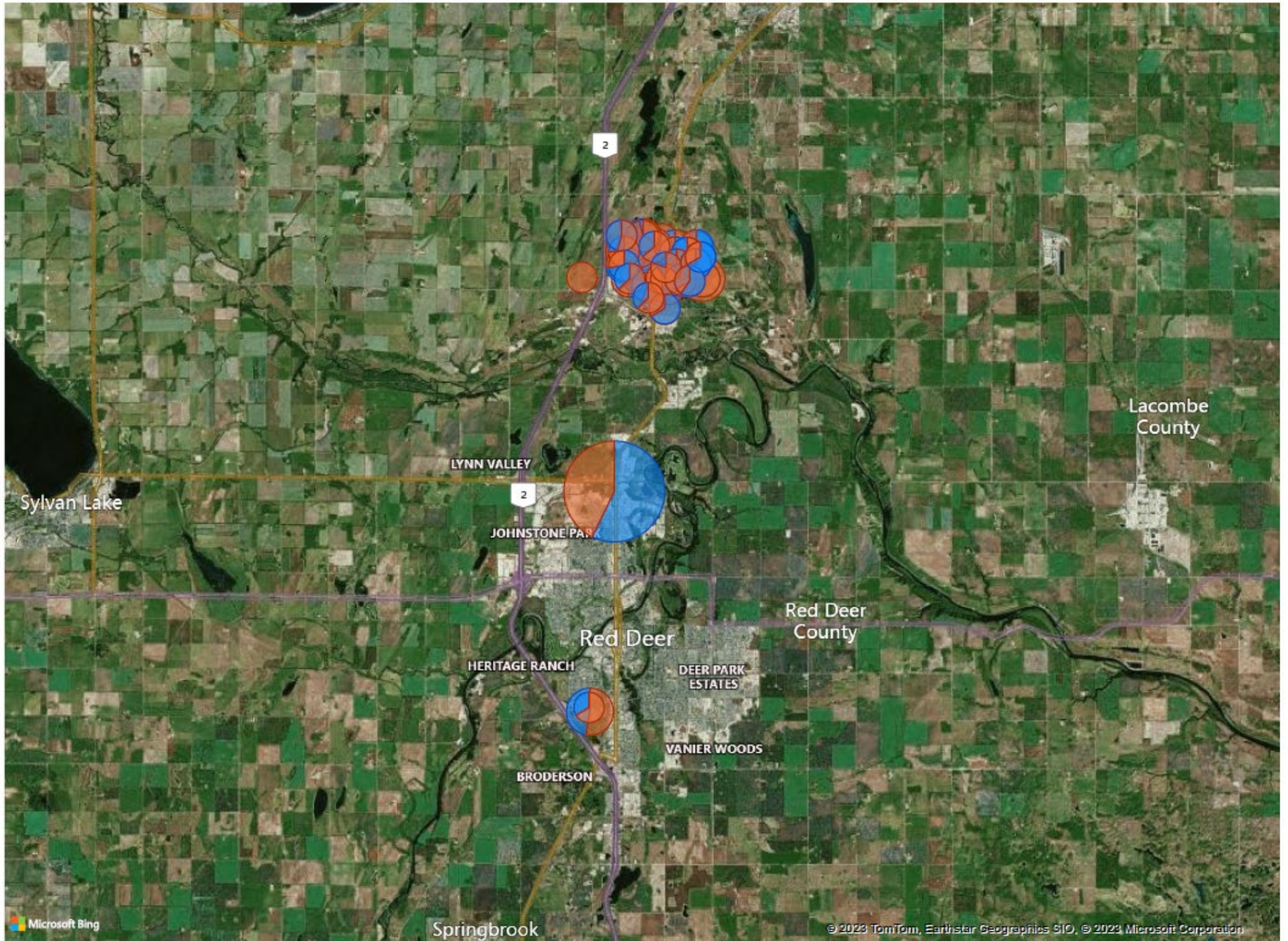
- *March 2023 monthly report and yearly trending report*

**APPROVALS**  
Justin de Bresser, Interim Chief  
Administrative Officer  
Department Manager/Author

Monthly KPI Metric Summaries Report																
Blackfalds																
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	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)
Mar 2023	60	12	48	12.5	820	750	71%	2.9	83%	4.9	0%	3	3%	2%	43	2.5
Feb 2023	56	14	42	10.8	680	602	71%	2.8	85%	4.9	0%	1	4%	1%	45	2.5
Jan 2023	55	9	46	11.0	682	604	69%	2.6	80%	4.9	0%	1	3%	3%	42	2.2
Dec 2022	47	10	37	8.9	477	420	66%	2.7	79%	4.9	0%	7	5%	2%	42	1.6
Nov 2022	47	9	38	12.7	673	599	65%	2.7	80%	4.8	0%	0	7%	5%	52	2.2
Oct 2022	47	12	35	12.2	655	575	65%	2.6	85%	4.8	0%	0	2%	1%	39	2.3
Sep 2022	44	12	32	11.8	591	520	56%	2.4	77%	4.9	0%	0	4%	3%	44	2.1
Aug 2022	40	8	32	7.7	330	306	51%	2.2	74%	4.9	0%	0	3%	0%	8	1.0
Jul 2022	26	4	22	9.5	294	248	33%	2.3	74%	4.9	0%	0	2%	1%	4	1.0
Jun 2022	36	9	27	10.3	421	371	36%	2.4	83%	4.8	0%	0	2%	1%	12	1.3
May 2022	30	3	27	12.8	442	384	43%	2.3	84%	4.8	0%	0	1%	0%	4	1.5
Apr 2022	40	6	34	9.0	442	361	39%	2.3	84%	4.7	0%	0	3%	1%	6	1.6
Mar 2022	34	5	29	15.5	591	527	56%	2.4	92%	4.8	0%	1	6%	2%	16	1.8
Feb 2022	31	4	27	12.6	419	390	50%	2.6	86%	4.9	0%	0	1%	1%	8	1.6
Jan 2022	31	9	22	11.1	363	344	40%	2.3	83%	4.9	0%	0	2%	1%	3	1.2
Dec 2021	29	3	26	9.9	326	286	36%	2.3	74%	4.9	0%	0	2%	2%	4	1.0
Nov 2021	31	5	26	13.3	450	412	46%	2.5	84%	4.8	0%	0	1%	0%	3	1.5
Oct 2021	32	8	24	9.4	344	301	45%	2.5	82%	4.9	0%	2	1%	0%	2	1.2
Sep 2021	27	7	20	9.1	280	247	45%	2.4	74%	4.9	0%	0	1%	1%	2	1.0
Aug 2021	28	8	20	5.0	164	141	27%	2.1	71%	4.8	1%	0	2%	0%	1	0.6
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9	0%	0	0%	0%	0	0.6
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9	0%	0	1%	1%	1	0.8
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9	0%	0	1%	0%	1	0.7
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9	0%	0	1%	0%	3	0.8
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0	0%	0	2%	0%	1	1.0
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0	1%	0	1%	0%	0	0.7
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0	0%	2	0%	1%	0	0.9



● Dropoff ● Pickup





Program

☒ Blackfalds

ServiceDay

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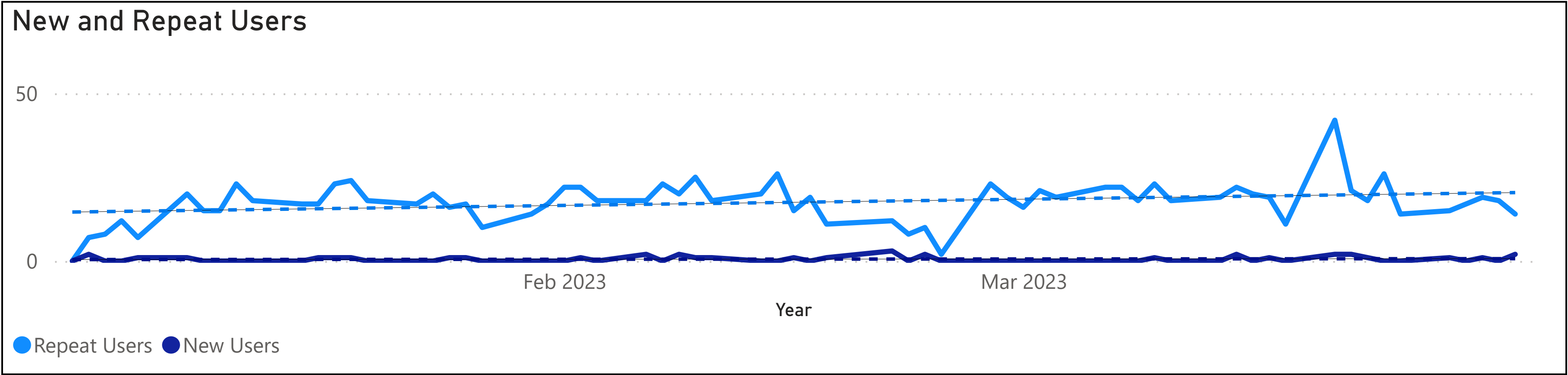
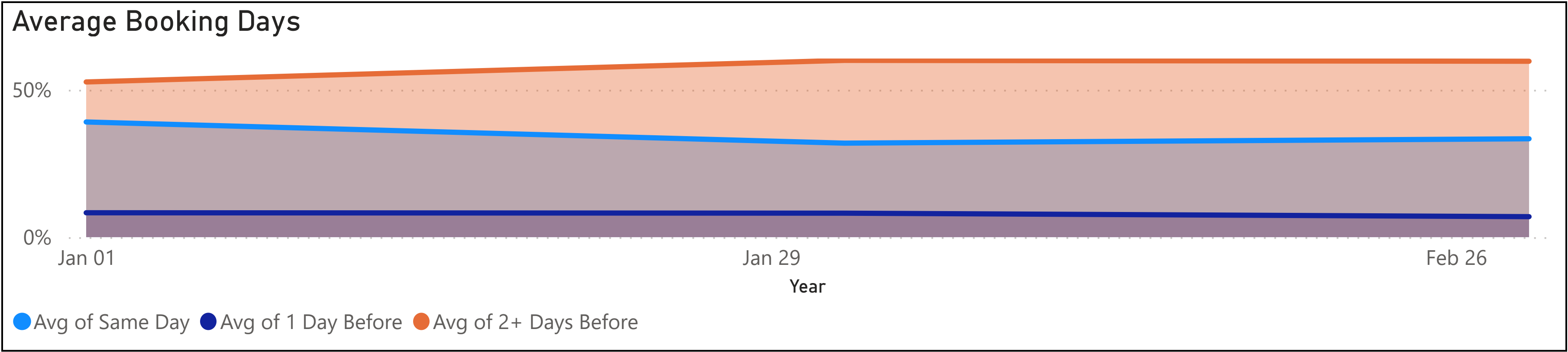
Date

01/01/2023

31/03/2023

12.80

Avg Actual Trip Duration (min)



Year	2023				
Month	March				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	33.4%	7.0%	59.7%	13	454
Total	33.4%	7.0%	59.7%	13	454

Program

☒ Blackfalds

ServiceDay

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Date

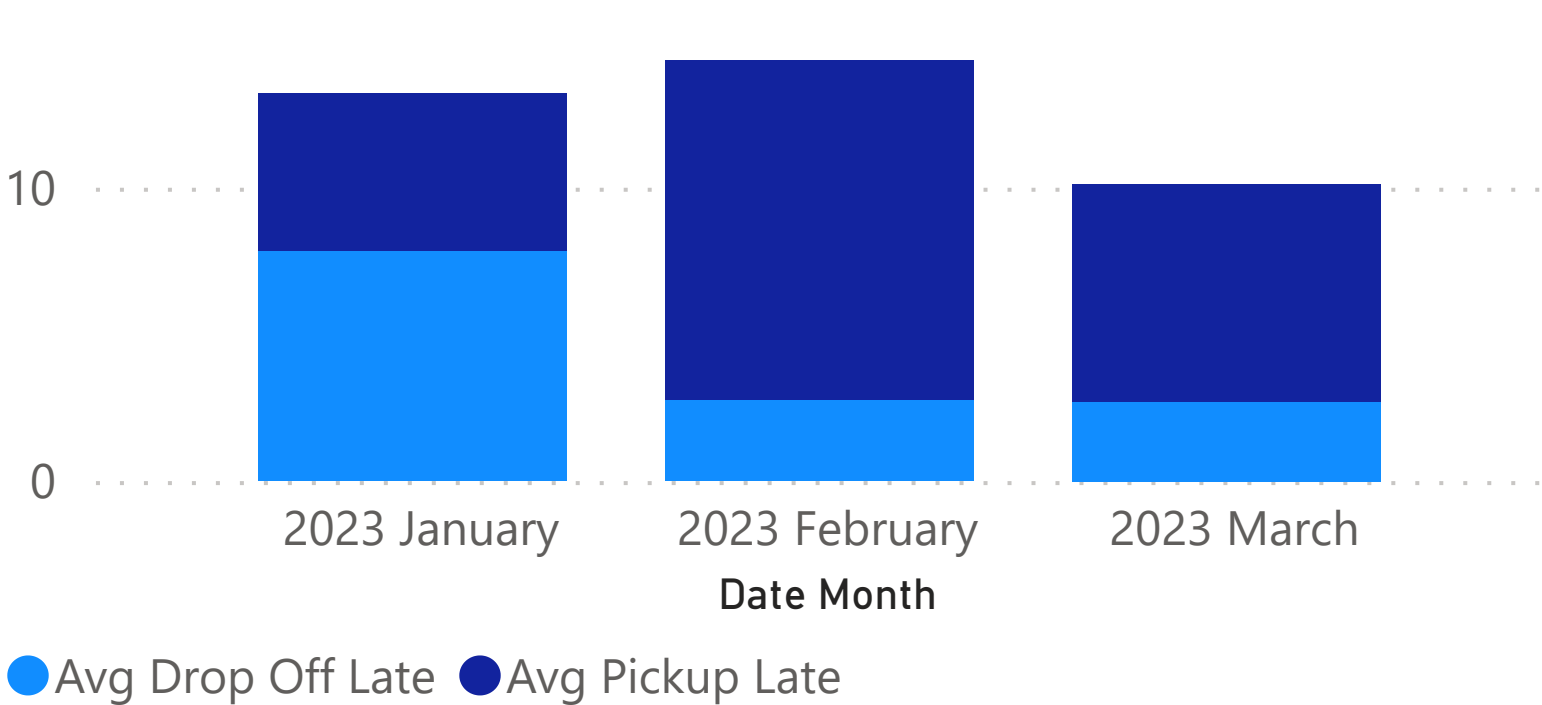
1997

Completed Rides

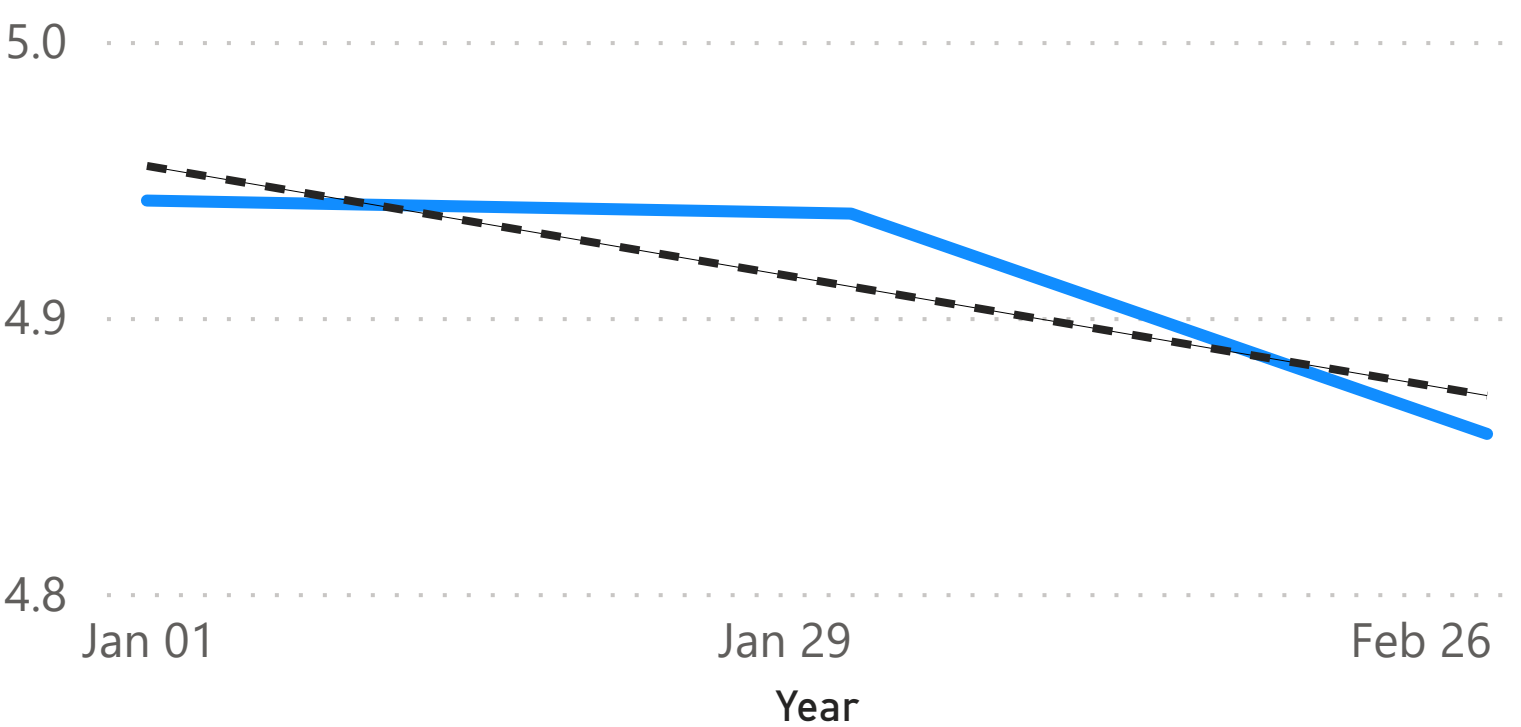
4.91

Avg Ride Rating

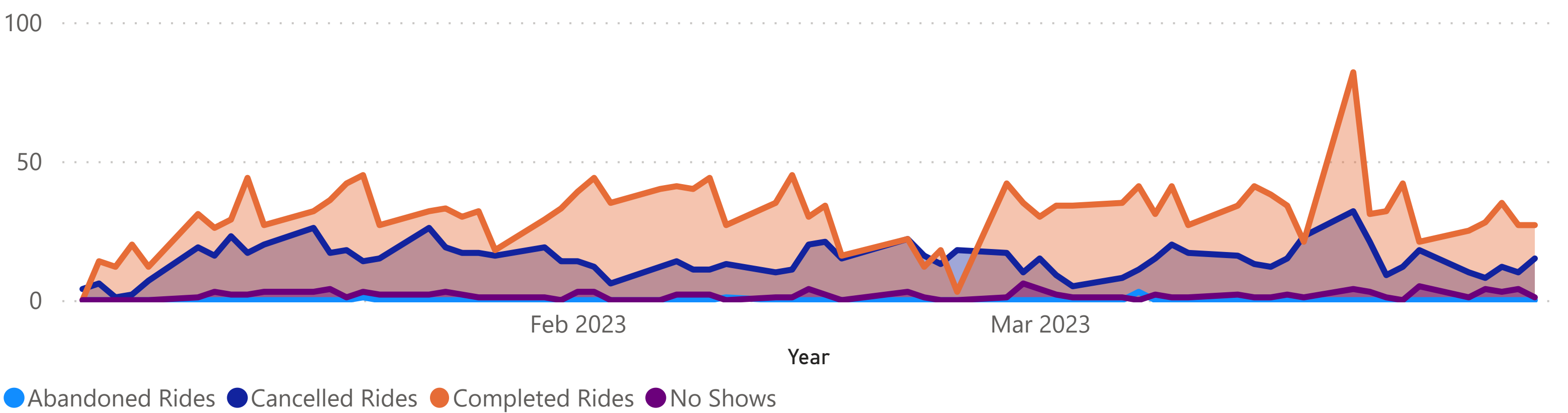
Avg Late Pickup and Drop Off



Avg Ride Rating



Ride Status Types



Year	2023						
Month	March						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	2.73	7.40	4.86	3	326	791	45
Total	2.73	7.40	4.86	3	326	791	45

Program

☒ Blackfalds

ServiceDay

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☐ Sat

Date

01/01/2023

31/03/2023

2229

Completed Passengers

2.43

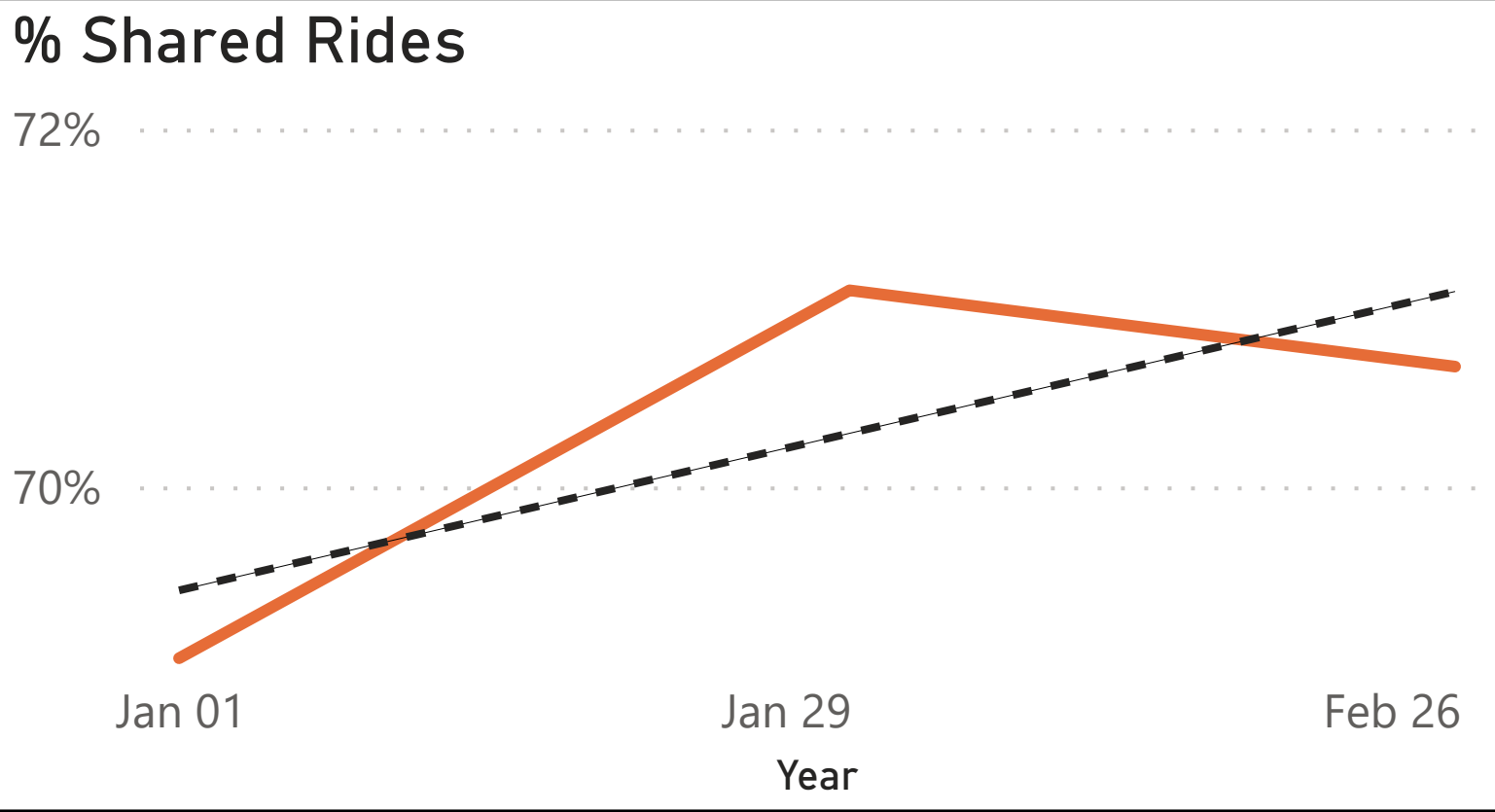
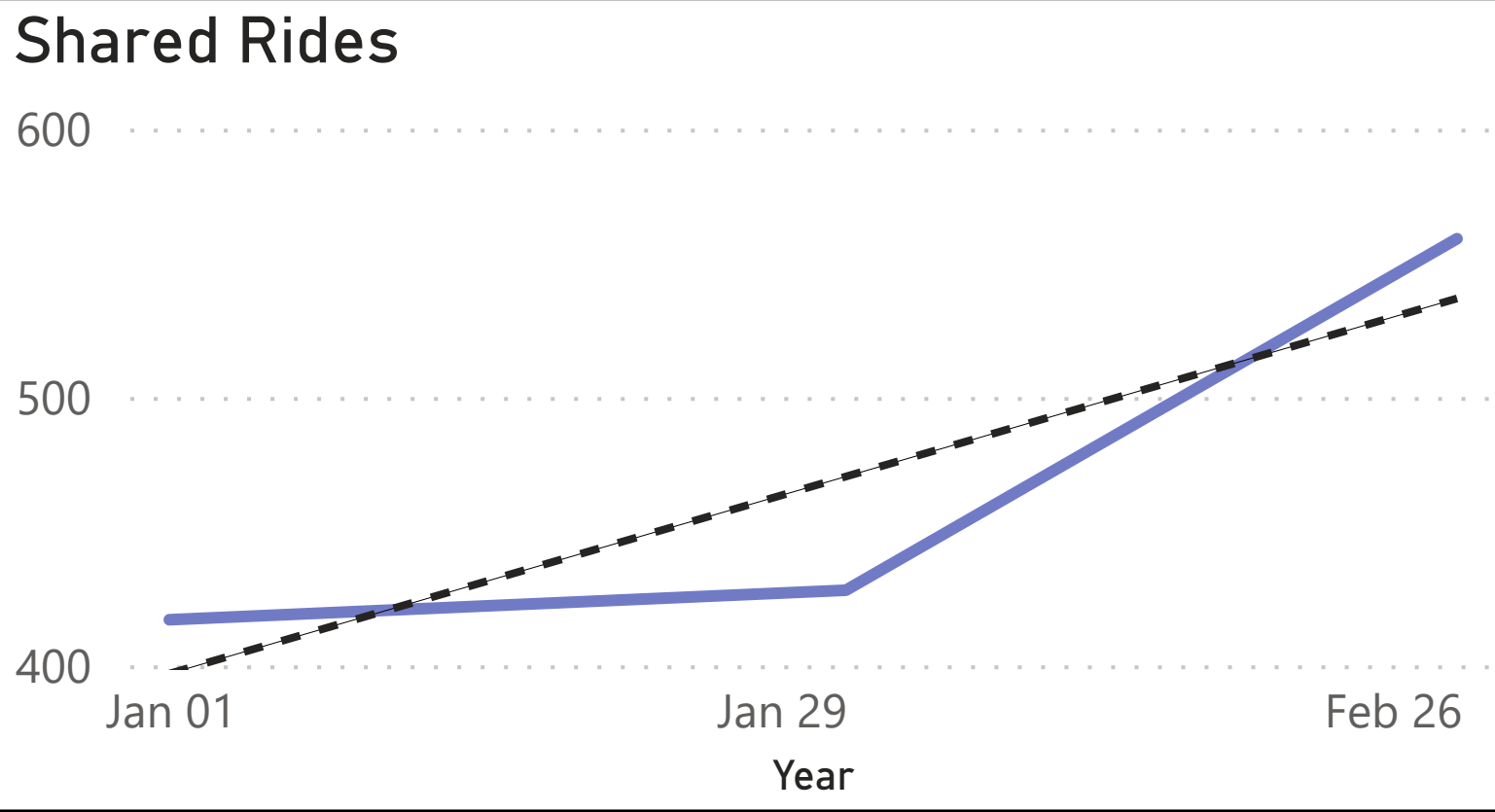
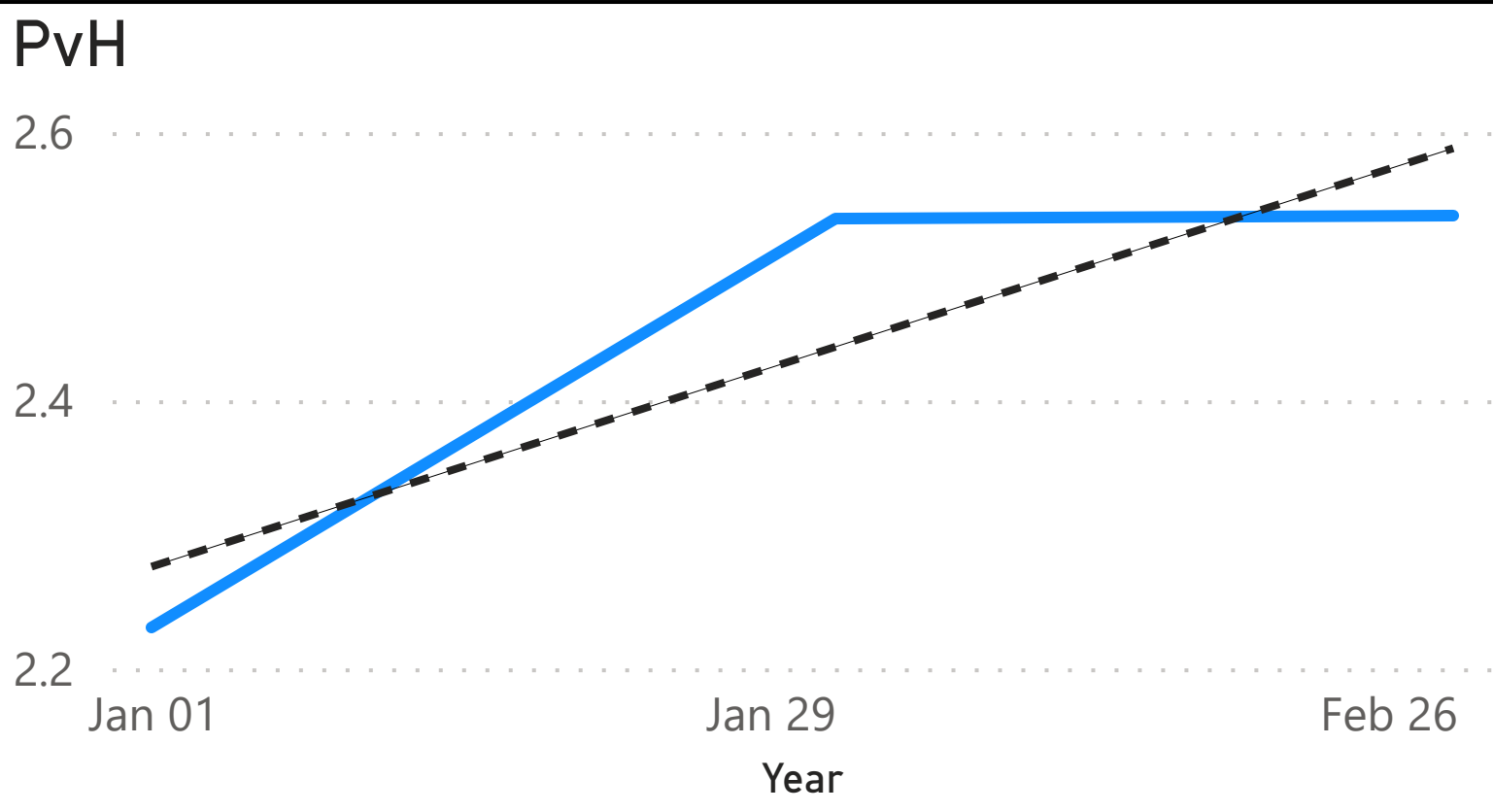
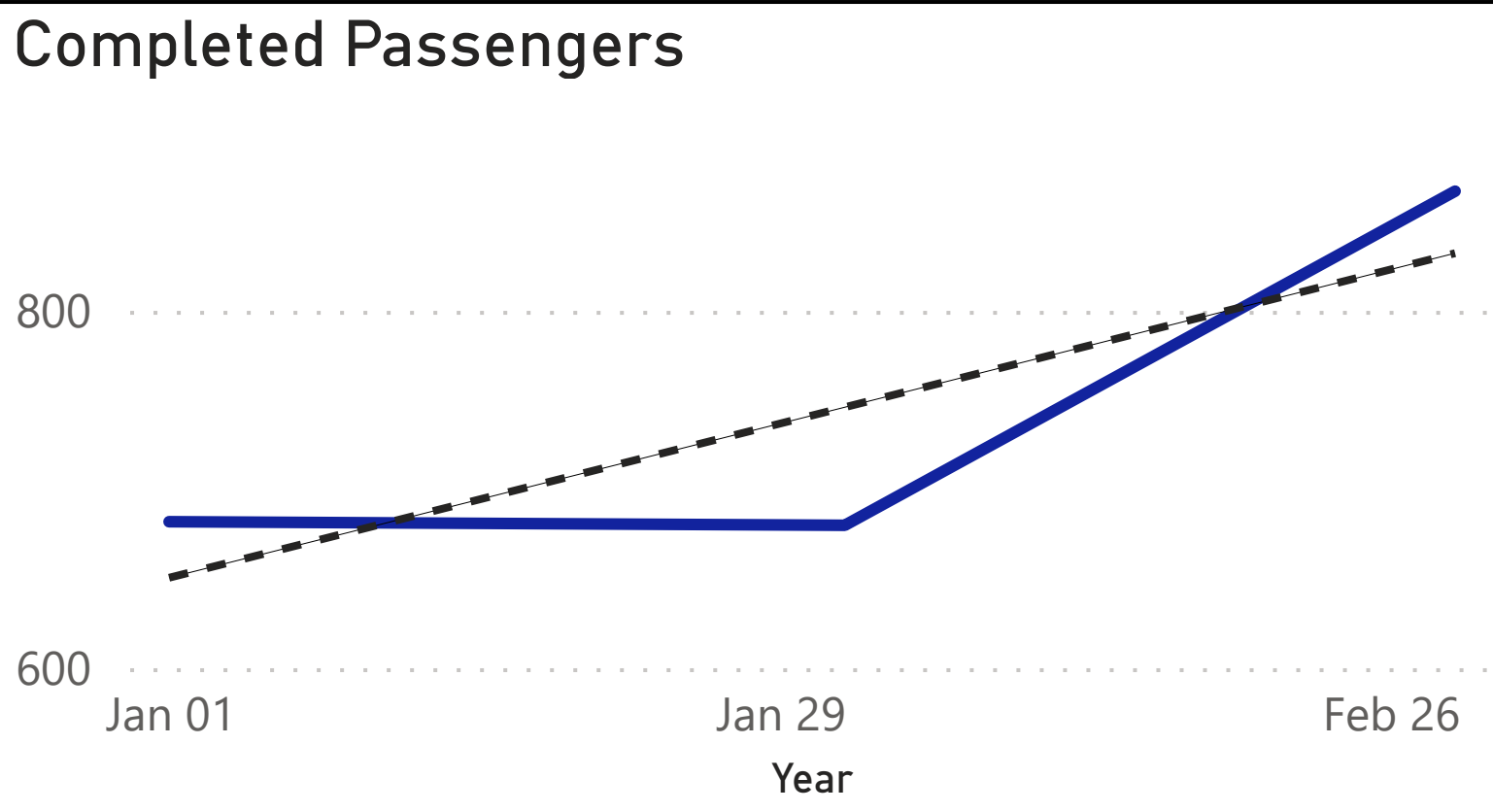
PvH

1404

Shared Rides

70.31%

% Shared Rides



Year	2023			
Month	March			
Program	Completed Rides	Shared Rides	% Shared	PvH
Blackfalds	791	559	70.67%	2.54
Total	791	559	70.67%	2.54

Program

☒ Blackfalds

ServiceDay

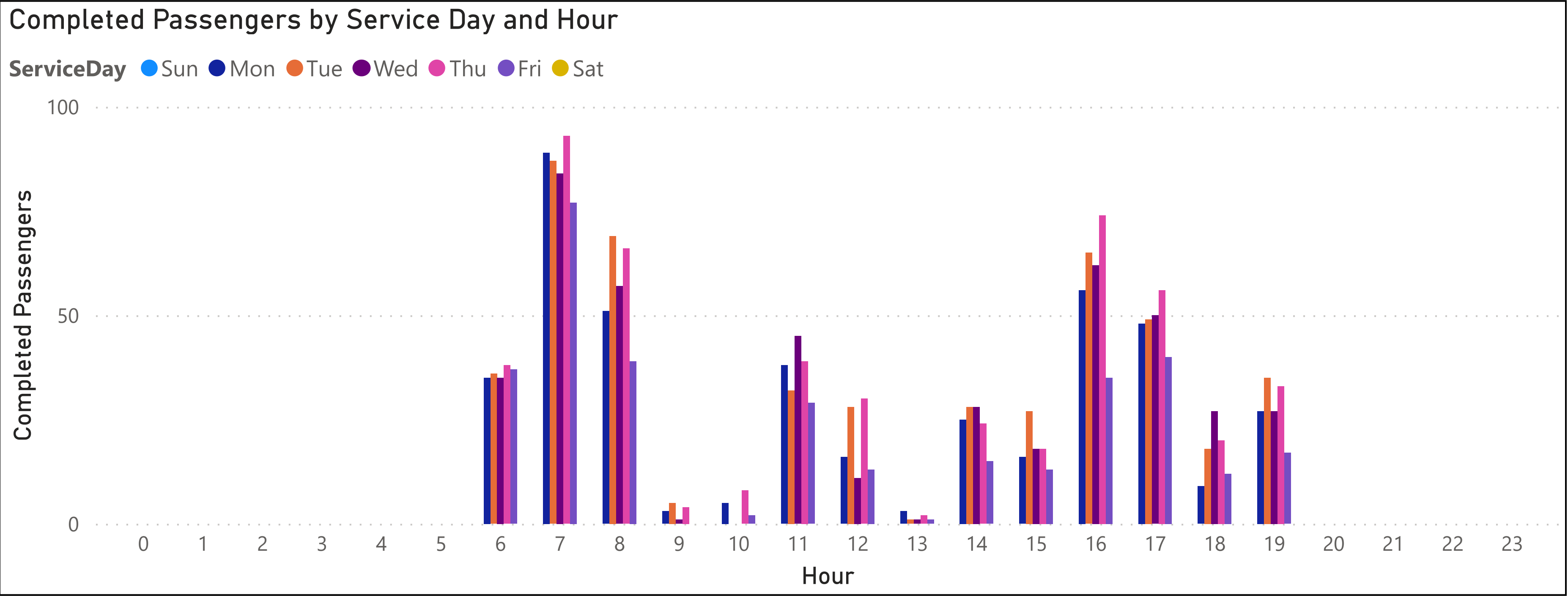
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☐ Sat

Date

01/01/2023

31/03/2023

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	35	89	51	3	5	38	16	3	25	16	56	48	9	27	0	0	0	0	421
Tue	0	0	0	0	0	0	36	87	69	5	0	32	28	1	28	27	65	49	18	35	0	0	0	0	480
Wed	0	0	0	0	0	0	35	84	57	1	0	45	11	1	28	18	62	50	27	27	0	0	0	0	446
Thu	0	0	0	0	0	0	38	93	66	4	8	39	30	2	24	18	74	56	20	33	0	0	0	0	505
Fri	0	0	0	0	0	0	37	77	39	0	2	29	13	1	15	13	35	40	12	17	0	0	0	0	330
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	0	181	430	282	13	15	183	98	8	120	92	292	243	86	139	0	0	0	0	2182



Program

☒ Blackfalds

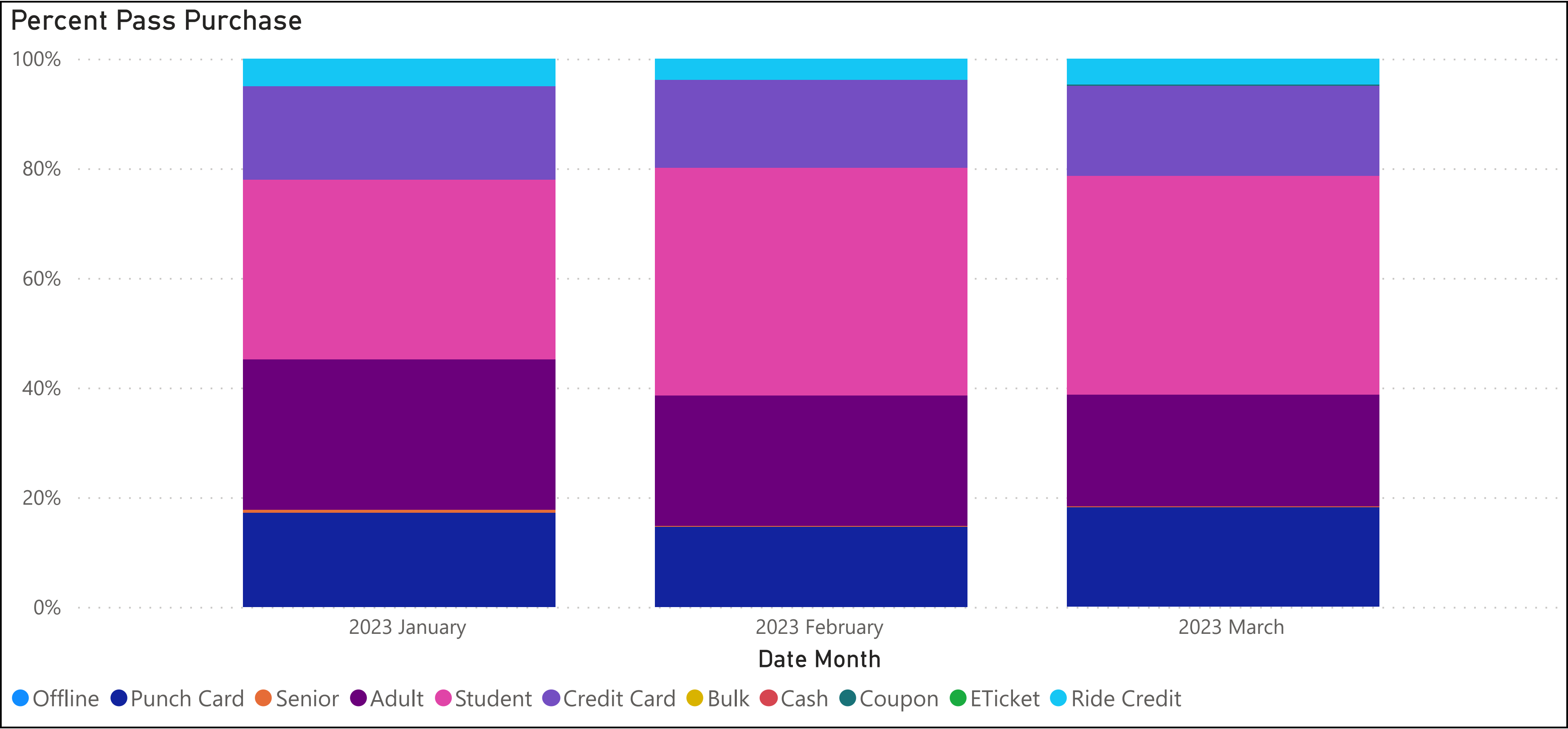
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Date

01/01/2023

31/03/2023



Year	2023												
Month	March												
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	
Blackfalds	0%	18%	0%	20%	40%	16%	0%	0%	0%	0%		5%	0%
Total	0%	18%	0%	20%	40%	16%	0%	0%	0%	0%		5%	0%



Program

☒ Blackfalds

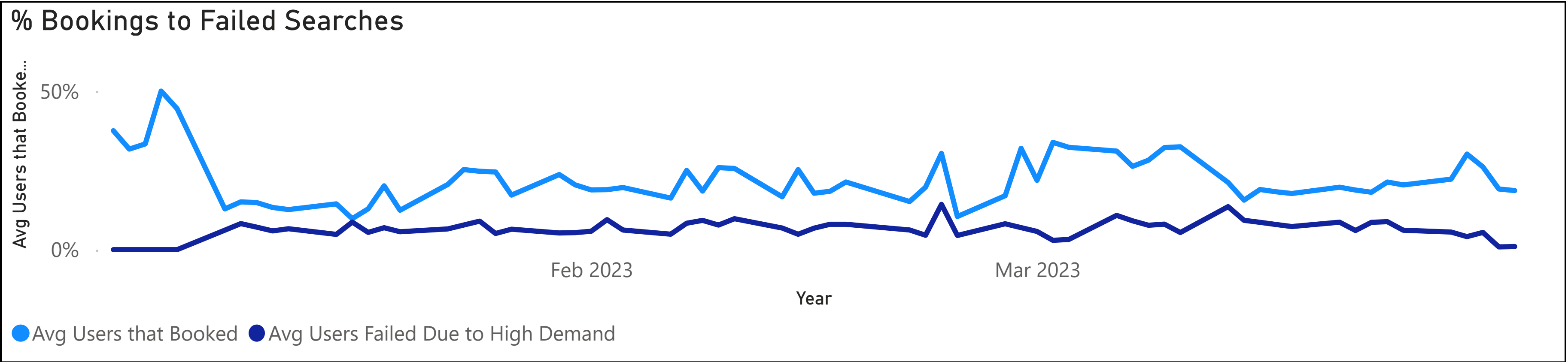
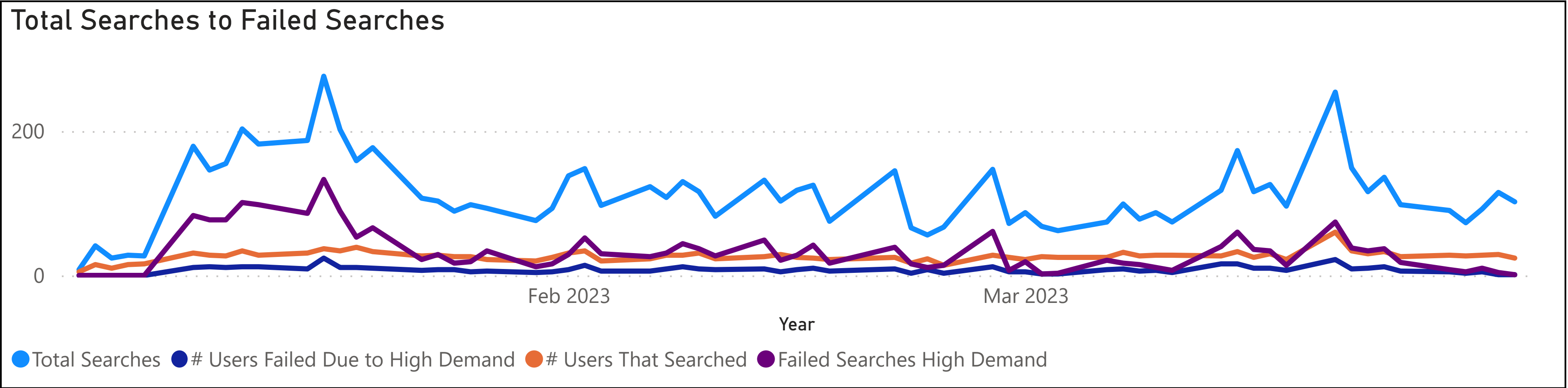
ServiceDay

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Date

01/01/2023

31/03/2023



Year	2023				
Month	March				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	2483	176	669	22%	7%
Total	2483	176	669	22%	7%

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Program

☒ Blackfalds

ServiceDay

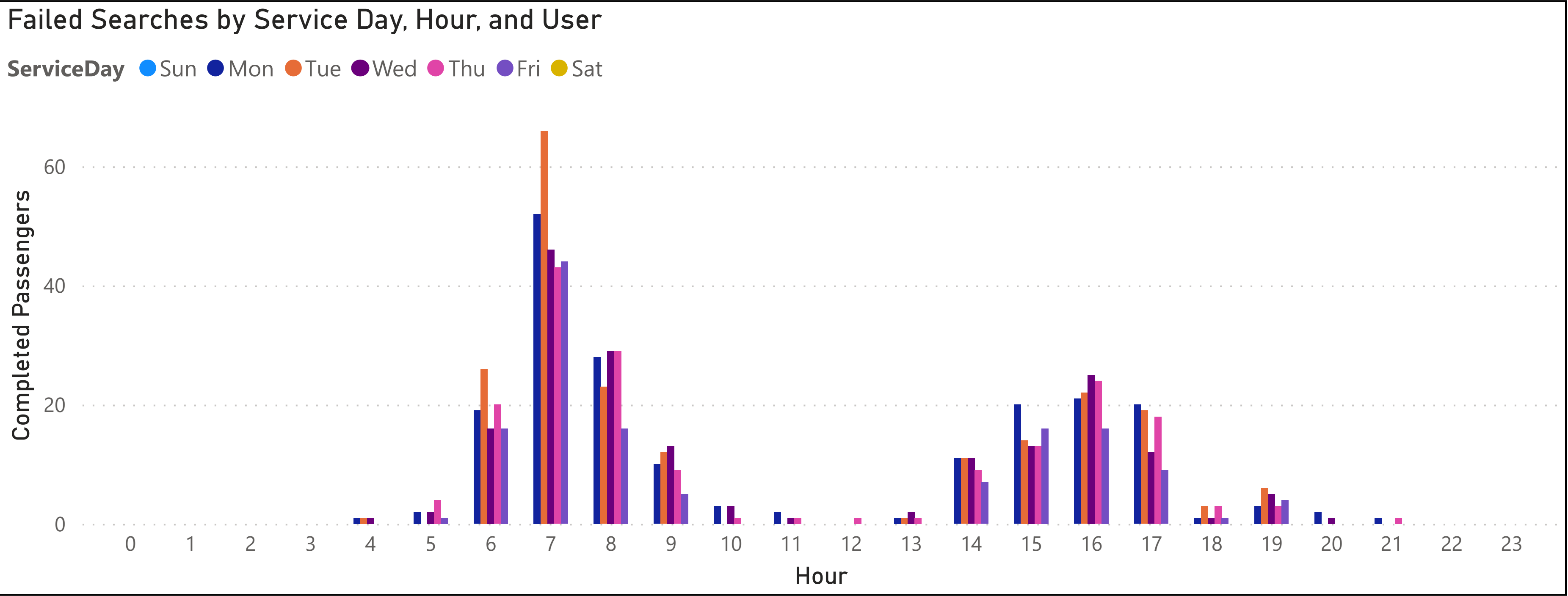
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Date

01/01/2023

31/03/2023

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	1	2	19	52	28	10	3	2	0	1	11	20	21	20	1	3	2	1	0	0	197
Tue	0	0	0	0	1	0	26	66	23	12	0	0	0	1	11	14	22	19	3	6	0	0	0	0	204
Wed	0	0	0	0	1	2	16	46	29	13	3	1	0	2	11	13	25	12	1	5	1	0	0	0	181
Thu	0	0	0	0	0	4	20	43	29	9	1	1	1	1	9	13	24	18	3	3	0	1	0	0	180
Fri	0	0	0	0	0	1	16	44	16	5	0	0	0	0	7	16	16	9	1	4	0	0	0	0	135
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	3	9	97	251	125	49	7	4	1	5	49	76	108	78	9	21	3	2	0	0	897



Program

☒ Blackfalds

ServiceDay

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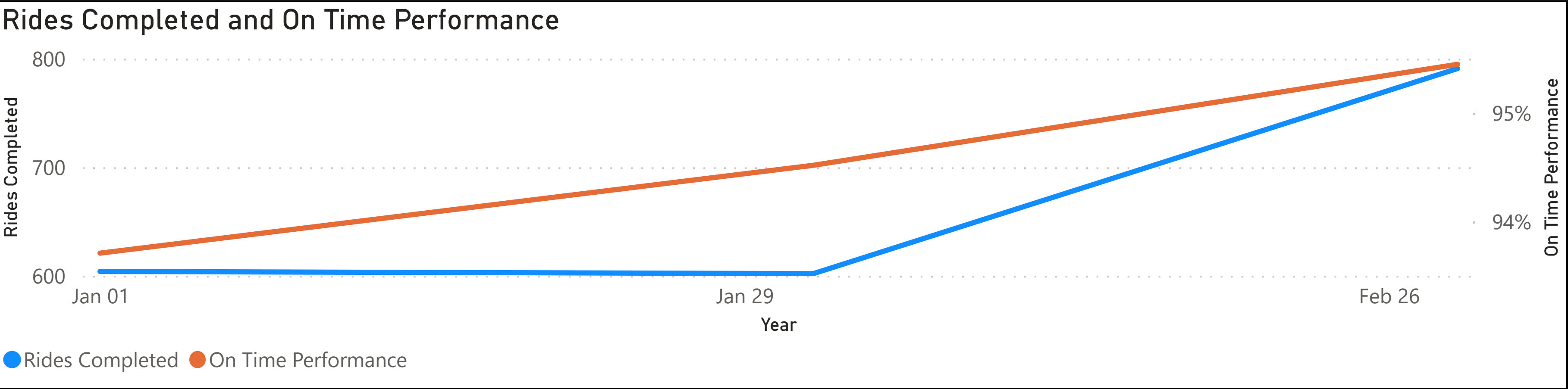
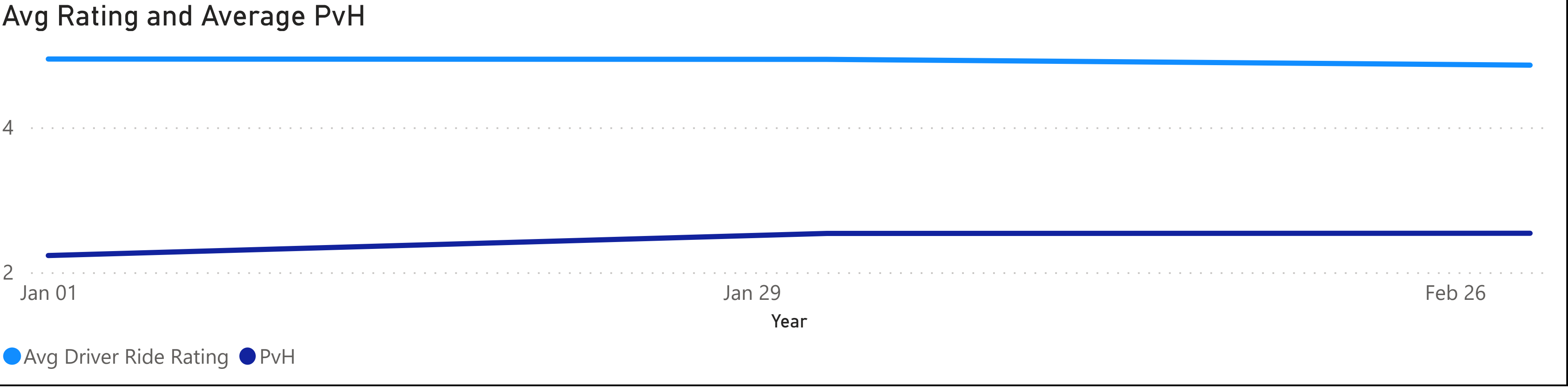
Date

01/01/2023

31/03/2023

94.64%

On Time Performance



Year	2023				
Month	March				
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	
▲					
Blackfalds	791	4.86	2.54	95.45%	
Total	791	4.86	2.54	95.45%	

Program

☒ Blackfalds

ServiceDay

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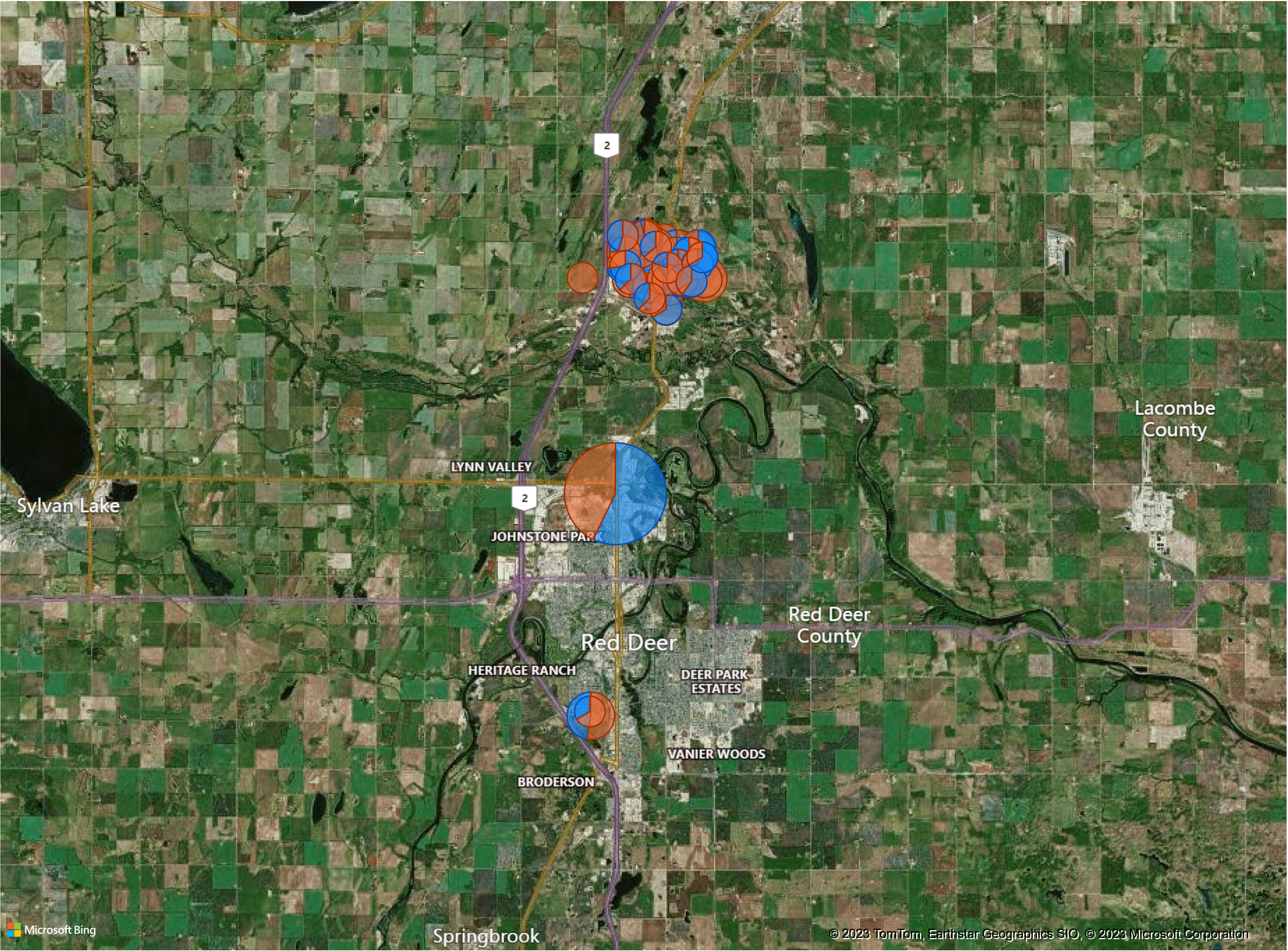
Date

01/01/2023

31/03/2023



● Dropoff ● Pickup





Program

☒ Blackfalds

ServiceDay

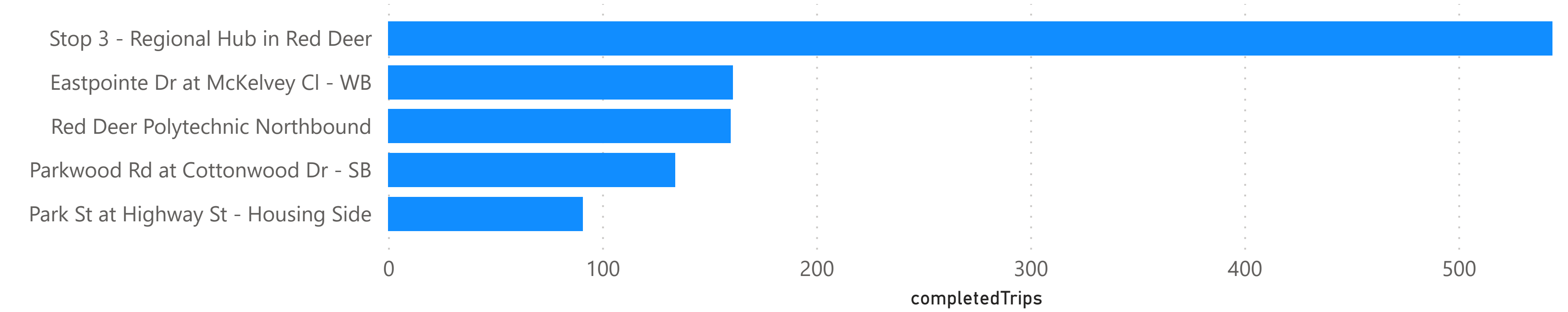
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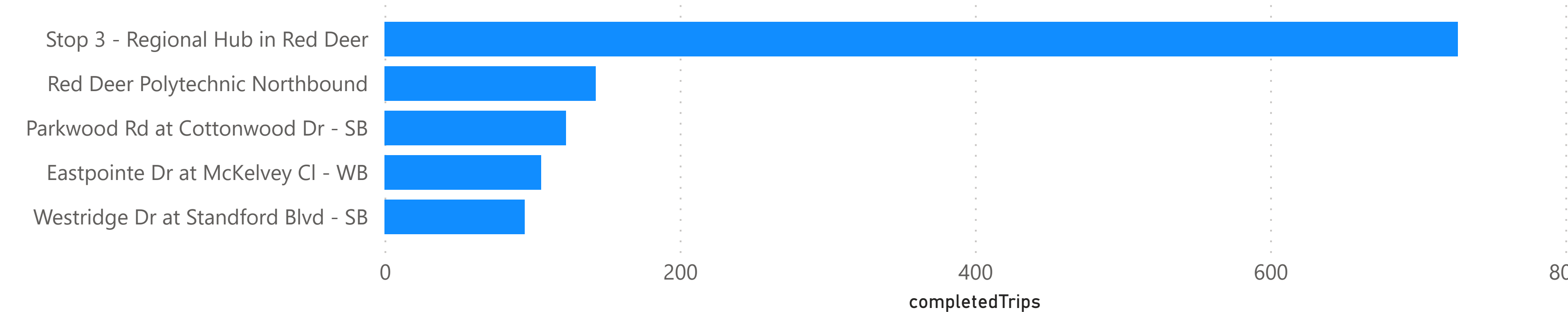
01/01/2023

31/03/2023

Top 5 Pickup Locations



Top 5 Drop Off Locations



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	727	544	1271
Red Deer Polytechnic Northbound	143	160	303
Eastpointe Dr at McKelvey CI - WB	106	161	267
Parkwood Rd at Cottonwood Dr - SB	123	134	257
Westridge Dr at Stanford Blvd - SB	95	52	147
Stop 16 - Broadway Ave at Westbrooke Rd - NB	53	72	125
Stop 7 - Westbrook Rd at Valmont St	69	51	120
Westwood Dr at Broadway Ave - NB	51	60	111
Park St at Highway St - Housing Side	18	91	109
Total	1997	1997	3994

Type	Dropoff	Pickup	Total
stopName	completedTrips	completedTrips	completedTrips
Stop 3 - Regional Hub in Red Deer	300	220	520
Red Deer Polytechnic Northbound	57	59	116
Parkwood Rd at Cottonwood Dr - SB	39	62	101
Eastpointe Dr at McKelvey Cl - WB	34	57	91
Westridge Dr at Standford Blvd - SB	42	26	68
Park St at Highway St - Housing Side	5	47	52
Stop 13 - Landsdowne Ave at Minto - EB	26	24	50
Stop 16 - Broadway Ave at Westbrooke Rd - NB	16	29	45
Westwood Dr at Broadway Ave - NB	22	23	45
Womacks Rd at Blackfalds Skateboard Park	35	7	42
Stop 7 - Westbrook Rd at Valmont St	23	17	40
Stop 28 - Local	20	16	36
Highway Ave at Queen Cr - NB	15	20	35
Leong Road at Duncan Ave - SB	18	16	34
Aspen Lakes at Ash Cl - Eastside	8	25	33
Stop 10 - Westridge Dr at Rolling Hills Ridge - SB	10	14	24
Waghorn St - Southside	13	10	23
Park St at Paramount Cr - EB	13	9	22
Stop 20 - Iron Ridge Intermediate Campus - SB	13	9	22
Stop 1 - Regional Hub West Blackfalds	12	9	21
Stop 23 - Local	13	6	19
Stop 17 - Local	6	10	16
Stop 22 - Cottonwood Dr at Coachman Way - EB	5	11	16
Stop 22 - Local	5	8	13
Stop 18 - Local	2	7	9
Stop 26 - Local	3	6	9
Buy Low Foods Stop	3	4	7
Casecade at Cooper St - Southside	3	4	7
Stop 12 - Local	1	6	7
Stop 6 - Local	5	2	7
Stop 16 - Local	1	4	5
Stop 25 - Local	3	2	5
Stop 7 - Local	1	4	5
Stop 10 - Local	4		4
Prarie Ridge Ave - NB	2	1	3
Stop 11 - Local	2	1	3
Stop 24 - Local	2	1	3
Stop 27 - Local		3	3
Stop 5 - Local	2	1	3
Range Rd 272 at Hwy 2A - NB		2	2
Stop 13 - Local		2	2
Stop 15 - Local	2		2
Stop 27 - Park St at Panorama Cr - WB	2		2
Stop 29 - Local		2	2
Stop 33 - Local	1	1	2
Stop 8 - Local	1	1	2
Blackfalds at Blackfalds - Worley Cord - Westbound		1	1
Red Deer Polytechnic Southbound	1		1
Stop 25 - Pioneer Way at Coleman Cr - SB		1	1
Stop 30 - Local		1	1
<b>Total</b>	<b>791</b>	<b>791</b>	<b>1582</b>





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR110902

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards by June 10, 2023.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this deadline. My colleague, the Honourable Adriana LaGrange, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards to June 10, 2025, to provide sufficient time to complete these agreements.

In addition to this extension granted as per Ministerial Order No. MSD:013/23, the Ministry of Municipal Affairs can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca), or toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca) or call the number above for more information.

Sincerely,

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:013/23

cc: Honourable Adriana LaGrange, Minister of Education



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:013/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *MGA*, is extended to June 10, 2025.

This order shall come into force on April 1, 2023.

Dated at Edmonton, Alberta, this 8<sup>th</sup> day of March, 2023.

Rebecca Schulz  
Minister of Municipal Affairs



Public Safety    Sécurité publique  
Canada            Canada

Senior Assistant    Sous-ministre  
Deputy Minister    adjoint(e) principal(e)

Ottawa, Canada  
K1A 0P8

March 29, 2023

His Worship Jamie Hoover  
Mayor of Blackfalds  
P.O. Box 220  
5018 Waghorn St  
Blackfalds AB T0M 0J0  
**jhoover@blackfalds.com**

Dear Mr. Mayor:

I wish to share with you the Government of Canada's decision on the matter of payment of the Royal Canadian Mounted Police (RCMP) prior years retroactive costs for RCMP regular members and reservists.

In August 2021, the signing of the first ever collective agreement with the National Police Federation, the bargaining agent representing the RMCP, resulted in a pay increase that brought RCMP salaries in-line with those of other police services across Canada, a fair and competitive wage for RCMP officers. As you are aware, the Police Service Agreements require contract jurisdictions to pay their share of retroactive salary costs.

From March to June 2022, Public Safety Canada and the RCMP engaged over 100 contract jurisdictions and 180 representatives, including municipal associations to seek their views on the payment of retroactive salary costs. During these engagements, contract jurisdictions requested that the federal government consider remission of these costs, or failing that, provide for flexible payment terms. Public Safety Canada agreed not to invoice contract jurisdictions for retroactive salary costs until the Government of Canada reached a decision on this request. I wish to assure you that Public Safety Canada is grateful for these discussions, and that the comments, concerns and perspectives shared were carefully considered and used to inform consideration of a decision.

The Government of Canada has reached a decision and will offer all contract jurisdictions extended time of up to two (2) years for payment of retroactive salary costs for the period covering 2017 – 2021. This decision recognizes that while contract jurisdictions are required to pay retroactive salary costs as per the Police Service Agreements, the payment terms stipulated in the contracts may not provide sufficient flexibility to pay this one-time, extraordinary retroactive salary cost.

As the decision has now been taken, the RCMP will immediately proceed with invoicing contract jurisdictions by March 31, 2023 for the 2017 - 2021 retroactive salary costs.

Contract jurisdiction wishing to avail themselves of the additional time to pay will be asked to agree to a payment schedule, which will end no later than March 31, 2025. The payment schedule will be annexed to the existing Police Service Agreements or the First Nations Community Policing Services Framework Agreements.

You are requested to complete the attached Confirmation of Intent document to indicate whether your contract jurisdiction will seek an extended payment schedule, and return it to [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca) by April 15, 2023.

I appreciate your ongoing collaboration. For further information, please feel free to contact Public Safety officials at [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca).

Yours sincerely,



Talal Dakalbab  
Senior Assistant Deputy Minister  
Public Safety Canada

c.c.: The Honourable Marco Mendicino, P.C., M.P.  
Minister of Public Safety

Shawn Tupper  
Deputy Minister  
Public Safety Canada

Michael Duheme  
Commissioner of the Royal Canadian Mounted Police  
Royal Canadian Mounted Police

Samantha Hazen  
Chief Financial Officer  
Royal Canadian Mounted Police

Marlin Degrand  
Assistant Deputy Minister  
Public Security Division  
Alberta Solicitor General and Public Security

**Confirmation of Intent**

Please complete and return to [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca) by April 15, 2023.

Province or Municipal Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you wish to avail yourself of the extended repayment schedule of the prior year retroactive cost?

- ☐ Yes, we wish to use the extended repayment schedule.
- ☐ No, we will pay in accordance with the Policing Agreements (listed above) timelines.

Additional Comments:

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





# City of Lacombe

## COUNCIL HIGHLIGHTS

March 27, 2023

### Regular Meeting of Council

## 2. Review of Agendas

### 2.1 Consent Agenda

- Information
  - Electronic Cheque Signing
  - Data Integrity Project Phase 3.6
- 2.1.b Bylaw First Reading
  - Bylaw 400.45 – LUB Amendment for Digital Billboard site Exception (Public Hearing Proposed for Monday, April 24th, 2023)
- The Consent agenda additionally included:
  - Council rescinding the Public Transportation Advisory Committee Policy (34/117 93PO)
  - Council rescinding the Public Transportation Advisory Committee Appointment (34/117.01 93PO).
  - Council rescinding the Public Transportation Policy Consolidation Policy (34.201 93&96PO)
  - Council accepting the CAO Report as information

## 4. Presentations

### 4.1 Parkland Airshed Management Zone (PAMZ)

Kevin Warren, Executive Director for PAMZ, presented to Council on the Parkland Airshed Management Zone.

### 4.2 Downtown Area Redevelopment Plan (DARP)

Joe Whitbread, Chair of the DARP Committee, presented to Council an update on the Downtown Area Redevelopment Plan Committee.

## 6. Requests for Decision

### 6.1 2021 Census Series: Education/home

This was the final report in the series of four summarizing Lacombe's 2021 Federal Census profile and provides information on Lacombe's education and income levels.

The report builds upon the information presented at previous Council meetings.

The earlier reports highlighted the age demographics, housing profile, and community diversity, which undoubtedly influence the types of services needed in the community. This report highlighted the education and income of Lacombe's residents.

The City of Lacombe is well situated to provide higher levels of education to residents and outside students through the continued presence of Burman University in the community. Offering 35 major or track choices in bachelor degree programs, Burman is the only Seventh Day Adventist University in Canada.

Lacombe's proximity to Red Deer Polytechnic (RDP) is also a benefit, as it has a comprehensive mix of more than 80 programs. RDP establishes innovative ecosystems around key societal and industry-based issues, linking education, training, and applied research to build skills, competencies, and solutions that provide meaningful impact for the province.

The low-income population of Lacombe has increased only a small amount from 2015 to 2020; however, as The City continues to amend and adopt policies, this population should be kept in mind to ensure they have the same access to services.

As the economy and labour market continue to adjust to the various impacts of the COVID-19 pandemic, so will Canadians' commuting patterns. Will working from home remain at historically elevated levels? Will public transit commute return to pre-pandemic levels? Statistics Canada aims to continue regularly studying and collecting data to answer these and other commuting-related questions.

Council accepted the City of Lacombe Education & Income report as information.

## **6.2 Annual Engagement Plan**

Administration presented Council with the proposed 2023 Public Engagement Plan.

Each year the City of Lacombe leads several public engagement activities. These opportunities align with various engagement levels across the International Association of Public Participation (IAP2) spectrum.

Using the IAP2 principles as a guide, the 2023 Plan includes elements of each level for maximum effectiveness.

Prior planning does not prevent emergent engagement activities on specific issues. Administration continues to review and evaluate opportunities used by other municipalities for future consideration in our plan.

Council approved the 2023 Public Engagement Plan as presented.

# **8. In Camera**

## **8.1 Labour (FOIP Section 16)**

Council accepted the In Camera report as information.

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

***-Monday, April 3, 2023 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***

***-Tuesday, April 11, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***

## MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on March 28, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

### MEMBERS PRESENT

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

### ATTENDING

Myron Thompson, CAO  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Property Services  
Rick Kreklewich, Director of Community Services  
Jolene Tejkl, Planning & Development Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

### REGRETS

None

### MEDIA

None

### OTHERS PRESENT

Louise Rellis, Anam Rural Youth Association

### 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

**084/23**

Councillor Sands moved That Council adopt the March 28, 2023 Agenda as presented.

**CARRIED UNANIMOUSLY**

### DELEGATION

#### Anam Rural Youth Association, Louise Rellis

Louise Rellis presented a Business Case to Council for per capita funding for the youth services offered by Anam Rural Youth Association to the Community of Blackfalds.

### PUBLIC HEARING

None

**MINUTES****BUSINESS ARISING FROM MINUTES****Request for Decision, Funding Request - Anam Rural Youth Association**

CAO Thompson brought forth a request for further direction from Council regarding the request for per capita funding by Anam Rural Youth Association.

- 085/23** Councillor Appel moved That Council direct Administration to schedule a Municipal Sustainability Plan Workshop and work with Anam Rural Youth Association to support their needs until the next budget cycle discussions.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1278.23 - Council Code of Conduct Bylaw (new)**

CAO Thompson brought forward Bylaw 1278.23 - Council Code of Conduct Bylaw with Council's requested changes for First, Second, Third and Final Reading.

- 086/23** Deputy Mayor Svab moved That Council give First Reading to the new Council Code of Conduct Bylaw 1278.23, as presented.

**CARRIED UNANIMOUSLY**

- 087/23** Councillor Sands moved That Council give Second Reading to the new Council Code of Conduct Bylaw 1278.23, as presented.

**CARRIED UNANIMOUSLY**

- 088/23** Councillor Coulter moved That Council give unanimous consent for Third and Final Reading of the new Council Code of Conduct Bylaw 1278.23, as presented.

**CARRIED UNANIMOUSLY**

- 089/23** Councillor Sands moved That Council give Third and Final Reading to the new Council Code of Conduct Bylaw 1278.23, as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS****CAO Report**

CAO Thompson reviewed the various organizational operations and activities during the month of March 2023.

- 090/23** Councillor Sands moved That Council accept the CAO Report as information.

**CARRIED UNANIMOUSLY**

**Request for Decision, Policy 169.23 - Policy Governance Framework**

Director de Bresser brought forward for Council's formal adoption, Policy 169.23 - Policy Governance Framework.

- 091/23** Councillor Coulter moved That Council formally adopt Policy 169.23, Policy Governance Framework, as presented.

**CARRIED UNANIMOUSLY**

**MINUTES**

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**Request for Decision, Bylaw 1280.23 - Election Sign Bylaw**

Manager Tejkl brought forward Bylaw 1280.23 - Election Sign Bylaw for First, Second, Third and Final Reading.

**092/23** Councillor Stendie moved That Council give First Reading to Bylaw 1280.23, Elections Sign Bylaw, as amended.

**CARRIED UNANIMOUSLY**

**093/23** Councillor Appel moved That Council give Second Reading to Bylaw 1280.23, Elections Sign Bylaw, as amended.

**CARRIED UNANIMOUSLY**

**094/23** Councillor Stendie moved That Council give unanimous consent for Third Reading and Final Reading of Bylaw 1280.23, Elections Sign Bylaw, as amended.

**CARRIED UNANIMOUSLY**

**095/23** Deputy Mayor Svab moved That Council gives Third and Final Reading to Bylaw 1280.23, Elections Sign Bylaw, as amended.

**CARRIED UNANIMOUSLY**

**Request for Decision, Proclamation - National Volunteer Week**

Director Kreklewich brought forward a request to proclaim April 16- 22, 2023, as National Volunteer Week in the Town of Blackfalds.

**096/23** Councillor Stendie moved That Council moves to proclaim April 16 - 22, 2023, as National Volunteer Week in the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**Request for Decision, 1.5 Ton Truck Award**

Director Weran presented Administration's recommendation for awarding the 1.5 ton truck tender.

**097/23** Councillor Sands moved That Council moves to accept the recommendation of Administration to award the 1.5 ton truck purchase to Courtesy Chrysler in the amount of \$75,895.

**CARRIED UNANIMOUSLY**

**098/23** Councillor Appel moved That Council allocates \$4,436.64, from the Fleet Reserve, to fund the remainder of this fleet purchase.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

None

**INFORMATION**

- Parkland Regional Library System 2022 Annual Report
- County of Lacombe Highlights – March 9, 2023
- City of Lacombe Highlights – March 13, 2023

**099/23** Councillor Coulter moved That Council accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**MINUTES**

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**ROUND TABLE DISCUSSION**

Mayor and Council shared meetings and events attended from February 15 – March 16, 2023.

- 100/23** Deputy Mayor Svab moved That Council accept the Round Table Reports as information.

**CARRIED UNANIMOUSLY**

**BUSINESS FOR THE GOOD OF COUNCIL**

Mayor Hoover on behalf of Council, acknowledged CAO Myron Thompson's last Council Meeting and congratulated him on his retirement and thanked him for his service to the Town, Council, and residents and wished him all the best in his future endeavours.

**POINT OF ORDER**

Councillor Stendie called attention to the order of the Agenda proceedings and the Adoption of the Minutes was still required.

**ADOPTION OF MINUTES**

- 101/23** Councillor Appel moved That Council accept the Regular Council Meeting Minutes from March 14, 2023, as presented.

**CARRIED UNANIMOUSLY**

- 102/23** Councillor Dennis moved That Council accept the Special Meeting of Council Minutes from March 20, 2023, as presented.

**CARRIED UNANIMOUSLY**

- 103/23** Deputy Mayor Svab moved That Council accept the Standing Committee of Council Minutes from March 20, 2023, as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**CONFIDENTIAL**

None

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 8:23 p.m.

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Jamie Hoover, Mayor

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Myron Thompson, CAO