



Town of Blackfalds
Regular Council Meeting
5018 Waghorn Street
November 9, 2021 at 7:00 p.m.

AGENDA

1. Call to Order

2. Land Acknowledgement

2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

3. Adoption of Agenda

3.1 Agenda for November 9, 2021

4. Delegation

None

5. Public Hearing

None

6. Business Arising from Minutes

None

7. Business

- 7.1 Request for Decision, Parkland Regional Library Budget
- 7.2 Request for Decision, Proclamation for Family Violence Month
- 7.3 Request for Decision, Municipal By-election Bylaw 1263.21
- 7.4 Request for Decision, Council Remuneration & Compensation Policy 156.21
- 7.5 Request for Decision, Town Facility Access – Restrictions Exemption Program

8. Action Correspondence

8.1 Pickleball REP Advocacy Letters

9. Information

- 9.1 Schedule of Town Events
- 9.2 Municipal Planning Commission Meeting Minutes – September 28, 2021
- 9.3 Eagle Builders Centre Lease Space
- 9.4 Report to Council, Building and Development Permit Report – October 2021
- 9.5 Report to Council, Enforcement Services Monthly Report – October 2021
- 9.6 BOLT Transit Report – October 2021
- 9.7 Lacombe County Council Meeting Highlights – October 28, 2021
- 9.8 City of Lacombe Council Meeting Highlights – October 14, 2021
- 9.9 2022 Blackfalds Historical Society Annual Report
- 9.10 Central Alberta Assessment Review Board Opportunities
- 9.11 Gregg Street Realignment Update
- 9.12 Council Orientation – AUMA Elected Officials Education Program
- 9.13 Recreation, Culture and Parks Board Minutes – September 1, 2021
- 9.14 Recreation, Culture and Parks Board Minutes – October 6, 2021

10. Round Table Discussion

None

11. Adoption of Minutes

- 11.1 Minutes from Regular Council Meeting on October 12, 2021
- 11.2 Minutes from Organizational Council Meeting on October 26, 2021

12. Notices of Motion

None

13. Business for the Good of Council

None

14. Confidential

14.1 FOIP S. 17



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AGENDA

14.2 FOIP S. 24

15. **Adjournment** – Verbal

Future Meetings/Events:

- *Standing Committee Meeting – November 15, 2021*



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

MEETING DATE: November 9, 2021

PREPARED BY: Justin de Bresser, Director Corporate Services

SUBJECT: 2022 Parkland Regional Library Budget Request

BACKGROUND:

Every year the Parkland Regional Library prepares a budget document that is sent out to all of its members. This document highlights the planned changes and identifies the potential financial increase that they are considering. Parkland requests members to approve the budget submission as it contains the requisition rates to be charged for the year.

DISCUSSION:

Parkland Regional Library has submitted a budget document for the 2022 fiscal year. It is anticipating no increase to the per capita rate for municipalities.

Provincial grants are expected to remain the same at \$4.70 per capital for regional systems and \$5.55 per capita for rural library services. Overall, the 2022 Regional Library has a budget of \$3.53 million which includes a slight increase of \$57,964.

The 2022 Budget document provides information regarding each line item of the budget. The changes in expenditures are very limited throughout the 2022 budget.

Overall, the changes to the Parkland Regional Library allows operations to continue with a modest increase, with no substantial changes in operations.

FINANCIAL IMPLICATIONS:

The per capita requisition in 2018 was \$8.12, 2019 was \$8.25 and 2020 to 2021 was \$8.55. In 2022, the requisition remains at the same level as 2021. This equates to \$94,178 with a population of 11,015.

ADMINISTRATIVE RECOMMENDATION:

That Council move to accept the proposed budget by the Parkland Regional Library with the 2022 membership requisition at \$8.55.

ALTERNATIVES:

- A) That Council not accept to adopt the proposed per capital requisition of \$8.55 from the Parkland Regional Library.
- B) That Council refer this back to Administration for further review.



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

Attachments:

- *Parkland Regional Library Proposed 2022 Budget*
- *Parkland Regional Library Full Budget Notes*

Approvals:

CAO Myron Thompson

Department Director/Author



Proposed BUDGET 2022

Proposed 2022 Budget **PARKLAND REGIONAL LIBRARY SYSTEM**

Present
Budget

	2021	2022
Income		
1.1 Provincial Operating Grant	990,831	992,621
1.2 First Nations Grant	145,602	145,602
1.3 Membership Fees	1,881,316	1,939,986
1.4 Alberta Rural Library Services Grant	428,738	429,742
1.5 Interest Income	32,000	28,500
TOTAL Income	3,478,487	3,536,451
Support Materials & Services Direct to Libraries		
2.1 Alberta Rural Library Services Grant	428,738	429,742
2.2 Allotment Funds issued to Libraries	249,546	256,396
2.3 Cataloguing Tools	3,000	3,000
2.4 Computer Maint. Agree. Software licenses	197,690	201,885
2.5 Cooperative Collection Fund	0	35,835
2.6 eContent Platform fees, Subscriptions	53,700	78,100
2.7 FN Provincial Grant expenses	78,839	78,839
2.8 Freight	1,800	1,800
2.9 Internet Connection Fees	14,400	8,820
2.10 Marketing/Advocacy	5,000	20,000
2.11 Member Library Computers Allotment	66,010	68,070
2.12 Outlets - Contribution to Operating	800	800
2.13 Periodicals	1,100	1,000
2.14 ILL Postage Reimbursement for libraries	4,500	4,500
2.15 Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16 Vehicle expense	46,000	46,000
2.17 Workshop/Training expense	14,000	14,000
PRL Circulating Collections		
2.18 Audio Book	3,000	5,000
2.19 eContent	47,500	57,500
2.20 Large Print	10,000	10,000
2.21 Programming Kits	2,000	2,000
2.22 Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
Cost of Services		
3.1 Audit	17,400	16,500
3.2 Bank expenses	2,000	1,600
3.3 Bank Investment Fees	4,300	4,700
3.4 Building-Repairs/Maintenance	18,000	18,000
3.5 Dues/Fees/Memberships	11,750	12,200
3.6 Insurance	18,500	19,000
3.7 Janitorial/Outdoor maintenance expense	32,500	34,000
3.8 Photocopy	7,000	4,000
3.9 Publicity/Trade Show	4,100	0
3.10 Salaries	1,607,281	1,588,659
3.11 Salaries - Employee Benefits	354,497	349,505
3.12 Staff Development	20,000	20,000
3.13 Supplies/Stationery/Building	30,036	32,500
3.14 Telephone	12,000	8,000
3.15 Travel	9,000	8,000
3.16 Trustee expense	34,000	35,000
3.17 Utilities	39,000	39,000
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Notes for the Parkland Regional Library System Budget 2022

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
Sub-total	\$1,705,146.18	\$1,800,586.32
Requisition	\$1,881,316.00	\$1,939,986.00
	91%	93%
Difference Between Levy & Direct Return	\$176,169.82	\$139,399.68

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley libraries

Brief Notes – September 2022

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g. books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

Complete Notes to the 2022 Budget

Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
Income			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant:

the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents and based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is slightly reduced for 2022.

Support Materials & Services Direct to Libraries		2021	2022
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.
- 2.8 Freight:* vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2021 level.

2.9 Internet Connection

Fees:

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

2.10 Marketing/Advocacy:

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland's strategic plan.

2.11 Member Library

Computers:

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

reduced slightly based on actual, includes professional development publications and library journals.

2.14 ILL Postage

Reimbursement for Libraries:

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from HQ's.

2.15 Supplies purchased Cataloguing/Mylar:

reduced for 2022 - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

2.17 Workshop/Training:

includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2021 amount.

PRLS Circulating Collections

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2021	2022
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664

Cost of Services – line details

- 3.1 Audit:* reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

3.5 Dues/Fees/

Memberships:

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

3.6 Insurance:

this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor

Maint. Expense:

increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.

3.8 Photocopy:

renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.

3.9 Publicity/Trade Show:

line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.

3.10 Salaries:

reduced to reflect the current staffing level.

3.11 Salaries-Employee

Benefits:

reduced to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP and Blue Cross.

3.12 Staff Development:

renamed - funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, conferences and other continuing education activities – held at \$20,000.

*3.13 Supplies/Stationery/
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

3.14 Telephone:

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

3.15 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$8,000.

3.16 Trustee Expense:

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

3.17 Utilities:

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2022

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2022	
Amortization Reserve (does not include building residual)		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$33,500	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets) (Estimated capital PRLS assets - 2022, \$68,800 -B)</i>	\$162,800	B
	\$275,882	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$68,541	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C

Technology Reserve	\$68,070
Budgeted for member library computers	
	\$141,611

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets	\$33,759	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Amortization expense anticipated (w/o building amount)	\$79,582	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
	\$113,341	



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

MEETING DATE: November 9, 2021

PREPARED BY: Sue Bornn, FCSS Manager

PRESENTED BY: Sean Barnes, Director of Community Services

SUBJECT: November Family Violence Prevention Month

BACKGROUND:

Family Violence Prevention Month started in 1986 as a local initiative in the Town of Hinton, where four remarkable Albertans, Katherine Kennedy, Sonja Bennett, Faye Wheeler and Glenda Carter, formed The Hinton Society for the Prevention of Family Violence and launched Alberta's very first family violence education and prevention campaign. The Society's goals were to draw public attention to the issue and to evoke positive change in their community. This led to expanding local supports and services for individuals and families in the areas of prevention, protection and rehabilitation. At a time when family violence was never talked about publicly, these courageous women inspired the Alberta Legislature to recognize every November as Family Violence Prevention Month in Alberta.

Today their legacy continues; hundreds of Alberta communities and thousands of individuals are actively involved in preventing family violence by providing public education and services. In Canada during 2019, there was a 13% increase in family violence compared to prior years. By providing education and services we hope to reduce that percentage and spread awareness regarding family violence. The color purple has been used for many years, all over the world, in support of family violence prevention. It's also the color of our campaign here in Alberta.

DISCUSSION:

Blackfalds first declared November as Family Violence Prevention Month in 2017. As the Municipality continues to stay engaged with the Regional Vision for Non-Violence Coalition with 16 other regional community partners, the acknowledgment of the impact that family violence has on our residents and communities remains important. Blackfalds is committed to its families and through this proclamation can increase awareness of the importance of everyone living in a safe place, both in and out of their homes.

Other opportunities planned in the community to raise awareness of Family Violence Prevention Month include:

- Trees lit up purple in the Municipal offices accompanied by Red Silhouettes. The Red Silhouettes are a symbol of domestic abuse and family violence
- Information available with banners and brochures at the Abbey Centre
- All Municipal Staff and Council are invited to participate in World Child Day on Friday, November 20th by wearing the color blue. National Child Day is celebrated on November 20th each year. National Child Day has been celebrated across Canada since 1993 to commemorate the United Nations' adoption of two documents centered on children's rights: the [United Nations Declaration of the Rights of the Child](#) on November 20, 1959, and the [United Nations Convention on the Rights of the Child](#) on November 20, 1989.



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

- During Bullying Awareness Week, November 15th – 19th, FCSS is sharing messaging with all the local schools for inclusion in their regular activities.


ADMINISTRATIVE RECOMMENDATION

1. That Council declare November as Family Violence Prevention Month.

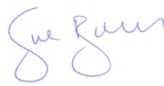
ATTACHMENTS:

- *2021 Family Violence Prevention Month Proclamation*

Approvals:



CAO Myron Thompson



Department Director/Author

Proclamation

WHEREAS,

there are many people in Alberta who experience family violence; and

WHEREAS,

all Albertans have a role to play in preventing family violence.

NOW THEREFORE,

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

November to be **Family Violence Prevention Month**

I call upon citizens to help those at risk learn where to turn. I call upon you to make a difference by helping those affected by family violence know what supports and resources are available to them. It takes all of us working together to promote healthy relationships and create safer communities in our province.

Proclaimed on Tuesday, _____, 2021

Mayor Jamie Hoover

BLACKFALDS
ALBERTA



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

MEETING DATE: November 9, 2021

PREPARED BY: Darolee Bouteiller, Manager of Corporate Services

SUBJECT: Town of Blackfalds By-election Bylaw 1263.21

BACKGROUND:

On October 27, 2021, the Town of Blackfalds received notice of resignation from Councillor-elect Amanda Valin. It is legislated by the *Local Authorities Election Act* that a by-election must be held within 120 days of a Council member vacancy. In order to hold the by-election, Council must pass resolutions to determine: the roles of Returning Officer and Substitute Returning Officer, the dates for Nomination Day and By-election Day, special (mail-in) ballots, and the approval of Municipal By-election Bylaw 1263.21.

DISCUSSION:

Returning Officer and Substitute Returning Officer

In October 2021, the Municipal Election was conducted by Returning Officer Darolee Bouteiller and Substitute Returning Officer Kalina Van Winssen. Due to the timing of the operating budget work to be completed by Manager Bouteiller, Administration is proposing that Executive Assistant Kalina Van Winssen be appointed Returning Officer and Darolee Bouteiller be appointed Substitute Returning Officer for the by-election.

Nomination Day

The proposed deadline to submit nomination papers to run is December 13, 2021 at noon (Nomination Day). Nominations must be signed by a minimum of five eligible voters and must include the signed statement of the candidate. Acceptance of nomination papers begins the day after the resolution is passed by Council to hold a by-election and these forms can be found on the Town's website as well as at the Civic Centre.

Advanced Vote

Administration is recommending that an Advanced Vote Date be set for Saturday, January 8, 2022 from 10:00 a.m. – 6:00 p.m. in Council Chambers at the Civic Centre.

By-election Day

By-election Day is proposed for Monday, January 10th, 2022 from 10:00 a.m. – 8:00 p.m. in Council Chambers. This will allow enough time for the Nomination Period (four weeks) to occur and to ensure Administration meets advertising requirements for Nomination Day and By-election Day (two weeks).



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

Mail-in Ballots

In consideration of COVID-19, Administration is proposing offering special (mail-in) ballots for the By-election. Mail-in ballots can be sent by staff via mail or filled in at the Civic Centre with the option for staff to be able to photocopy elector's authorized identification. Special ballot packages will be sent out or available for pick-up as soon as ballots are finalized, printed and delivered to the Town of Blackfalds. This will be after December 13th, however, the exact date is unknown. The special ballot package must be requested by January 7th at 4:30 p.m. and returned to the Civic Centre by 4:30 p.m. on January 10th for the vote to be counted.

By-election Bylaw 1263.21

In consideration of the By-election, an updated By-election Bylaw is being presented to Council. This outlines and updates the processes used in the October 2021 Municipal General Election, however is very similar to Municipal Election Bylaw 1251.20. This Bylaw has been updated to legislate that in the case of a By-election, that Council sets by resolution the date for By-election Day. A process has also been included for what constitutes the rejection or spoiling of ballots, and how these ballots are stored and secured. Additionally, it provides a process for if the tabulator rejects the ballot if it is incorrectly filled out (i.e. a checkmark is placed instead of filling in the ovals completely), via the allowance of a duplicate ballot to be filled out in the presence of two Deputies and inserted into the tabulator to be counted. This process will also allow for an easy recount process, as ballots may get torn or damaged when transported and manual accounts may have to be done. This Bylaw also allows the counting of special, advanced vote and institutional ballots to be counted starting at 7:30 p.m. on By-election Day.

Further information:

Administration are planning on using the same Elections System and Software (ES&S) tabulators that were used in the 2021 Municipal Election, as these worked very effectively and accurately.

FINANCIAL IMPLICATIONS:

The estimated budget for the By-election, including supplies, ES&S tabulator services (tabulator, ballot layout, coding services, printed ballots) and other associated costs such as election workers is \$4,514.

ADMINISTRATIVE RECOMMENDATION:

1. That Council move to appoint Kalina Van Winssen as the Returning Officer for the 2022 By-election and Darolee Bouteiller as the Substitute Returning Officer.
2. That Council move to approve the dates for a By-election as follows:
Nomination Day: December 13, 2021 until 12:00 noon
Advanced Vote: January 8th from 10:00 a.m. – 6:00 p.m.
By-election Day: January 10th from 10:00 a.m. – 8:00 p.m.
3. That Council direct Administration to receive special ballot requests in writing, by telephone, fax, email, or in-person; and, furthermore, that special ballots must be requested by January 7th at 4:30 p.m. and returned by January 10th at 4:30 p.m.



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

4. That Council give First Reading to Bylaw 1263.21, a Bylaw to provide for a By-election in the Town of Blackfalds.
5. That Council give Second Reading to Bylaw 1263.21, a Bylaw to provide for a By-election in the Town of Blackfalds.
6. That Council agrees to proceed with Third and Final Reading of 1263.21, a Bylaw to provide for a By-election in the Town of Blackfalds.
7. That Council give Third and Final Reading to Bylaw 1263.21, a Bylaw to provide for a By-election in the Town of Blackfalds.

ALTERNATIVES:

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

Attachments:

- *Municipal Election Bylaw 1263.21*

Approvals:

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

CAO Myron Thompson

A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE FOR A BY-ELECTION IN THE TOWN OF BLACKFALDS

WHEREAS pursuant to the Municipal Government Act (MGA), RSA, 2000, Chapter M-26, as amended, Municipalities may by Bylaw provide for a municipal by-election within their boundaries;

WHEREAS the Local Authorities Election Act (LAEA), RSA 2000, Chapter L-21, as amended, provides for the holding of a by-election by municipalities;

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

1.0 TITLE

1.1 This Bylaw may be cited as the 'Municipal By-election Bylaw' for the Town of Blackfalds.

2.0 DEFINITIONS

2.1 Except as otherwise provided for in this Bylaw, the terms used in the Local Authorities Election Act where used or referred to in this Bylaw have the same meaning as defined or provided in the Act.

2.2 In this Bylaw, the following terms mean:

- a) **'Advance Voting'** means the early voting dates that accommodate electors who would otherwise be unable to vote on Election Day;
- b) **'Automated Voting System'** means the vote tabulators, memory storage devices, remote accumulation systems, printers, computers and software used to count votes and generate election results electronically;
- c) **'Ballot'** means a paper ballot presented to an elector on which is printed the office to be voted on, the names of the candidates, the bylaw name and the number or the questions, if any, and containing spaces in which the elector is to mark his/her vote;
- d) **'Ballot Box'** means a container for ballots that have been marked by the voters or printed ballot tapes that have been produced by the automated ballot device;
- e) **'Ballot Tape'** means a printed record, produced by a master control unit, which can be used to manually verify the voting results;
- f) **'By-election Day'** means a day set by Council resolution for the purposes of holding a by-election.
- g) **'CAO'** means the Chief Administrative Officer for the Town of Blackfalds who will function as the secretary under the LAEA;
- h) **'Council'** means the Council of the Town of Blackfalds elected pursuant to the Act;
- i) **'Counting Center'** means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results;
- j) **'LAEA'** means the Local Authorities Election Act, RSA 2000, Chapter L-21, as amended;
- k) **'Local Jurisdiction'** means and includes the Town of Blackfalds
- l) **'Memory Storage Device'** means the device which controls each automated voting terminal and contains memory for storage of automated voting and a paper tape for the printing of voting results;
- m) **'Nomination Day'** is the day four (4) weeks prior to by-election day as declared by resolution of Council;
- n) **'Portable Automated Voting Device'** means an automated device (voting machine) designed to automatically record votes for the election;

- o) **'Presiding Deputy'** means a deputy who has been appointed as a presiding deputy by the Returning Officer;
- p) **'Results Tape'** means the printed record generated by a vote tabulator which shows:
 - i. the number of ballots accepted;
 - ii. the number of votes for each candidate;
 - iii. where there is a vote on a bylaw or question, the number of votes for and against each bylaw or question.
- q) **'Town'** means the municipal corporation of the Town of Blackfalds in the Province of Alberta;
- r) **'Voting Station'** means the location where electors vote.

3.0 BY-ELECTION ADMINISTRATION

- 3.1 The provision of the LAEA, except as modified by this Bylaw, shall apply to all by-elections conducted within the Town.

4.0 RETURNING OFFICER

- 4.1 In accordance with the LAEA, section 13(1), Council shall appoint, by resolution, an individual to act as Returning Officer for the purpose of conducting a by-election on behalf of the Town of Blackfalds.
- 4.2 In accordance with the LAEA, section 13(2.1), Council shall appoint, by resolution, an individual to act as Substitute Returning Officer for the purpose of conducting a by-election on behalf of the Town of Blackfalds.
- 4.3 The Returning Officer shall perform the duties in accordance with section 14 of the LAEA.

5.0 NOMINATIONS

5.1 By-Election

The Returning Officer or designate will receive nominations for the local jurisdiction by-election within the period beginning on the day after the Council resolution to set a date for the By-election until 12:00 noon on Nomination Day.

5.2 Notice of Nomination Day

Nomination Day is four (4) weeks prior to By-election Day. The Returning Officer or designate will give notice of Nomination Day in the prescribed form by publishing a notice in accordance with section 26 of the LAEA.

5.3 Form of Nomination

The nomination of a candidate must be in the prescribed form and signed by at least five (5) electors who are eligible to vote in that election and a resident of the Town on the date of signing the nomination.

5.4 Receipt of Nominations

Nominations shall be received by the Returning Officer, or in the absence of the Returning Officer, a duly appointed deputy, at the Town of Blackfalds:

- a) located at Civic Centre, 5018 Waghorn Street, Blackfalds, Alberta;
- b) during regular business hours of 8:30 am to 4:30 pm (excluding all statutory holidays).

5.6 The Returning Officer or designate shall not accept a nomination:

- a) that is not completed in the prescribed form;
- b) that is not signed by the minimum number of persons required; or
- c) that is not sworn or affirmed by the person nominated.

6.0 VOTING

6.1 Voting Hours

The voting station will be kept open continuously on By-election Day from 10:00 a.m. to 8:00 pm.

6.2 Eligibility to Vote

Electors of the Town of Blackfalds shall produce identification in accordance with the LAEA for the purpose of determining whether the person is eligible to vote in an election.

6.3 Advance Voting

- a) An advance vote may be held on any vote held in a By-election for the local jurisdiction.
- b) The advance vote will be held on dates, times and at locations set by the Returning Officer.
- c) An automated voting system may be used to conduct the advance vote.
- d) Automated voting shall be held in accordance with the voting procedures established in this Bylaw.
- e) At the end of each day of an advance vote, the presiding deputy shall place the automated voting system into a protective lock mode and physically lock the master control unit.
- f) Upon the close of the advance vote the Presiding Deputy shall remove the printed ballot tape and place the printed ballot tape into a ballot box which shall then be sealed and shall remain like that until opened for the tabulation of results on By-Election Day.

6.4 Incapacitated Elector at Home

- a) If a voter is unable to attend at a voting station because of a physical incapacity or mobility limitations, that voter may request, at least 48 hours before the end of the advance vote period, to have a deputy attend at the voter's residence in order to take the vote of the elector.
- b) If the Returning Officer is satisfied that the voter is unable to attend at a voting station due to a physical incapacity or mobility limitations, the Returning Officer will:
 - i. advise the elector that the request has been accepted;
 - ii. appoint two deputies to attend at the elector's residence;
 - iii. inform the elector of the date and approximate time that the deputies will attend the residence.
- c) At the designated time, the deputies may bring inside the residence, the portable automated voting device and register the elector.
- d) Automated voting shall be held in accordance with the voting procedures established in this bylaw.
- e) If automated voting is not possible, the Returning Officer shall ensure alternative voting procedures are established in accordance with the LAEA.
- f) The ballot boxes used for the incapacitated elector at home vote will be closed and sealed upon the completion of the incapacitated elector at home vote and will remain like that until opened for the counting of the ballots on Election Day.

6.5 Automated Voting System

- a) The taking of votes of the electors and the tabulation of by-election results on any question or in any election conducted by the Town, may be done by means of an automated voting system, as directed by the Returning Officer.

- b) In the event that an automated voting system is used in the by-election, the Returning Officer shall:
 - i. be satisfied that the automated voting system, prior to the date of the election, has been pre-tested and is accurate and in good working order;
 - ii. take whatever reasonable safeguards may be necessary to secure the automated voting system and any part thereof, including the vote tabulators and the ballot boxes from unauthorized access, entry, use, tampering, or any unauthorized use of the ballot cards or tabulated results, and;
 - iii. establish procedures and guidelines for deputies related to the preparation and operation of the automated voting system and automated voting devices.

7.0 VOTING PROCEDURES

- 7.1 An automated voting device may be used to conduct the vote and where practical, a portable automated voting device may be used to conduct the incapacitated vote.
- 7.2 All electors for Town elections will be required to show identification in accordance with the provisions of the LAEA prior to being given access to an automated voting terminal.
- 7.3 Each elector eligible to vote shall be given:
 - a) the ballot card(s) that the elector is eligible to receive and that has been initialed by a Deputy;
 - b) an explanation of the voting procedures.
- 7.4 Upon receiving the ballot card(s), the elector will proceed to the voting compartment to vote.
- 7.5 While the elector is in the voting compartment, the elector will mark the ballots only with the marking instrument provided in the compartment, by completing the oval next to his or her choice of candidate or, where there is more than one vacancy, the candidates of the elector's choice.
- 7.6 After the elector has finished marking the ballot card(s) and has completed his or her voting, the elector shall immediately leave the voting compartment and deliver the ballot card(s) to the the vote tabulator.

8.0 BALLOTS MARKED INCORRECTLY

- 8.1 If an elector has made a mistake when marking a ballot, the elector will return the ballot card to the Deputy from whom he or she received the ballot, and may request a replacement ballot card.
- 8.2 The Deputy will mark the returned ballot card as "SPOILED" and if the elector requests a replacement ballot card, the Deputy will provide a replacement ballot card to the elector.

9.0 VOTE TABULATOR ERRORS

- 9.1 If a ballot card is rejected by the vote tabulator, the Deputy at the ballot box must advise the elector to request another ballot card, and if the elector:
 - (a) requests a replacement ballot card, the Deputy issuing the replacement ballot card will mark the original ballot card "SPOILED";
 - (b) declines to obtain a replacement ballot card, the original ballot card will be marked "REJECTED" and placed into the ballot box.
- 9.2 Spoiled ballot cards must be retained and kept separately from all other ballot cards.
- 9.3 Rejected ballot cards must be retained and kept separately from all other ballot cards.

10.1 AUTOMATED VOTING DEVICE FAILURE

- 10.1 Notwithstanding section 7.3 (c), the Returning Officer may establish such other procedures as required to facilitate an Automated vote.

10.2 The voting procedure prescribed in this bylaw shall, during an advance vote and where applicable, an incapacitated elector home vote, as far as is practicable, apply, and may be modified as necessary upon the direction of the Returning Officer.

10.3 Notwithstanding anything in this Bylaw, in the event of:

- a) a malfunction of an automated voting system;
- b) the unavailability of an automated voting system or any of its components;
- c) a defect in the ballots or ballot marking pens; or
- d) anything related to the operation of an automated voting system or any of its components; the Returning Officer may make any directions that he or she thinks necessary or desirable with respect to: the voting procedures to be used; the taking of votes; for the counting of the votes; and where required, for a recount.

11.0 POST-VOTE PROCEDURES

11.1 The Returning Officer shall not permit more than one candidate or his/her agent, to be present at the same time after the Voting Station is closed.

11.2 Immediately after the close of the Voting Station, the Returning Officer and any additional officers that he/she considers necessary, shall:

- a) insert a key, into the master control unit, and produce the required number of copies of the tally register tape(s);
- b) together with another deputy, certify the tally register tape(s);
- c) package separately in ballot boxes, the printed ballot tape along with the voting register and all statements; and,
- d) seal and initial the ballot boxes.

11.3 Sealing Ballot Boxes

11.4 With regard to any ballot box used to receive paper ballots:

- a) The ballot box will be closed and sealed with an Election Officer's initials upon the completion of each vote and will remain like that until opened for the counting of ballots on By-election Day.
- b) Any ballot box used in either the elector assistance at home vote or for special ballots:
 - (i) may have its seal broken to allow the deposit of ballots in each subsequent residence that is attended for the taking of votes; and
 - (ii) will be closed and sealed upon the completion of the elector assistance at home vote and will remain like that until opened for the counting of ballots on by-election Day.

11.5 The ballot boxes used in the institutional vote:

- (i) may have its seal broken to allow the deposit of ballots if the vote must be conducted throughout a facility to accommodate the physical disability of the residents or if the Deputies have to attend multiple buildings to conduct the institutional vote; and
- (ii) will be closed and sealed upon the completion of the institutional vote and will remain like that until opened for the counting of ballots on By-election Day.

12.0 COUNTING OF VOTES

12.1 The Returning Officer shall:

- a) manage all sealed ballot boxes containing printed ballot tapes and initial each entry;
- b) after 8:00 pm on By-election Day, insert a key into the master control units used for the advance vote and incapacitated elector home votes and produce the required number of



copies of the tally register tape(s);

- 12.2 Immediately after 7:30 p.m. on By-election Day, the Returning Officer may count the special ballot box(es), advance vote ballot box(es) and institutional ballot box(es).
- 12.3 If the vote tabulator rejects the ballot, and a vote, though incorrectly marked on a ballot clearly indicates for whom or what the elector intended to vote:
- (i) A duplicated ballot may be prepared in the presence of two Deputies to reflect the intent of the elector, and the word “DUPLICATE” shall be marked on the ballot, and the word “ORIGINAL” shall be marked on the incorrectly marked ballot; and
 - (ii) The duplicated ballot will be assigned a number which will also be recorded on the incorrectly marked ballot and the duplicated ballot will be inserted into a vote tabulator to be counted.
- 12.4 The Returning Officer shall, in the presence of at least one and any additional officers the Returning Officer deems necessary, and the candidates, official agents or scrutineers, if any, ensure that each ballot box is opened and counted in accordance with this bylaw.
- 12.5 Following the tabulation of the voting results at the counting center, the ballot boxes, vote tabulators and the automated voting system shall be stored as determined by the Returning Officer.

13.0 RECOUNT

- 13.1 If the Returning Officer makes a recount, pursuant to the Act, the voting shall be recounted using the printed ballot tapes and ballots, where applicable.

14.0 DISPOSITION OF ELECTION MATERIAL

- 14.1 Following the completion of the tabulation of the election results, the Secretary shall retain the voting registers, the ballot boxes with their seals unbroken, for six (6) weeks from the date of voting.
- 14.2 The Secretary shall, in the presence of two (2) witnesses, open the ballot boxes and destroy the contents and all elector registers no later than twelve (12) weeks after voting day in accordance with the LAEA.

15.0 EFFECTIVE DATE

- 15.1 This Bylaw shall come into effect upon Third and Final Reading of the Bylaw.

READ for the first time this _____, 2021 A.D.

Jamie Hoover, Mayor

Myron Thompson,
Chief Administrative Officer

READ for the second time this _____, 2021 A.D.

Jamie Hoover, Mayor

Myron Thompson,
Chief Administrative Officer



Town of Blackfalds
BY-ELECTION BYLAW NO. 1263.21

READ for the third and final time this _____, 2021 A.D.

Jamie Hoover, Mayor

Myron Thompson,
Chief Administrative Officer



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

MEETING DATE: November 9, 2021

PREPARED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: Council Remuneration & Compensation Policy 156.21

BACKGROUND:

In 2021, the Town of Blackfalds undertook a Council remuneration and compensation review to determine rates for the 2021 – 2025 Council members. A Council Remuneration Review Committee was formed through appointment of citizen representation at the June 22nd, 2021 Regular Meeting of Council. The citizen members were assisted by members of Administration and representatives of Hillcrest Financial, consultants who undertook a survey and analysis for the Council Remuneration process. On July 5, 2021, the Remuneration Committee (comprised of residents of Blackfalds and Administrative staff members) was presented with information by Hillcrest Financial which compared Council compensation and benefits to 12 comparator communities that were in a range of +/- 10% of the Municipal Measurement Index.

The Remuneration Review Committee made the following recommendations at the Regular Council Meeting on August 10, 2021. These recommendations were then approved by resolution at the August 10, 2021 Regular Council Meeting:

Request for Decision – Remuneration Recommendations

238/21 Councillor Stendie moved that Council increase honorariums to the 75th percentile at a monthly rate of \$4,980 for the Mayor and \$2,369 for Councillors.

CARRIED UNANIMOUSLY

239/21 Councillor Appel moved that the Mayor position remain as part-time status.

CARRIED UNANIMOUSLY

240/21 Councillor Hoover moved that the per diem rate be increased to \$135 for a half day and \$255 for a full day.

CARRIED

Opposed: Deputy Mayor Svab and Councillor Stendie

241/21 Deputy Mayor Svab moved that Council travel rates and expenses remain the same; and, that sundry expenses be removed.

CARRIED UNANIMOUSLY



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242/21 Councillor Appel moved that technology reimbursement rates increase to \$100 per month.

CARRIED UNANIMOUSLY

243/21 Councillor Hoover moved that healthcare benefits remain as is.

CARRIED UNANIMOUSLY

244/21 Councillor Taylor moved that the Wellness/Health Spending Account in the amount of \$475 per year be extended to Council.

CARRIED

Opposed: Mayor Poole and Deputy Mayor Svab

These compensation rates and benefits are already being provided to Council Members, however the Policy needs to be formally adopted. The Draft Council Remuneration and Compensation Policy 156.21 is attached and was updated to reflect these resolutions. The marked-up copy is included for Council's review with new policy updates in red, while the old policy rates and benefits are marked with strikeouts.

FINANCIAL IMPLICATIONS:

The adjustments resulted in the following increases:

- Honorariums -	\$46,308
- Per Diems -	\$2,640
- Technology –	\$3,780
- Other (Health Spending) -	<u>\$2,975</u>
2022 estimated increase -	\$55,700

ADMINISTRATIVE RECOMMENDATION:

1. That Council approve Council Remuneration Policy 156.21 as presented.

ALTERNATIVES:

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

ATTACHMENTS:

- *Draft Council Remuneration & Compensation Policy 156.21*
- *Marked up Copy of Council Remuneration & Compensation Policy 156.21*

Approvals:



CAO Myron Thompson

Policy No.: 156/21 Policy Title: Council Remuneration & Compensation Department: Office of the CAO Council Approval: Reviewed: August 2021 Revised: August 2021 Supersedes Policy/Bylaw: <ul style="list-style-type: none"> • Council Remuneration & Compensation Policy 132/17 • Council Remuneration & Compensation Policy (September 2011) 	Date: Resolution #:
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1. Preamble

- 1.1 The Town of Blackfalds values the contribution of Council and as such will maintain an annual level of remuneration and compensation for the elected officials that fall within the compensation values of the grouping of comparator municipalities as determined through provincial data provisions.

2. Reason for Policy

- 2.1 To outline the remuneration and compensation provided to Mayor and Council through honorarium, per diem rates, expenses, benefits, and professional development, as well as the process for reviews and adjustments as identified through the Terms of Reference – Council Remuneration Review Committee.

3. Authority

- 3.1 Section 242 and 243 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, as amended.
- 3.2 Town Council Resolutions

4. Definitions

- 4.1 Council: Council are those elected officials serving the Town of Blackfalds duly elected in accordance with the *Local Authorities Election Act*.
- 4.2 Elected Official: is any member of Council.

5. Responsibilities

- 5.1 Municipal Council to:
- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in

the annual budget process.

5.2 Council Remuneration Review Committee to:

5.2.1 Undertake processes as identified in Appendix “B” – Terms of Reference

6. Exclusions

6.1 None

7. Special Situations

7.1 None

8. Appendix

8.1 Appendix “A” – Compensation provided to Mayor and Council

8.2 Appendix “B” – Terms of Reference – Council Remuneration Review Committee

8.3 Appendix “C” – Council Member Expenses/Reimbursement

9. End of Policy

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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1. Preamble

- 1.1 The remuneration and compensation is reviewed on a four year cycle, conducted in the year of an Municipal election and completed in advance of the election. Mayor and Council will receive an established Salary/Honorarium, and as well per diems and any other allowable expenses as established through Policy 156/21.
- 1.2 Remuneration and compensation levels are established through a +/- 10 percent median of compensation data retrieved through the survey of comparator municipalities that align with Blackfalds within a +/- 10 municipal measurement index as provided through Alberta Municipal Affairs. A dollar amount per capita modifier will be used and is derived by utilizing the 75 percent median honorarium/salary amount divided by the current population. A compensation adjustment will be brought forward annually to Council for consideration at budget time to reflect changes in the Alberta Consumer Price Index and which will align with salary and wage adjustments provided to municipal employees.
- 1.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short- and long-term disability.

2. General Procedures

- 2.1 Refer to Appendix "A" – Compensation Provided to Mayor and Councillors.
- 2.2 Refer to Appendix "B" – Terms of Reference – Council Remuneration Review Committee.
- 2.3 Refer to Appendix "C" – Council Member Expenses/Reimbursement

Appendix “A” – Compensation Provided to Mayor and Council

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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1. Preamble:

Council's Salary/Honorarium will be in place for a four-year election term cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town's annual operating budget.

2. Council Salaries/Honorariums:

- 2.1 Monthly Honorariums are provided for attendance at all Council meetings, Standing Committee Meetings, Public Hearings, Appointed Boards & Committees and Community Organization Meetings as determined.
- 2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:
 - 2.2.1 Chief Elected Official \$4,980
 - 2.2.2 Councillor \$2,369
- 2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.

3. Per Diems

- 3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.
- 3.2 A per diem will be provided to Council members for attendance at Municipal workshops, open houses, retreats, and budget meetings.
- 3.3 Per diem meeting rates are as follows:
 - 3.3.1 Flat Rate \$135 (half day)
 - 3.3.2 Flat Rate \$255 (full day)

- 3.4 Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

4. Health Benefits

- 4.1 Mayor & Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term commencing and will remain in effect through the duration of their political service.
- 4.2 Specifics of coverage include:
- 4.2.1 Basic Group Life Insurance which entitles Council to coverage of \$25,000. Mayor and Councillors pay 20% of the premiums for this coverage.
 - 4.2.2 Dependant Life Insurance which entitles Mayor and Councillors to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Care. Mayor and Councillors pay 20% of the premiums for this coverage.
 - 4.2.3 Dental benefits which entitles Mayor and Councillors to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2500. Dental also includes 50% Adult and Child Orthodontics to a lifetime maximum of \$3000. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
 - 4.2.4 Extended Health Care benefits which entitles Mayor and Councillors to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined in the employee handbook. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
 - 4.2.5 Vision Coverage of \$400.00 per year for children (if they are choosing family coverage for extended health care) and every 2 years for an adult. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
 - 4.2.6 Accidental Death and Dismemberment coverage of \$25,000. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
 - 4.2.7 Employee Assistance Program is offered to Mayor and Councillors with premiums paid for by the Town.
 - 4.2.8 Optional benefits are available with full premiums being the responsibility of Mayor and Councillors. These options include optional life insurance, optional critical illness, and optional dependent life insurance.
- 4.3 Exclusions:
- 4.3.1 Coverage excludes short- and long-term disability.

5. Health/Wellness Spending Account

- 5.1 Council will be provided with a \$425 annual Health and/or Wellness Spending Account.

6. Travel & Subsistence

- 6.1 Council member expenses incurred shall be reimbursed as per Appendix "C" – Reimbursements, and upon submission and approval of a claim form.
- 6.2 The Mayor shall be responsible for approving Councillor's expense claims and the Deputy Mayor responsible for approving the Mayor's expense claims.
- 6.3 Mayor and Council are to submit receipts for meals. In instances where meals are provided at a conference, seminar workshop, or meeting then meal allowances or receipted meals will not be reimbursed unless approved by Council.
- 6.4 The administrative vehicle will be provided for Councillor use for out of town travel that is not overnight. The booking of the vehicle will be made through the Civic Centre reception. Extended travel expense reimbursement will be provided as per Appendix "C" or alternate arrangements will be made in provision of a municipal fleet unit.

7. Professional Development

- 7.1 Professional development will be provided to Mayor and Council as outlined in Policy 155.21 Elected Officials Development Opportunities.

8. Electronic Device and Internet Connection Reimbursement

- 8.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning on Council.
- 8.2 Reimbursement for the cost of an average high speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web makes a reliable high speed internet connection a necessary service to properly execute the duties of council.
- 8.3 Reimbursement for the cost of the internet connection will be paid by the Town to the Council members in December of the year in which the charges occurred. The reimbursement will be prorated monthly for terms that do not equal a full year. The amount of reimbursement is calculated based on an average connection with sufficient data transfer amounts as determined by the council during the annual budget deliberations.
- 8.4 Each Council Member will be reimbursed \$100 per month for internet costs.

9. Telephone

- 9.1 The Chief Elected Official shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of average cost to supply a cell phone will be paid on a monthly basis.

10. General

- 10.1 The Town of Blackfalds is responsible for the payment of the remuneration and compensation as delegated to the Director of Corporate Services who shall distribute payment according to this policy. Honorariums shall be paid no later than the last banking day of each month.
- 10.2 Honorarium and per diem claims shall be submitted on a form provided by the Director of Corporate Services and submitted no later than two days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 10.3 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Administrative Officer, preferably with one weeks' notice.
- 10.4 Cash advances for up to 80% of the estimated expenditures incurred may be provided upon request being presented at least one week prior to departure.
- 10.5 Expense claim forms as provided by the Director of Corporate Services are to be completed and approved by the Mayor and Deputy Mayor upon return from eligible conventions, seminars, Town business and meetings prior to submission for payment.
- 10.6 Town administration may register Council members for courses and conferences as requested. Council members wishing to register themselves may do so using their municipal credit card. All credit card receipts must be submitted to Accounts Payable for processing.

11. General

- 11.1 Review of this policy will take place through procedures identified in Appendix "B" – i Council Remuneration Review Committee.

Appendix “B” – Terms of Reference – Council Remuneration Review Committee

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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1. Preamble:

- 1.1 A Council Remuneration Review Committee consisting of five citizens from the community will be established by the Chief Administrative Officer to review and make recommendations for compensation to be provided for Mayor and Council ahead of the Municipal Election. The compensation recommendation will be reviewed by the sitting Council and any decisions will be made through formal resolution and come into effect for the new Council following the Municipal Election.

2. Responsibilities:**2.1 Council:**

- 2.1.1 Following the recruitment process for Remuneration Committee members Council will formally appoint these members to the Council Remuneration Committee;
- 2.1.2 Council will duly consider all recommendations brought forward by the Committee;
- 2.1.3 Approve any adjustments to Council remuneration package.

2.2 Chief Administrative Officer:

- 2.2.1 Will act in an advisory role to the Committee;
- 2.2.2 Provide the assistance of a Human Resource Officer to assist in information gathering and analysis, and facilitation process;
- 2.2.3 Provide any information necessary information to the Committee necessary to fulfill their duties;
- 2.2.4 Utilize the current Municipal Affairs Municipal Measurement Index to utilize comparator municipalities. Comparators will be within +/-ten percent in relation to the Town of Blackfalds.
- 2.2.5 Ensure the survey information is collected, compiled, and available for when the Committee is ready to undertake the review..

2.3 Council Remuneration Committee

- 2.3.1 Will elect a Chair and Vice Chair for the Committee;
- 2.3.2 Will make recommendations to Council in relation to Council Remuneration;



- 2.3.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 2.3.4 Will make recommendations to Council in relation to a Benefits Package;
- 2.3.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;
- 2.3.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

1.4 Remuneration Committee Chair Duties

- 1.4.1 Spokesperson for the Committee except for specifically authorized instances;
- 1.4.2 Will ensure that deliberation during Committee meetings will be fair, transparent, efficient and thorough;
- 1.4.3 Will chair Committee meetings with all the commonly accepted power of that position (Roberts Rules);
- 1.4.4 Will ensure that decisions are documented in written format and that recommendations are put in writing for presentation.

2. Procedures for Council Remuneration Committee

- 2.1 The Committee will be established prior to mid-year of an election year. The Committee will complete their review and make recommendation prior to the first Council meeting in August.
- 2.2 The Committee will consist of nine members including five citizens from the Community, the CAO, the Director of Corporate Services, the Human Resource Officer and member of the consulting firm (Human Resource Advisor) that gathered and processed the compensation survey data.
- 2.3 The Committee members chosen will consist of individuals who are active and connected in the Community or have a professional background in finance, business, education, law or governance.
- 2.4 The citizen appointees will be the only Committee members to have voting rights.
- 2.5 The term of the Committee shall be appointed for a term not to exceed one year. Committee.
- 2.6 Meeting dates and times shall be held at the discretion of the Committee and a quorum shall consist of three members.
- 2.7 Each member of the Committee will observe and keep confidential matters relating to the business or affairs of Council members or the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

Appendix “C” – Council Member Expenses / Reimbursement

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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REIMBURSEMENT TYPE	AMOUNT
Travel Allowance - Meals	As per current Revenue Canada Agency Travel Allowance - Meals
Travel Allowance – Vehicle Use	As per current Revenue Canada Agency Travel Allowance – Vehicle Use (\$/km)
Travel Allowance - Accommodation Hotel/Motel Private Home	As per receipted expense \$22.25 allowance per overnight stay
Travel Allowance – Taxi/public transportation	As per receipted expense
Rental Vehicles	When authorized and receipted expense
Parking Costs	As per receipted expense
Incidental Expense – Laundry & dry cleaning	As per receipted expense

Policy No.: 156/21 Policy Title: Council Remuneration & Compensation Department: Office of the CAO Council Approval: Reviewed: August 2021 Revised: August 2021 Supersedes Policy/Bylaw: <ul style="list-style-type: none"> • Council Remuneration & Compensation Policy 132/17 • Council Remuneration & Compensation Policy (September 2011) 	Date: Resolution #:
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2. Reason for Policy

- 2.1 To outline the remuneration and compensation provided to Mayor and Council through honorarium, per diem rates, expenses, benefits, and professional development, as well as the process for reviews and adjustments as identified through the Terms of Reference – Council Remuneration Review Committee.

3. Authority

- 3.1 Section 242 and 243 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, as amended.
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- 5.1 Municipal Council to:
- 5.1.1 Approve by resolution this policy and any amendments.
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the annual budget process.

5.2 Council Remuneration Review Committee to:

5.2.1 Undertake processes as identified in Appendix “B” – Terms of Reference

6. Exclusions

6.1 None

7. Special Situations

7.1 None

8. Appendix

8.1 Appendix “A” – Compensation provided to Mayor and Council

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8.3 Appendix “C” – Council Member Expenses/Reimbursement

9. End of Policy

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Appendix “A” – Compensation Provided to Mayor and Council

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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2.2.2 Councillor ~~\$1,959~~ **\$2,369**

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3.3 Per diem meeting rates are as follows:

3.3.1 Flat Rate ~~\$120 (half day)~~ **\$135 (half day)**

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7. Professional Development

- 7.1 Professional development will be provided to Mayor and Council as outlined in Policy 155.21 Elected Officials Development Opportunities.

8. Electronic Device and Internet Connection Reimbursement

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8.4 Each Council Member will be reimbursed \$100 per month for internet costs.

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- 10.4 Cash advances for up to 80% of the estimated expenditures incurred may be provided upon request being presented at least one week prior to departure.
- 10.5 Expense claim forms as provided by the Director of Corporate Services are to be completed and approved by the Mayor and Deputy Mayor upon return from eligible conventions, seminars, Town business and meetings prior to submission for payment.
- 10.6 Town administration may register Council members for courses and conferences as requested. Council members wishing to register themselves may do so using their municipal credit card. All credit card receipts must be submitted to Accounts Payable for processing.

11. General

- 11.1 Review of this policy will take place through procedures identified in Appendix "B" – Council Remuneration Review Committee.

Appendix “B” – Terms of Reference – Council Remuneration Review Committee

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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1. Preamble:

- 1.1 A Council Remuneration Review Committee consisting of five citizens from the community will be established by the Chief Administrative Officer to review and make recommendations for compensation to be provided for Mayor and Council ahead of the Municipal Election. The compensation recommendation will be reviewed by the sitting Council and any decisions will be made through formal resolution and come into effect for the new Council following the Municipal Election.

2. Responsibilities:**2.1 Council:**

- 2.1.1 Following the recruitment process for Remuneration Committee members Council will formally appoint these members to the Council Remuneration Committee;
- 2.1.2 Council will duly consider all recommendations brought forward by the Committee;
- 2.1.3 Approve any adjustments to Council remuneration package.

2.2 Chief Administrative Officer:

- 2.2.1 Will act in an advisory role to the Committee;
- 2.2.2 Provide the assistance of a Human Resource Officer to assist in information gathering and analysis, and facilitation process;
- 2.2.3 Provide any information necessary information to the Committee necessary to fulfill their duties;
- 2.2.4 Utilize the current Municipal Affairs Municipal Measurement Index to utilize comparator municipalities. Comparators will be within +/-ten percent in relation to the Town of Blackfalds.
- 2.2.5 Ensure the survey information is collected, compiled, and available for when the Committee is ready to undertake the review..

2.3 Council Remuneration Committee

- 2.3.1 Will elect a Chair and Vice Chair for the Committee;
- 2.3.2 Will make recommendations to Council in relation to Council Remuneration;



- 2.3.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 2.3.4 Will make recommendations to Council in relation to a Benefits Package;
- 2.3.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;
- 2.3.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

1.4 Remuneration Committee Chair Duties

- 1.4.1 Spokesperson for the Committee except for specifically authorized instances;
- 1.4.2 Will ensure that deliberation during Committee meetings will be fair, transparent, efficient and thorough;
- 1.4.3 Will chair Committee meetings with all the commonly accepted power of that position (Roberts Rules);
- 1.4.4 Will ensure that decisions are documented in written format and that recommendations are put in writing for presentation.

2. Procedures for Council Remuneration Committee

- 2.1 The Committee will be established prior to mid-year of an election year. The Committee will complete their review and make recommendation prior to the first Council meeting in August.
- 2.2 The Committee will consist of nine members including five citizens from the Community, the CAO, the Director of Corporate Services, the Human Resource Officer and member of the consulting firm (Human Resource Advisor) that gathered and processed the compensation survey data.
- 2.3 The Committee members chosen will consist of individuals who are active and connected in the Community or have a professional background in finance, business, education, law or governance.
- 2.4 The citizen appointees will be the only Committee members to have voting rights.
- 2.5 The term of the Committee shall be appointed for a term not to exceed one year. Committee.
- 2.6 Meeting dates and times shall be held at the discretion of the Committee and a quorum shall consist of three members.
- 2.7 Each member of the Committee will observe and keep confidential matters relating to the business or affairs of Council members or the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

Appendix “C” – Council Member Expenses / Reimbursement

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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REIMBURSEMENT TYPE	AMOUNT
Travel Allowance - Meals	As per current Revenue Canada Agency Travel Allowance - Meals
Travel Allowance – Vehicle Use	As per current Revenue Canada Agency Travel Allowance – Vehicle Use (\$/km)
Travel Allowance - Accommodation Hotel/Motel Private Home	As per receipted expense \$22.25 allowance per overnight stay
Travel Allowance – Taxi/public transportation	As per receipted expense
Rental Vehicles	When authorized and receipted expense
Parking Costs	As per receipted expense
Incidental Expense – Laundry & dry cleaning	As per receipted expense
Sundry Allowance	\$8.25 per 24-hour period away on Town- business



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

MEETING DATE: November 9, 2021

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

SUBJECT: Town of Blackfalds COVID 19 Provincial Restrictions Restriction Exemption Program (REP)

BACKGROUND:

On September 15th, 2021, the provincial government declared a State of Public Health Emergency amid the fourth wave of COVID-19. On September 16th, throughout the province new measures and restrictions were put in place with a focus on “Stopping the Spread” and to increase vaccination rates.

With these new measures, the province gave a date of September 20th for in scope businesses, entities and events to implement one of two options:

1. Restrictions Exemption Program (REP) - businesses, entities and events which chose this, would require clients to provide proof of vaccination or negative test results, plus mandatory masking. This would allow them to continue to operate per usual.
2. Comply with all public health restrictions as outlined in Order 44-2021, which would require operation at 1/3 capacity, maintaining physical distancing and wearing of masks.

On September 16th, 2021, the Town of Blackfalds (TOB) Emergency Management Agency met to discuss the direction which would be best for town facilities. The Agency decided to make a recommendation to the Emergency Management Committee for the town to move forward with 1/3 capacity and follow the health restrictions outlined in Order 44-2021 (Order and minutes attached).

On September 17th, the TOB Emergency Management Committee met and voted on moving ahead with the implementation of 1/3 capacity regulations for all town facilities. (Minutes attached).

It was felt the 1/3 capacity option was the best option at the time for the residents of Blackfalds as well as employees. The Agency believed this would allow for the municipality to run most activities where separate entrances were available in the facility. This decision was made to ensure the most diverse and inclusive use of facilities, while ensuring guidelines were in place to maintain the health of both residents and staff.

One of the stipulations within the 1/3 capacity rule was that group adult activities were not able to take place within the facility unless the REP is utilized and following all the rules associated with the REP. This rule has subsequently prevented our sports teams from playing. This is because Alberta Health Services (AHS) considers allowing 1/3 capacity and running a REP in the same facility a “Hybrid” system which was not



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

allowed. Adult hockey teams (rec league), pickleball players and any other adult group organized physical activities are not allowed to participate in the Abbey Centre. The decision to move to 1/3 capacity also affected the Blackfalds Bulldogs as some players are over the age of 18, and therefore are not allowed to play. AHS further advised concessions were not permitted to be open and serve “dine-in” service within the facilities. While they can be open, they can only be open for “take out” services.

The lack of ability to operate adult organized physical activities is adversely affecting residents who rely on our facilities for physical activities. The municipality has heard from groups organizing “Pickleball” and others organizing adult hockey, that this decision has created a hardship for them as they have to travel outside their community to remain physically active.

On October 6th, 2021, the Emergency Management Agency met to discuss town facilities and the effect the 1/3rd capacity was having. This meeting resulted in a recommendation to the Emergency Management Committee that consideration be given to recommend Council move to REP immediately for the Eagle Builders Centre (EBC). Doing this would allow adult sports and other adult group activities to occur in the facility and for the concession to be open within the building for dine in services. This would further allow the local business running the concession to operate fully.

On October 8th, 2021, the Emergency Management Committee met. Two recommendations came from this meeting.

1. Councillor Stendie made a motion for the committee to recommend to council a letter to the Provincial Government be written detailing concerns we have as a municipality, requesting the province of Alberta make decision and not download them onto municipalities, businesses, and residents.

Carried Unanimously

2. Councillor Appel moved for Administration to bring the REP and 1/3 issue to the October 12th Regular Council meeting for further discussion.

Carried

On October 12th, 2021, at a Regular Council Meeting the issue of moving the EBC to a REP facility was brought forward. Council was provided with the minutes from the Emergency Management Committee and their recommendation to have Council decide on this matter. Manager Morrison presented to Council on the request to move from 1/3 capacity to REP at the EBC, a motion was put forward to move from a 1/3 capacity facility to a REP, and this motion was defeated. Subsequently, a motion to move the Abbey Centre from a 1/3 capacity facility to a REP facility was put forward and defeated. With both motions voted on and defeated facilities did not change from 1/3 capacity.

DISCUSSION:

The choice to open all town facilities at 1/3 capacity has resulted in many residents being disadvantaged as well as a large financial loss to both the town and local business owners.

The Community Centre within the town has been limited in the activities they can operate. The Cheemo biweekly activities, FCSS organized movie events, youth programming (which included parents) and the Monster Bash are examples of activities which have been adversely affected with our facilities running at 1/3 capacity.



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

The Multiplex (now known as the Eagle Builders Centre – Arena 2) running at 1/3 capacity has resulted in adult hockey not being able to operate within the facility, and players are going to other communities where they are allowed to play. The Blackfalds Bulldogs are scheduled to have their first game at the EBC soon, however they were forced to postpone their season ticket sales, as a direct result of the 1/3 capacity ruling. In a letter dated October 12th (letter attached), they advise the decision to not implement the REP program will affect their relationships with external partners as well as limiting the guaranteed revenue stream to the Town of Blackfalds. AHS has since come out with a ruling which indicates that the Bulldogs can implement the REP and operate fully if they are the only users of the facility.

With our EBC facility operating at 1/3 capacity and not REP, the concession is unable to operate for dine in services, spectator numbers are limited as well. By implementing the REP, this would allow full access for those groups utilizing the facility, in its entirety, while ensuring all health restrictions are adhered to.

The Abbey Centre has had to postpone or cancel all adult organized activities (i.e. yoga, fitness programs). As outlined, groups playing Pickleball are an example of residents who have been adversely affected by the 1/3 rule. This has also affected our child minding, as these are the people who are utilizing this service. As a result of the recreation cancellations, the Recreation, Culture and Parks Board passed a motion at their November 3rd meeting in support of implementing the REP:

RES. 60/21

Councillor Stendie moved that the Recreation, Culture and Parks Board moves to bring this item forward to Council as an encouragement to accept the REP Program.

MOTION CARRIED UNANIMOUSLY

By moving forward and implementing the REP throughout all town facilities, it will ensure there is no confusion to residents or patrons attending any of our facilities. We will be able to utilize our recreation areas for what they are intended.

We will be required to monitor our facilities, which may result in additional hours to staff at times, however, organizations renting or using the facilities for larger functions would remain responsible to ensure restrictions are adhered to.

FINANCIAL IMPLICATIONS:

Financial implications by not moving to the REP program could be substantial due to the loss of revenue from all organized adult activities, which are not permissible in a facility running at 1/3 capacity. There may be some increase in costs associated in extra hours for staff, this will be monitored accordingly.

ADMINISTRATIVE RECOMMENDATION:

That Council approve the change in status of all town facilities from 1/3 capacity to the Restrictions Exemption Program (REP)
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**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

ALTERNATIVES:

- A) That Council approve the change in status of the EBC and Abbey Center to REP from 1/3 capacity.
- B) That Council recommend facilities remain at 1/3 capacity.


ATTACHMENTS:

- CMOH Order 44-2021
- Emergency Management Agency Minutes – September 16, 2021
- Emergency Management Committee Minutes – September 17, 2021
- Emergency Management Agency Minutes – October 6, 2021
- Emergency Management Committee Minutes – October 8, 2021
- Bulldogs Season Tickets Seat Selection Letter – October 12
- Bulldogs Proof of Vaccination REP Letter – October 28

Approvals:



CAO Myron Thompson



Department Director/Author

RECORD OF DECISION – CMOH Order 44-2021**Re: 2021 COVID-19 Response**

Whereas I, Dr. Deena Hinshaw, Chief Medical Officer of Health (CMOH) have initiated an investigation into the existence of COVID-19 within the Province of Alberta.

Whereas the investigation has confirmed that COVID-19 is present in Alberta and constitutes a public health emergency as a novel or highly infectious agent that poses a significant risk to public health.

Whereas under section 29(2.1) of the *Public Health Act* (the Act), I have the authority by order to prohibit a person from attending a location for any period and subject to any conditions that I consider appropriate, where I have determined that the person engaging in that activity could transmit an infectious agent. I also have the authority to take whatever other steps that are, in my opinion, necessary in order to lessen the impact of the public health emergency.

Whereas a state of public health emergency for the province of Alberta was declared on September 15, 2021.

Whereas having determined that additional measures are necessary to protect Albertans from exposure to COVID-19 and to prevent the spread of COVID-19, I hereby make the following order:

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Part 1 – Application

- 1.1 This Order applies throughout the province of Alberta.
- 1.2 This Order comes into force on September 20, 2021 except where otherwise stated in this Order.
- 1.3 If a section of this Order is inconsistent or in conflict with a provision in Record of Decision – CMOH Order 10-2020, 37-2021 or 38-2021, the section in those Orders prevail to the extent of the inconsistency or conflict.
- 1.4 This Order amends CMOH Order 42-2021 by making the following amendments to Part 7 effective September 16, 2021:
 - (a) deleting sections 7.1 through 7.6; and
 - (b) substituting the words “Despite this Part of this Order, a” with “A” in section 7.7.
- 1.5 This Order rescinds CHOH-Order 42-2021 effective September 20, 2021.

Part 2 – Definitions

- 2.1 In this Order, the following terms have the following meanings:
 - (a) “adult” means a person who has attained the age of eighteen years.

- (b) “authorizing health professional” means one of the following regulated members under the *Health Professions Act* who holds a practice permit:
- i. nurse practitioners;
 - ii. physicians;
 - iii. psychologists.
- (c) “child care program” means any of the following:
- i. a facility-based program providing day care, out of school care or preschool care;
 - ii. a family day home program;
 - iii. a group family child care program;
 - iv. an innovative child care program.
- (d) “Class A, B or C liquor licence” has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation, AR 143/96*, under the *Gaming, Liquor and Cannabis Act*.
- (e) “cohort”, as the context of this Order requires, means:
- i. for a person who resides on their own, one or two other persons with whom the person who resides on their own regularly interacts with during the period of this Order;
 - ii. for a household, the persons who regularly reside at the home of that household;
 - iii. for a household in which all eligible persons who regularly reside at the home are fully vaccinated, the members of that household and the members of a second household whose eligible members are fully vaccinated, up to a maximum of ten fully vaccinated persons, excluding children eleven and younger who are not vaccinated. This must be the same two households for the duration of the Order;
 - iv. for a fully vaccinated person who resides on their own, the person who resides on their own, and up to a maximum of nine fully vaccinated persons, excluding children eleven and younger who are not vaccinated. This must be the same nine people for the duration of the Order;
 - v. for a person attending an overnight camp, the group of campers and staff members assigned to them who stay together throughout the day, day to day, and overnight;
 - vi. for a school, the group of students and staff who primarily remain together for the purposes of instruction as a COVID-19 safety strategy.
- (f) “commercial vehicle” means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation, but does not include a private passenger vehicle.
- (g) “day care” has the same meaning given to it in the *Early Learning and Child Care Regulation*.

- (h) “drive-in activities” means outdoor activities that a person can participate in or observe while remaining in a motor vehicle including the following:
 - i. a worship service;
 - ii. a drive-in movie;
 - iii. a graduation ceremony;
 - iv. physical activity, performance activity or recreational activity;
 - v. any activity similar in nature to those listed in this definition.
- (i) “eligible person” means a person born in 2009, or before 2009, who is living, working or going to school in Alberta who is eligible to receive the COVID-19 vaccine.
- (j) “face mask” means a medical or non-medical mask or other face covering that covers a person’s nose, mouth and chin.
- (k) “facility-based program” has the same meaning given to it in the *Early Learning and Child Care Act*.
- (l) “Facility Licence” has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation*, AR 143/96, under the *Gaming, Liquor and Cannabis Act*.
- (m) “family day home program” has the same meaning given to it in the *Early Learning and Child Care Act*.
- (n) “farming or ranching operation” means the primary production of eggs, milk, grain, seeds, fruit, vegetables, honey, livestock, diversified livestock animals within the meaning of the *Livestock Industry Diversification Act*, poultry or bees, an operation that produces cultured fish within the meaning of the *Fisheries (Alberta) Act*, and any other primary agricultural operation specified in the regulations, but does not include the operation of a greenhouse, mushroom farm, nursery or sod farm.
- (o) “fitness activity” means a physical activity that occurs at a gym, fitness studio, dance studio, rink, pool, arena or recreation centre and includes dance classes, rowing, spin, yoga, boxing, boot camp, Pilates and other activities of a similar nature.
- (p) “food-serving business or entity” means a restaurant, café, bar, pub or similar business or entity.
- (q) “fully vaccinated” means a person who is eligible for vaccination who has:
 - i. received two doses of a World Health Organization approved COVID-19 vaccine in a two dose vaccine series or one dose in a one dose vaccine series; and
 - ii. had fourteen days elapse since the date on which the person received the second dose of the World Health Organization approved COVID-19 vaccine of a two dose series or one dose of the vaccine in a one dose vaccine series.

- (r) "Gaming Licence" has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation, AR 143/96*, under the *Gaming, Liquor and Cannabis Act*.
- (s) "group family child care program" has the same meaning given to it in the former *Child Care Licensing Regulation*.
- (t) "health condition" means the following mental or physical limitations:
 - i. sensory processing disorders;
 - ii. developmental delays;
 - iii. mental illnesses including: anxiety disorders; psychotic disorders; dissociative identity disorder; and depressive disorders;
 - iv. facial trauma or recent oral maxillofacial surgery;
 - v. contact dermatitis or allergic reactions to face mask components; or
 - vi. clinically significant acute respiratory distress.
- (u) "highway" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
 - i. a sidewalk, including a boulevard adjacent to the sidewalk;
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch; and
 - iii. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,but does not include a place declared by regulation not to be a highway.
- (v) "innovative child care program" has the same meaning given to it in the former *Child Care Licensing Regulation*.
- (w) "masking directive or guidance" means, as the context of this Order requires, either:
 - i. a directive or guidance document made by a regional health authority, or a contracted service provider of a regional health authority, which sets out directions or guidance respecting the use of face masks in facilities or settings operated by the regional health authority or the contracted service provider; or
 - ii. a directive or guidance document made by Alberta Health and posted on the Government of Alberta website.
- (x) "medical exception letter" means written confirmation provided to a person by an authorizing health professional which verifies that the person has a health condition that prevents the person from wearing a face mask while attending an indoor public place and
 - i. clearly sets out the information required by section 3.6 of this Order; and
 - ii. is valid for a period of one year from the date on which it is made.

- (y) “outdoor food and beverage services” means services which an operator of a food-serving business or entity provides in an outdoor area to persons who remain at the food-serving business or entity while consuming food or beverages. For greater certainty, outdoor food and beverage services are provided in an area that meet the following requirements:
 - i. patios and dining areas with a roof must not have more than one enclosing wall;
 - ii. patios and dining areas without a roof may have one or more enclosing wall;
 - iii. for the purposes of this Order umbrellas and pergolas are not considered to be roofs;
 - iv. for the purposes of this Order, a fence or a half-wall is not an enclosing wall.
- (z) “out of school care” has the same meaning given to it in the Early Learning and Child Care Regulation.
- (aa) “performance activity” means singing, playing a musical instrument, dancing, acting or other activities of a similar nature and includes, but is not limited to, a rehearsal, concert, theatre, dance, choral, festival, musical and symphony events.
- (bb) “person who resides on their own” means a person living on their own or a person living on their own who has one or more youth living with them and under their care.
- (cc) “physical activity” means a fitness activity or sport activity.
- (dd) “preschool care”, has the same meaning given to it in the *Early Learning and Child Care Regulation*.
- (ee) “post-secondary institution” means a public or private post-secondary institution operating under the *Post-Secondary Learning Act* and includes the physical location or place where the post-secondary institution provides a structured learning environment through which a program of study is offered.
- (ff) “private place” means a private place as defined under the *Public Health Act*.
- (gg) “private social gathering” means any type of private social function or gathering at which a group of persons come together and move freely around to associate, mix or interact with each other for social purposes rather than remaining seated or stationary for the duration of the function or gathering, but does not include a cohort consisting of persons referred to in section 2.1(e) of this Order.
- (hh) “public place” has the same meaning given to it in the *Public Health Act*, and for greater certainty does not include a rental accommodation used solely for the purposes of a private residence.
- (ii) “recreational activity” means any structured or organized activity or program where the purpose of the activity or program is intended to develop a skill, including but not

limited to, Girl Guides, Scouts, arts and crafts, pottery or other substantially similar activities.

- (jj) “school” has the same meaning given to it in the *Education Act*.
- (kk) “school building” has the same meaning given to it in the *Education Act*.
- (ll) “Special Event Licence” has the same meaning given to it under *Gaming, Liquor and Cannabis Regulation*, AR 143/96, under the *Gaming, Liquor and Cannabis Act*.
- (mm) “sport activity” means sports training, practices, events, games, scrimmages, competitions, gameplay, league play, and other activities of a similar nature.
- (nn) “staff member” means any individual who is employed by, or provides services under a contract with, an operator of a school.
- (oo) “student” has the same meaning given to it in the *Education Act*.
- (pp) “visitor” means any individual who attends a school, but who is not a student or staff member.
- (qq) “youth” means a person under eighteen years of age.
- (rr) “youth activity” means any physical activity, performance activity or recreational activity youth are participating in.

Part 3 – Masking

A. Indoor masking requirements

- 3.1 Except as set out in this Order and subject to Part 13, a person must wear a face mask at all times while attending an indoor public place.
- 3.2 For greater certainty, indoor public places include, but are not limited to:
 - (a) a school building;
 - (b) commercial vehicles transporting the driver and one or more other persons who are not members of that persons household, or if the person is a person living alone, then the person’s close contact;
 - (c) the common areas of a day camp or overnight camp; and
 - (d) all indoor spaces under the control of a business or entity, including all areas where the public or employees of the business or entity may attend.
- 3.3 For greater certainty, except as otherwise set out in this Order:
 - (a) face masks must be worn at a wedding ceremony or funeral service that is held in an indoor public place; and
 - (b) a person must comply with all masking directives or guidance while attending at a facility operated by a regional health authority under the *Regional Health Authorities*

Act or a facility operated by a contracted service provider of a regional health authority.

B. General exceptions to indoor masking

- 3.4 Despite this Part of this Order, a person is not required to wear a face mask at all times while attending an indoor public place if the person is:
- (a) a youth under two years of age;
 - (b) a youth participating in an indoor performance activity in circumstances where it is not possible for the youth to wear a face mask while participating in the indoor performance activity;
 - (c) a youth participating in an indoor physical activity;
 - (d) an adult participating in an indoor physical activity;
 - (e) an adult participating in an indoor performance activity where it is not possible for the adult to wear a face mask while participating in the indoor performance activity;
 - (f) a person marrying another person during a wedding ceremony, and the individuals in their wedding party;
 - (g) unable to place, use or remove a face mask without assistance;
 - (h) seated at a table while consuming food or drink or, if standing at a standing table while consuming food or drink, as long as the person remains at the standing table at all times while consuming the food or drink;
 - (i) providing or receiving care or assistance where a face mask would hinder that caregiving or assistance;
 - (j) alone at a workstation and separated by at least two metres distance from all other persons;
 - (k) the subject of a workplace hazard assessment in which it is determined that the person's safety will be at risk if the person wears a face mask while working;
 - (l) separated from every other person by a physical barrier that prevents droplet transmission;
 - (m) a person who needs to temporarily remove their face mask while in the public place for the purposes of:
 - i. receiving a service that requires the temporary removal of their face mask;
 - ii. an emergency or medical purpose, or
 - iii. establishing their identity.

C. Exceptions for health conditions

- 3.5 Despite this Part of this Order, a person who is unable to wear a face mask due to a health condition as determined by an authorizing health professional is excepted from wearing a face mask while attending an indoor public place.

- 3.6 For the purposes of section 3.5, the health condition must be verified by a medical exception letter that includes the following:
- (a) the name of the person to whom the exception applies;
 - (b) the name, phone number, email address, professional registration number, and signature of the authorizing health professional; and
 - (c) the date on which the written confirmation was provided.
- 3.7 For greater certainty, although the medical exception letter must verify that a health condition applies, the medical exception letter must not include specific information about the health condition.

D. Exception for child care programs

- 3.8 Despite this Part of this Order, a youth attending at a child care program is not required to wear a face mask except in accordance with any masking directive or guidance made by Alberta Health and posted on the Government of Alberta website.

E. Exceptions for farming or ranching operations

- 3.9 Despite this Part of this Order, a person does not need to wear a face mask while working at a farming or ranching operation, unless the person is interacting with a member of the public.

Part 4 – Physical distancing

A. Two metres physical distance required

- 4.1 For all indoor and outdoor activities and settings, a person must maintain a physical distance of two metres from any other person who is not part of the person's cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 4.2 For greater certainty, a person must maintain a physical distance of two metres from any other person who is not a member of the person's cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order, when the person:
- (a) Is attending an indoor or outdoor space under the control of a business or entity, including all areas where the public or employees of the business or entity may attend;
 - (b) is attending as a spectator at an indoor or outdoor location of a business or entity for the purposes of observing physical activity, performance activity or recreational activity;
 - (c) is attending as a spectator at a school building for the purposes of observing indoor youth activity;
 - (d) is participating in an outdoor private social gathering including a wedding ceremony or reception and a funeral service or reception where the only indoor spaces are washroom facilities;

(e) is a youth or staff member attending at a day camp;

(f) is attending a place of worship.

- 4.3 For greater certainty, staff and students at post-secondary institution must maintain a physical distance of two metres from any other person who is not a member of their cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

B. General exceptions to two metre physical distance requirement

- 4.4 Despite this Part, a person is not required to maintain a physical distance of two metres from any other person when the person is receiving a service from a business or entity that the person cannot receive while maintaining a physical distance of two metres.
- 4.5 Despite this Part, a coach, instructor or trainer is not required to maintain two metres physical distance from the person being coached, guided or instructed for physical activity, performance activity, or recreational activity if doing so inhibits the guidance or instruction being provided.
- 4.6 Despite this Part, a youth is not required to maintain two metres physical distance while participating in an indoor or outdoor physical activity or performance activity.
- 4.7 Despite this Part, an adult is not required to maintain two metres physical distance
- (a) while participating in an outdoor physical activity or performance activity;
 - (b) while participating in an indoor professional or semi-professional physical activity as a member of a professional or semi-professional sports team or as a professional or semi-professional athlete;
 - (c) while participating in an indoor professional or semi-professional performance activity as a member of a professional or semi-professional performance team or as a professional or semi-professional performer.
- 4.8 Despite this Part,
- (a) a person in a cohort as defined at section 2.1(e)(i), (ii), (iii), and (iv) of this Order that attends indoors at a private residence is not required to maintain a distance of two metres from another person in that same cohort;
 - (b) a person in a cohort as defined at section 2.1(e) of this Order that attends outdoors at a private residence is not required to maintain a distance of two metres from another person in that same cohort.

C. Three metres physical distance required

- 4.9 An adult must maintain a physical distance of three metres from any other person who is not a member of their cohort, referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order, when the person is participating in indoor solo or 1:1 physical activity with a coach, instructor or trainer.
- 4.10 An operator of a business or entity providing a place for indoor solo or 1:1 physical activity with a coach, instructor or trainer must ensure that an adult who is participating in

indoor solo or 1:1 physical activity maintains three metres distance from any other person, including the coach, instructor or trainer, who is not a member of their cohort, referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

D. Exceptions to three metre physical distance requirement

- 4.11 Despite this Part, a coach, instructor or trainer is not required to maintain three metres physical distance from the person being coached, guided or instructed for physical activity, performance activity, or recreational activity if doing so inhibits the guidance or instruction being provided.

Part 5 – Work from one’s private residence

- 5.1 An employer must require a worker to work from the worker’s own private residence unless the employer determines that the worker’s physical presence is required at the workplace to effectively operate the workplace.

Part 6 – Private Residences

- 6.1 Subject to sections 6.3, 6.4 and 6.5 of this Order, a person who resides in a private residence must not permit a person who does not normally reside in that residence to enter or remain in the residence.
- 6.2 Section 6.1 of this Order does not prevent a person from entering the private residence of another person for any of the following purposes:
- (a) to provide health care, personal care or housekeeping services;
 - (b) for a visit between a child and a parent or guardian who does not normally reside with that child;
 - (c) to receive or provide child care;
 - (d) to provide tutoring or other educational instruction related to a program of study;
 - (e) to perform construction, renovations, repairs or maintenance;
 - (f) to deliver items;
 - (g) to provide real estate or moving services;
 - (h) to provide social or protective services;
 - (i) to respond to an emergency;
 - (j) to provide counselling services;
 - (k) for a visit between a person who is at the end of their life (last four to six weeks, as determined by that person’s primary health care provider) and a family member, friend, faith leader or other person as long as no more than three visitors enter the private residence of the dying person at one time;
 - (l) to provide or receive personal or wellness services;
 - (m) to provide physical activity or performance instruction; or

(n) to undertake a municipal property assessment.

- 6.3 A person who resides on their own may have their cohort described in section 2.1(e)(i) of this Order attend at their own private residence and may attend at the private residence of the one or two other persons described in section 2.1(e)(i) provided the following conditions are met:
- (a) each person whose residence the person is attending at lives alone at their private residence; or
 - (b) each of the two people at the residence the person is attending at live together.
- 6.4 A cohort for a household as defined at section 2.1(e)(iii) of this Order, can choose one other household to visit with at each other's private residences provided that the following conditions are met:
- (a) the two households, when meeting together, are limited to a maximum of ten eligible persons; and
 - (b) all eligible persons who are part of the household must be fully vaccinated.
- 6.5 A cohort for a fully vaccinated person who resides on their own, as defined at section 2.1(e)(iv) of this Order, can visit with a maximum of nine eligible persons at each other's private residences provided that the following conditions are met:
- (a) the eligible persons, when meeting together, are limited to a maximum of ten eligible persons; and
 - (b) all eligible persons must be fully vaccinated.
- 6.6 For greater certainty, the maximum number of persons set out in sections 6.4 and 6.5 does not include persons eleven and younger.

Part 7 – Private social gatherings

- 7.1 All persons are prohibited from attending a private social gathering at an indoor or outdoor private or public place except in accordance with this Part of the Order.
- 7.2 For greater certainty, an indoor wedding reception or a funeral reception is a prohibited private social gathering.
- 7.3 Despite section 7.1 of this Order, a private social gathering of fifty persons or fifty percent of the total operational occupant load, whichever is less, as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction may occur at an indoor public or private place, excluding private residences, for the purposes of a wedding ceremony or a funeral service.
- 7.4 A private social gathering of two hundred persons or less may occur at an outdoor public or private place including for the purposes of a wedding ceremony or reception or a funeral service or reception.

A. Private social gatherings for protests

- 7.5 Despite this Part of this Order, a person may attend at an outdoor public place to exercise their right to peacefully demonstrate for a protest or political purpose without limit to the number of persons in attendance if the person:
- (a) remains outdoors except where necessary to use the washroom;
 - (b) wears a face mask at all times;
 - (c) maintains a minimum physical distance of two metres from any other person in attendance, including any other person who is a member of the person's household, unless:
 - i. either the person or the other person is, or both persons are, eleven years of age or younger; and
 - ii. both persons are members of the same household;in which case this subsection does not apply;
 - (d) does not offer food or beverages to any other person in attendance, regardless of whether the food or beverage is provided for sale or not; and
 - (e) immediately disperses in a coordinated fashion at the conclusion of the gathering, while at all times adhering to the requirements in this section.
- 7.6 For greater certainty, a protest or political purpose as described in section 7.5 means for the purpose of expressing a position on a matter of public interest.

Part 8 - Places of worship

- 8.1 A faith leader may conduct a worship service at a place of worship if the number of persons who attend the worship service at the place of worship is limited to thirty-three percent of the total operational occupant load as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction.
- 8.2 A person attending a worship service at a place of worship must remain in a cohort consisting of persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

Part 9 – Businesses and entities

- 9.1 An operator of a business or entity listed in sections 1 through 4 of Appendix A must limit the number of members of the public that may attend the location where the business or entity is operating to the greater of:
- (a) thirty-three percent of the total operational occupant load as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction; or
 - (b) five persons.

- 9.2 A person may only attend at a business or entity with a cohort consisting of the persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 9.3 Section 9.1 of this Order does not apply to a business or entity listed in sections 5 through 8 of Appendix A.
- 9.4 Despite this Part of this Order, a business or entity operating exclusively outdoors, excepting washrooms, is not subject to any capacity limits.
- 9.5 Despite this Part of this Order an unlimited number of persons may attend a drive-in activity if the persons who attend the drive-in activity:
 - (a) remain within a motor vehicle that is designed to be closed to the elements while attending and observing or participating in the drive-in activity except where necessary to use the washroom or access other amenities; and
 - (b) position their motor vehicle at least two metres away from other motor vehicles.

Part 10 – Restaurants, cafes, bars and pubs

- 10.1 An operator of a food-serving business or entity is prohibited from offering or providing indoor food and beverage services.
- 10.2 A person who attends a food-serving business or entity that offers or provides outdoor food and beverage services, may eat or drink alone or with a cohort where the cohorts participating are the persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 10.3 An operator of a food-serving business or entity that offers or provides outdoor food and beverage services must:
 - (a) limit the number of persons seated at the same table to a maximum of six persons for persons who are members of same household and a maximum of three persons for persons who reside on their own; and
 - (b) require persons to remain seated while consuming food or beverages and must prohibit persons seated at a table or standing at a standing table from interacting with persons seated at a different table or standing at a different standing table.
- 10.4 An operator of a business or entity with a Class A or C liquor licence, including but not limited to restaurants, bars, lounges, pubs, cafes, legions or private clubs is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the business or entity ends at 11 p.m..
- 10.5 An operator of a business or entity with a Gaming Licence or Facility Licence or a Class B liquor licence, including but not limited to bowling alleys, casinos, bingo halls, pool halls and indoor recreation entertainment centers is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the business or entity ends at 11 p.m..
- 10.6 A person who holds a Special Event Licence is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the event ends at 11 p.m..

- 10.7 For greater certainty, an operator of a food-serving business or entity may, subject to applicable laws, provide food or beverages, including liquor, by take-out, delivery or drive-thru at any time, including after 10 p.m..

Part 11 – Adult physical activity, performance activity and recreational activity

- 11.1 No adult may attend at an indoor location of a business or entity for the purposes of participating in a group physical activity, group performance activity, group recreational activity, or a competition or similar activity.
- 11.2 No operator of a business or entity may offer or provide services to, or a location for, an adult to participate in an indoor group physical activity, group performance activity, group recreational activity, or a competition or similar activity
- 11.3 Despite anything in this Part, an adult is not prohibited from participating in 1:1 or solo indoor physical activities, performance activities or recreational activities and an operator of a business or entity is not prohibited from offering or providing services to, or a location for, an adult to participate in 1:1 or solo indoor physical activities, performance activities or recreational activities.
- 11.4 Despite anything in this Part, an adult is not prohibited from participating in group physical activity, performance activity or recreational activity when the participating adults are in a cohort referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

A. Professional physical activities and performance activities

- 11.5 Part 11 of this Order does not apply to:
- (a) a person attending or an operator of a business or entity, providing or hosting a physical activity as member of or for a professional or semi-professional sports team or as a professional or semi-professional athlete;
 - (b) a person attending or an operator of a business or entity, providing or hosting a performance activity as a member of or for a professional or semi-professional performance team or as a professional or semi-professional performer.

Part 12 – Youth activities

- 12.1 A parent or guardian of a youth must screen a youth for symptoms of COVID-19 prior to the youth participating in indoor youth activities in accordance with the COVID-19, Alberta Health Daily Checklist (for children under the age of eighteen).

Part 13 – Schools

A. Physical distancing in schools

- 13.1 An operator of a school must assign each youth enrolled in kindergarten to grade six to a cohort as in accordance with the guidance on the Government of Alberta website.

- 13.2 Students, staff and visitors at a school building must maintain a physical distance of two metres from any other person who is not a member of their cohort as referenced in sections 2.1(e)(i), 2.1(e)(ii) or 2.1(e)(vi) in accordance with the guidance on the Government of Alberta website.
- 13.3 Despite this Part and in accordance with the guidance on the Government of Alberta website, students and staff at a school building are not required to maintain two metres physical distance if doing so inhibits the guidance or instruction being provided or where it is not possible to maintain two metres physical distance.

B. Masking requirements in schools

- 13.4 All students, except for students enrolled in grades kindergarten through three, and all staff, and visitors must wear a face mask while attending at a school building.
- 13.5 An operator of a school must ensure that all students enrolled in grades four through twelve, staff, and visitors wear a face mask while attending at a school building.

C. Exceptions to masking in schools

- 13.6 Despite Part 3 and this Part of this Order, students, staff or visitors are not required to wear a face mask at all times while attending at a school building if the student, staff or visitor:
 - (a) is unable to place, use or remove a face mask without assistance;
 - (b) is unable to wear a face mask due to a health condition;
 - (c) is consuming food or drink in a designated area;
 - (d) is engaging in a physical activity;
 - (e) is seated at a desk or table
 - (i) within a classroom or place where the instruction, course or program of study is taking place, and
 - (ii) where the desks, tables and chairs are arranged in a manner
 - (A) to prevent persons who are seated from facing each other, and
 - (B) to allow the greatest possible distance between seated persons;
 - (f) is providing or receiving care or assistance where a non-medical face mask would hinder that caregiving or assistance; or
 - (g) is separated from every other person by a physical barrier.
- 13.7 An operator of a school must use its best efforts to ensure that any student, staff member or visitor who is not required to wear a face mask:
 - (a) as permitted by section 13.6(a) or (b) of this Order is able to maintain a minimum of two metres distance from every other person;

D. School buses

- 13.8 Subject to section 3.10 of this Order, an operator of a school must ensure that the following persons wear a face mask while being transported on a school bus:
- (a) all students attending grades kindergarten through grade 12;
 - (b) all staff members;
 - (c) all visitors.
- 13.9 For greater certainty, section 13.8(b) applies in respect of any individual who transports students attending grades kindergarten through 12 on a school bus to a school, regardless of whether that individual is a staff member.
- 13.10 All students attending grades kindergarten through 12, staff members and visitors must wear a face mask that covers their mouth and nose while being transported on a school bus, unless the student, staff member or visitor:
- (a) is unable to place, use or remove a face mask without assistance;
 - (b) is unable to wear a face mask due to a mental or physical concern or limitation;
 - (c) is providing or receiving care or assistance where a face mask would hinder that caregiving or assistance; or
 - (d) is separated from every other person by a physical barrier.

E. Exception to masking where physical distancing can be maintained

- 13.11 Subject to section 13.12 of this Order, sections 13.4 to 13.10 of this of Order do not apply in respect of an operator of a school who is able to ensure that all students, staff members and visitors maintain a minimum of two metres distance from every other person while attending an indoor location within a school or while being transported on a school bus.
- 13.12 An operator of a school must:
- (a) create a written plan that sets out how physical distancing will be maintained;
 - (b) provide the plan upon request from the Chief Medical Officer of Health, Medical Officer of Health or Alberta Education; and
 - (c) receive an exemption from the Chief Medical Officer of Health.
- 13.13 Despite section 13.11 of this Order, an operator of a school does not need to ensure that students, staff members and visitors are able to maintain a minimum of two metres distance from every other person when a student, staff member or visitor is seated at desk or table:
- (a) within a classroom or place where the instruction, course or program of study is taking place, and
 - (b) where the desks, tables and chairs are arranged in a manner

- (i) to prevent persons who are seated from facing each other, and
- (ii) to allow the greatest possible distance between seated persons.

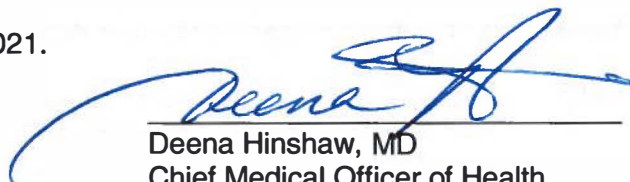
Part 14 – Exemptions under Alberta Government’s Restrictions Exemption Program

- 14.1 Notwithstanding anything in this Order, the Chief Medical Officer of Health may, pursuant the Alberta Government’s Restrictions Exemption Program, exempt a person or class of persons from the application of some, or all, parts of this Order.

Part 15 – General

- 15.1 Notwithstanding anything in this Order, the Chief Medical Officer of Health may exempt a person or a class of persons from the application of this Order.
- 15.2 This Order provides the minimum standards for public health measures in Alberta for those matters addressed by this Order.
- 15.3 For greater certainty, nothing in this Order relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence covering those matters which are addressed in this Order.
- 15.4 This Order remains in effect until rescinded by the Chief Medical Officer of Health.

Signed on this 23rd day of September, 2021.


Deena Hinshaw, MD
Chief Medical Officer of Health



Document: Appendix A to Record of Decision – CMOH Order 44-2021

Subject: CMOH Order 44-2021 Restrictions

Scope of Application: As per Record of Decision – CMOH Order 44-2021

Overview

This document sets out the businesses and entities that are subject to restrictions under Part 9 of this Order.

Businesses or entities subject to thirty-three percent capacity limit

1. Retail

- all retail, including indoor markets.

2. Recreational or Entertainment Business or Entity

- a business or entity, or a business or entity that is similar in nature to those described in this section, offering or providing access to the following types of recreational facilities or entertainment facilities:
 - Community halls and centres;
 - Theatres, auditoriums, concert halls, and community theatres;
 - Banquet halls and conference centres;
 - Hotel and Condominium fitness facilities, pools, hot tubs, saunas and steam rooms.

3. Festival or Event Business or Entity

- a business or entity, or a business or entity that is similar in nature to those described in this section, offering or providing any of the following activities:
 - Festivals;
 - Concerts;
 - Exhibitions;
 - Tradeshows;
 - Professional sporting or performance events.

4. Recreational or Entertainment Business or Entity

- a business or entity offering, or a business or entity that is similar in nature to those described in this section, or providing access to the following types of

recreational facilities or entertainment facilities:

- Movie theatres, libraries and science centres;
- Indoor children's play centres and indoor playgrounds;
- Museums and galleries;
- Casinos;
- Gaming Entertainment Centre (as defined by the Alberta Gaming, Liquor and Cannabis);
- Nightclubs;
- Bingo halls, bowling alleys and pools halls;
- Racing Entertainment Centres;
- Indoor Recreation and Entertainment Centres;
- Amusement parks and water parks;
- Any indoor portion of an interpretative centre, excluding public washrooms;
- Any indoor portion of a zoo, excluding public washrooms.

Businesses or entities not subject to thirty-three percent capacity limit

5. Personal Service Business or Entity

- a business or entity offering or providing a personal service. For the purposes of this Appendix, a "personal service" has the same meaning given to it in the *Personal Services Regulation*, AR 1/2020, under the *Public Health Act*.

6. Wellness Service Business or Entity

- a business or entity offering or providing a wellness service, including massage therapy services and reflexology services.

7. Professional Service Business or Entity

- a business or entity offering or providing the following professional services, including but not limited to:
 - Health services;
 - Legal services;
 - Tax services;
 - Financial advisory services;
 - Accountant or bookkeeping services;
 - Photography services;
 - Mediation services;
 - Instructional services provided to an individual;
 - Counselling services.

8. Other entities

- a business or entity offering or providing the following:
 - mutual support meetings;
 - elections purposes and related activities;
 - child care services;
 - blood donation and collection activities;

- jury selections;
- shelters for vulnerable persons;
- charitable activities including but not limited to food, clothing, and toy collection and distribution.

1 Call Meeting to Order

- 1.1 Ken Morrison called the meeting to order at 10:30am
- 1.2 Attendees (via Teams): Ken Morrison, Justin de Bresser, Miranda Cooper, Jeff Heindel, Rick Kreklewich, Laura Thevenaz, Shelby Craig, Sue Bornn, Preston Weran, Erin Lawrence, Darolee Bouteiller, Chris Johnson, Sean Barnes, Kalina Van Winssen, Cory Babey, Myron Thompson

2 Agenda/Minutes Approval

3 Delegation

4 Business

4.1 COVID-19 Update – Ken – Updated Restrictions announced September 15, 2021.

- 4.1.1 Government of Alberta announced a Restriction Exemption Program (REP). This meeting is to figure out what we're going to do moving forward.
- 4.1.2 Businesses must implement the program requiring proof of vaccination or negative rapid testing, or limit operations.
- 4.1.3 Businesses that implement the REP can operate as usual, if only serving those 12+ who have been vaccination – proof of both vaccinations must be required after October 26
- 4.1.4 Medical exemption must be provided
- 4.1.5 Proof of rapid test must be provided
- 4.1.6 Restrictions will not apply to business or entities that need to be accessed for daily living.
- 4.1.7 People will need to pay for the rapid testing themselves
- 4.1.8 Anyone who does come into the facilities and say they can't wear a mask, they must provide a medical note from a physician, psychologists, or nurse practitioner
- 4.1.9 Proof of vaccination can be the pharmacy card and prints/screen shots of the MyHealth records
- 4.1.10 Continue with virtual meetings
- 4.1.11 Directors will have more conversations before we decide

4.2 CAO Thompson

- 4.2.1 I think that previously a handful of people could work from home, but then it created issues, so I think we're going to keep everyone in the office

4.3 Planning and Development – Preston

- 4.3.1 There won't be any major changes, except for if the Town of Blackfalds is going to require mandatory vaccinations for Town employees.
- 4.3.2 Will we have to make sure that everyone who comes in has the vaccine record?

4.4 Public Works Update – Laura

- 4.4.1 Staff have questioned whether employees will have to get the vaccine
- 4.4.2 Wastewater basin testing program will be launched and more information will come out in the coming weeks.
- 4.4.3 Update the Town's COVID-19 guidelines with the current restrictions (close contact, isolation timelines, etc.)

4.5 Abbey Centre Update – Rick/Carol

- 4.5.1 We don't want to have proof of vaccination; we would rather have the 1/3 occupancy as we will get a lot of pushbacks and a lot of members may not be coming back
- 4.5.2 Looking for direction for weddings and funerals, birthday parties, and programming for fitness
- 4.5.3 We will lose members and revenues going with the vaccine passports – we have had the 1/3 capacity working well
- 4.5.4 Staff will be harassed constantly, and a peace officer would need to be always here if the passport is implemented
- 4.5.5 With the Christmas Market, they would probably want to have the restrictions in place
- 4.5.6 Grave concerns about staff in the facilities with these restrictions. Whatever decision is made, I ask that we protect our front line staff.

4.6 CSD – Sean

- 4.6.1 If we look at the Eagle Builders Centre; we will be having lots of people at the arena for sports, will we have to have vaccination passports so people can attend at full capacity? We will need to have something in place as we don't want to lay off more staff
- 4.6.2 The Town should implement the passports and proof of vaccination, especially for the facilities
- 4.6.3 How are we doing to deal with this?

4.7 Community Services Update – Jeff

- 4.7.1 Following what is decided for the arena
- 4.7.2 Vaccine passports may be required

4.8 FCSS Update – Sue

- 4.8.1 We have some outdoor events coming up and we are looking at the possibility of cancelling youth programs for the time being
- 4.8.2 I think we should follow the lead of our regional centers and see what they're doing

4.9 Corporate Services Update – Justin/Darolee

- 4.9.1 City of Lacombe is not requiring staff to be vaccinated – human rights violation argument
- 4.9.2 Path of least resistance – Choosing the 1/3 capacity so we shouldn't be turning people away from paying their taxes
- 4.9.3 If we don't go with the 1/3, we are alienating classes of citizens and it won't be fun for staff.
- 4.9.4 At this stage, we can deal with the financial effects of the 1/3 capacity change

4.10 Human Resources Update – Erin

4.11 Economic Development Update – Chris

- 4.11.1 Since last night, there hasn't been a chance to speak to many local businesses although the Chamber is starting to receive some emails asking what others are going to be doing.
- 4.11.2 Having a passport or restrictions is the way to go, and we must show consistency across the entire municipality
- 4.11.3 The only concern is whether physical attendance in office is required?
- 4.11.4 Taking the path of least resistance, is putting more people at risk and could extend the length of time the restrictions are put in place

4.12 IT – Cory

- 4.12.1 If we will require proof of vaccination, how do we handle staff who aren't vaccinated?

4.13 Communications Update – Miranda

- 4.13.1 Updated the website, will release something on social media once a decision has been made
- 4.13.2 If the Town implements a restriction, whether that be 1/3 capacity of passports, will whoever be residing in the facilities (Bulldogs, Market, etc) must adhere to those restrictions as well or can they override it for their event?

5 Business Arising from the Minutes

6 Round Table

7 Information

8 Next Meeting Date: TBD

9 Adjournment: 11:33



**1 Emergency Management Committee – September 17, 2021
Microsoft Teams**

1.1 Call to order

- Mayor Poole called the meeting to order at 10:03am

1.2 Attendees (via Teams): Mayor Poole, Councillor Marina Appel, Emergency Management and Protective Services Manager Ken Morrison, Director of Community Services Sean Barnes, Communications Coordinator Shelby Craig

2 Agenda/Minutes Approval

2.1 N/A

3 BUSINESS

3.1 COVID-19 Update – September 16 Restrictions – Ken Morrison

- The Emergency Management Agency had a meeting to discuss how the new restrictions announced by the government will affect the municipality
- Two key issues in the restrictions that we must bear in mind with our facilities – the Restriction Exemption Program (REP) or open with restrictions
- If the REP is implemented, businesses and organizations can operate fully
- The province will have cards available on September 20 and at that time, they can be downloaded off the MyHealth app. Until then, proof of one vaccination is fine until October 26
- If REP is not chosen, it's down to 1/3 fire code capacity
- Business throughout the organization will be carried out virtually wherever possible.

3.2 Emergency Management Agency Meeting – Moving Forward

- Ken Morrison went over the minutes from the Agency Meeting with those in attendance, including discussions regarding the arena, working from home, FCSS programming, etc.
- Users of the Eagle Builders Centre will be able to choose which program that they want as a separate identity. If they want to implement the REP program, they will have the ability to do so. If user don't want to implement the REP program, they will have to follow restrictions
 - We need to ensure that the users renting the facilities are following the rules and guidelines



- What's going to best for our staff, we can't manage 24-hour security at places like the Abbey Centre and Civic Centre – we need to keep our staff safe.
- Abbey Centre requests the 1/3 capacity due the pushback that may come with the REP
- If the groups come in and run events in specific areas of the building, they can run the event and implement REP
- Birthday parties are almost impossible without the REP

3.3 Virtual Council Meetings

- Mayor Poole - While I would like to see a mix approach, I believe we should move back to virtual Council meetings
- Any Councillor who wants to come to a meeting in-person via their partitions, they would not be restricted from doing so.
- Councillor Appel - We need to communicate the change as we have had public inquiries about having virtual meetings and make sure we explain that councillors may be in their workspaces in council chambers to attend

3.4 Recommendation

- As a Town, we recommend the 1/3 capacity moving forward rather than the REP program.

Councillor Appel moved that Town facilities move to the 1/3 capacity along with all the required restrictions, and that private groups that book facilities may choose between the REP or the 1/3 capacity.

- Unanimously approved

3.5 The Public Library reached out and they advised that they follow with the recommendation of the Town.

3.6 Paperwork for renters and organizations stating that they have the choice if they'd like to participate in REP or not, but we will be waiving our responsibility.

3.7 No staff will be laid off with the changes

3.8 We will continue to follow the mask mandates in public indoor spaces

4 Next Meeting Date: TBD

5 Adjournment: 10:42a.m.

1 Call Meeting to Order

- 1.1 Ken Morrison called the meeting to order at 1:00pm
- 1.2 Attendees (via Teams): Ken Morrison, Justin de Bresser, Miranda Cooper, Jeff Heindel, Rick Kreklewich, Laura Thevenaz, Shelby Craig, Sue Bornn, Preston Weran, Erin Lawrence, Darolee Bouteiller, Chris Johnson, Sean Barnes, Cory Babey, Myron Thompson, Robert Cote

2 Business

2.1 REP or 1/3 Capacity Discussion

- 2.1.1 The main reason for this meeting is that on September 16, the Emergency Management Committee made the decision to go with the 1/3 capacity instead of the Restriction Exemption Program (EBC) for all facilities. The reasoning for this was safety concern of staff, and the ability for all residents to use the facilities, regardless of vaccination status
- 2.1.2 The problem that we're running into is the cancellations of all adult fitness programs and group activities, and considering the impending opening of the Eagle Builders Centre (EBC) and future games/tournaments, etc., we need to be able to offer these activities for the residents and have the facilities open for what they were created for
- 2.1.3 Manager Morrison would like to discuss REP for the EBC, possibly the Abbey Centre. So far, things are going well with the 1/3 capacity in other facilities
- 2.1.4 We can set a date on when we'll implement the REP to plan for the implementation, but we can't choose the program and then switch to 1/3 capacity for convenience
- 2.1.5 Indoor social gatherings with unvaccinated people are not allowed, however, we can ask them to have a proof of negative test with REP
- 2.1.6 Vaccine proof would be checked at the door
- 2.1.7 Who is going to enforce this? Do we hire security or is it the employees?
- Peace Officers could respond to incidents and encourage residents to report incidents with CPO's, but encourage everyone to contact the RCMP if any situations escalate.
 - CPO's do not have the capacity to enforce
- 2.1.8 As of right now, we will implement REP in the Eagle Builders Centre and will wait to discuss changing the status of the Abbey Centre and other Town facilities.

TOWN OF BLACKFALDS
EMERGENCY MANAGEMENT AGENCY MEETING

1:00pm, October 6, 2021

Minutes of Meeting

2.2 Managers and Directors will need to start thinking about mandatory vaccinations for staff. The City of Red Deer just recently implemented the mandate for their staff, and it will need to be discussed for Blackfalds.

2.2.1 Director Barnes suggests waiting until after the election to make a decision about mandatory vaccinations for staff

Recommendation from the Emergency Management Agency is that the Town declare REP for the EBC, and all other facilities will remain 1/3 capacity. Date of implementation is to be determined.

3 Business Arising from the Minutes

4 Round Table

5 Information

6 Next Meeting Date: TBD

7 Adjournment: 1:35pm



**1 Emergency Management Committee – October 8, 2021
Microsoft Teams**

1.1 Call to order

- Mayor Poole called the meeting to order at 11:02am

1.2 Attendees (via Teams): Mayor Poole, Councillor Marina Appel, Councillor Rebecca Stendie, Director of Community Services Sean Barnes, Emergency Management and Protective Services Manager Ken Morrison, Communications Coordinator Shelby Craig

2 Agenda/Minutes Approval

2.1 N/A

3 BUSINESS

3.1 REP (Restriction Exemption Program) or 1/3 Capacity

- Manager Morrison explained that the Emergency Management Agency met on October 6 to fine tune what the Town is doing regarding restrictions within facilities. It was decided on September 16 to continue with the 1/3 capacity. This, however, has brought up issues including the cancellation of adult programming, and the impending obstacles that comes with the opening of the Eagle Builders Centre
- The Emergency Management Agency met and is in favour of implementing the REP program in the Eagle Builders Centre. A facility is not allowed to do REP one day 1/3 the next and then back to REP, it is expected that they remain when they make that choice.
- Councillor Appel brought up how this will affect the Library as they are "Out of Scope" How will this work with the library as the library is not permitted to implement REP?
 - Manager Morrison will follow-up
- Out-of-Scope facilities must follow the 1/3 rules even if REP activities happen in the same facility, example is the Merry Market
- Councillor Appel explained that the AJHL team won't play in the new arena until November and the library doesn't move in until November, and inquired whether or not the decision could hold off until the new Council is in and they can make the decision at the end of October.

Recommendations



BLACKFALDS
A L B E R T A

TOWN OF BLACKFALDS

EMERGENCY MANAGEMENT COMMITTEE MEETING

11:00 a.m. Oct 8, 2021

Minutes of Meeting

Councillor Stendie moved to bring a recommendation to the October 12 Regular Council Meeting for Council to write a letter to the Provincial Government about detailed concerns we have as a municipality in the province; request that the Province of Alberta make decisions and not download it onto municipalities, businesses, and residents.

Carried unanimously

Councillor Appel moved for Administration to bring the REP and 1/3 issue to the October 12 Regular Council Meeting for a further discussion.

Opposed: Mayor Poole

- 4 **Next Meeting Date: TBD**
- 5 **Adjournment: 11:36a.m.**



PROOF OF VACCINATION IS REQUIRED TO ATTEND BLACKFALDS BULLDOGS JUNIOR A GAMES

Blackfalds Bulldogs are participating in the Alberta Government Restrictions Exemption Program effective October 28, 2021.

Before you purchase your ticket to a Blackfalds Bulldogs Junior A game, it is important to understand the health guidelines and entry requirements.

Each fan aged 12 and older must have a government issued ID and present proof of one of the following for entry into a Blackfalds Bulldogs Junior A games at the Eagle Builders Centre:

- Full COVID-19 vaccination (14 days from second dose)
- Negative COVID-19 PCR or rapid test from a healthcare provider taken within 72 hours of the game's scheduled start time. Saturday game at 7pm, the test must be taken any time starting at 7pm on Wednesday.

Fans aged 11 and younger are not required to provide a negative COVID-19 test when accompanied by a parent or guardian that provides the above proof of full vaccination or negative COVID-19 test result.

FACE MASKS are REQUIRED as per Alberta public guidelines and must be worn at all times while inside the venue, except when actively eating or drinking.

All staff, vendors, contractors, and media are required to provide proof of full vaccination prior to being issued credentials for working with the Blackfalds Bulldogs or entering the Eagle Builder's Centre for Blackfalds Bulldogs Junior A games. A negative COVID-19 test is NOT an acceptable alternative.

Please stay home if you are not feeling well.

Please see our Frequently Asked Questions for more details. If you have any questions or concerns, please contact info@blackfaldsbulldogs.ca

Thank you for your cooperation with following this program. To operate, we need to follow the lead of our league (AJHL) who has approved league wide implementation of the Alberta Government Restrictions Exemption Program (REP) for sport activities. Please be respectful to our league, players, fans, volunteers, security, and guidelines. We are excited for our first home game at the Eagles Builder's Centre in Blackfalds. If you are unable to attend in person please know you can always watch AJHL games on HockeyTV (<https://www.hockeytv.com/>) or listen on Mixlr (<https://mixlr.com>).



Tuesday October 12, 2021

Dear Valued Season Ticket Waitlist Members,

It is with heavy hearts that we must inform you that we will not be able to move forward as planned on the Season Ticket Seat Selection process.

We have been informed by the **Town of Blackfalds** that at this time they are choosing to **not** implement the Restrictions Exemption Program for the Eagle Builders Centre, and therefore our guests will be restricted to 1/3 of the total seating capacity. This is a difficult reality for all involved – especially our excited fan base who have been itching to select their seats and get back to “pack the barn” hockey and cheer on your Blackfalds Bulldogs.

With that, we are looking at a variable option that would allow for a Season Ticket Waitlist Member access to purchase half of the season games. This will require additional logistical planning in the very near future. However, we felt it important to be very transparent with this audience regarding the current situation of the building first.

The Restriction Exemption Program for the Eagle Builders Centre would allow the community of Central Alberta, to gather and cheer on their Blackfalds Bulldogs safely as per Alberta Health Services guidelines. The decision to not implement this program will not only impact the relationships with external partners that the Blackfalds Bulldogs have proudly curated on behalf of the Town of Blackfalds, it will also limit a guaranteed revenue stream to the Town of Blackfalds.

Lastly, please know that at BB HQ we are committed to ensuring that every guest that enters our game nights will walk away with the best in service, in game entertainment, and great Junior A hockey! This will not change.

This is not a static decision. We understand that these decisions within the Town may yet still change. However, our goal is to ensure our valued Season Ticket Waitlist Members are given the most up to date information as it relates to your relationship with us. In sum, we just wanted to make sure you knew how much we have valued your enthusiasm to date. And for right now, we are in a forced position of pause on this body of work, for you.

Keep your stick on the ice and stay well,

Blackfalds Bulldogs Junior A Hockey Club



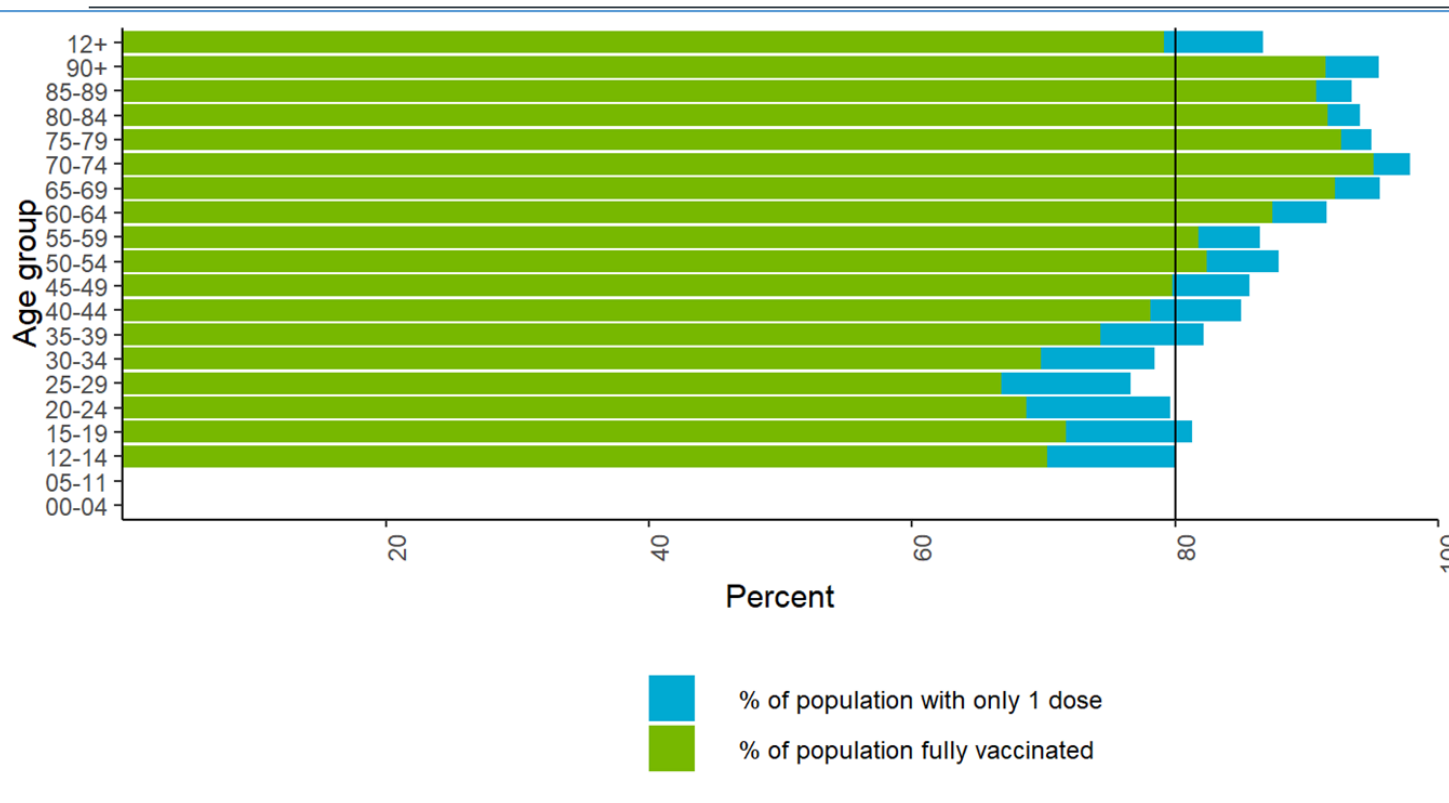
Alberta COVID-19

Update

Updated October 28, 2021

Alberta

Alberta Vaccine Coverage (October 25, 2021)



6,482,574 doses administered

86.7% of 12+ population has received at least one dose (**73.7%** total population)

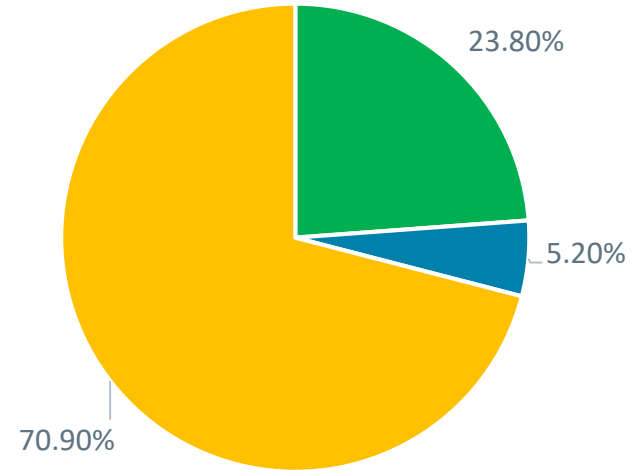
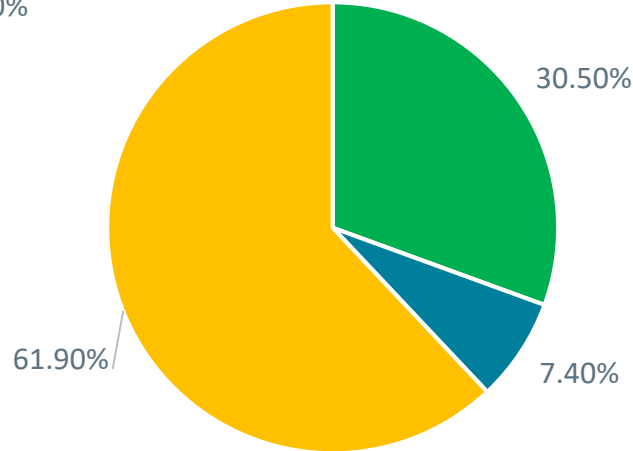
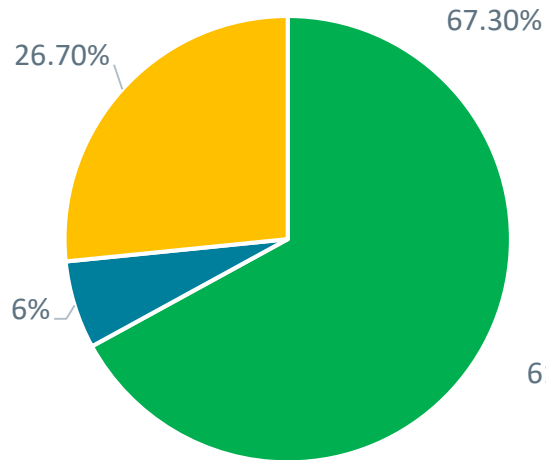
79.1% of 12+ population fully vaccinated (**67.3%** total population)

Current State by Vaccination Status (October 25, 2021)

Total Population

Active Cases

Hospitalized



■ Complete ■ Partial ■ Unvaccinated

COVID-19 Public Health Measures

Restrictions Exemption Program

Starting September 20, in-scope businesses, entities and events must follow one of these 2 options:

1. Implement the Restrictions Exemption Program (REP) requiring proof of vaccination or negative test result to continue operating as usual, or
2. Follow business capacity and operating restrictions as outlined in [CMOH Order 44-2021](#) and [Order 47-2021](#).

Businesses that implement the Restrictions Exemption Program can operate without most capacity or operating restrictions if they require people aged 12 and over to show *one* of the following:

1. Proof of vaccination
2. Proof of a privately-paid negative PCR or rapid test within 72 hrs
3. Documentation of a medical exemption

[Financial support](#) available to help offset costs of implementing the program.

Program Requirements

REP permits in-scope businesses, entities and organizers to operate without most public health restrictions as outlined in [Order 45-2021](#) and [Order 46-2021](#). Masks are still mandatory indoors.

Operators that are out-of-scope or choose not to fully implement the program must comply with all public health restrictions outlined in [Order 44-2021](#) and [Order 47-2021](#).

[An updated guidance document](#) for business and event organizers has been released and can be found at the previous link or on <https://www.alberta.ca/covid-19-public-health-actions.aspx>

COVID-19 Immunization: Medical Exemption Policy

- Policy outlines the conditions that constitute a medical exemption from Covid-19 immunization
- Religious and philosophical exemptions are not permitted
- Details of medical exemptions and deferrals outlined in the [policy](#).
- **Note: The Policy applies only to COVID-19 immunization in the context of Alberta's Restrictions Exemption Program.** See [COVID-19 info for Albertans](#) for more information on the Program.
- For additional information see [COVID-19 Scientific Advisory Group Rapid Brief](#) – Medical Exemptions for COVID19 Vaccine Table 1 and 2. (September 7, 2021)

Other Measures

- New supports to manage Covid-19 in schools (please see [guidance document](#))
- Initiating contact tracing in schools across the province and resuming public reporting of cases in schools.
 - At-home rapid tests available to K-6 schools in Alberta with outbreaks
- [Order 48-2021](#) sets out conditions for excluding unvaccinated K-6 students from in-person school attendance when there are three or more confirmed cases of COVID-19 who attended class while infectious within a five-day period.
- Mandatory masking for students in Grades 4 and up, plus staff and teachers in all grades.
- Elementary schools to implement class cohorting.

More details at: <https://www.alberta.ca/covid-19-public-health-actions.aspx>

- **Third Vaccine Dose**
 - Albertans 75+ and FNMI 65+ (starting October 6)
 - Residents of seniors' supportive living
 - Immunocompromised Albertans 12 and older

More details at: <https://www.alberta.ca/covid19-vaccine.aspx>

Municipal Meetings and Events

- Municipalities have the option to host these events through REP or not, depending on the selected venue and by having options for non-vaccinated persons to participate.
- If proceeding non-REP, physical distancing and facility capacity restrictions would apply.
- Private employers and public organizations, including municipal governments, can require employees to be immunized as part of company policy or as a required precondition of employment.
- Some employers may also have OH&S policies that require immunizations as a condition of employment.

REP and Recreation Facilities Overview

Restrictions for non-REP Facilities

Participation – must follow the restrictions in [CMOH Order 44-2021](#) and [Order 47-2021](#) including:

- The operator is not able to host adult group physical/recreational activity or competition.
- Youth (under 18 years of age) sports and recreation activities are permitted to proceed.
- Spectator attendance limited to 1/3 capacity, with masking and distancing.

Masking

- Facemasks are required in all indoor public spaces. Persons participating in physical activity may remove their mask. All others (aged 2 years or older) must wear a face mask.

Physical distancing

- Attendees must maintain 2m distance from those outside their households (or 2 close contacts for those who live alone) and 3m distance during physical activity. Order 44 prohibits group physical/recreational/performance activities, but 1:1 training may proceed with physical distancing.
 - Youth actively participating in a youth activity do not need to maintain physical distancing.
 - Distancing is required at all times before, during and after the youth activity (e.g. locker rooms, common areas etc.)

Food/liquor sale and consumption

- No indoor dining, food or beverage service permitted.

Applying REP

Operators participating in REP must implement their program in alignment with [updated guidance document](#) and [CMOH Order 45-2021](#) and [Order 46-2021](#).

- Operators are able to implement more restrictive measures, but not less restrictive measures. Operators applying additional measures beyond the requirements of the REP should consult with their legal counsel on the impacts in their context.

Restrictions for REP Facilities (1/2)

Participation - must follow the restrictions in [CMOH Order 45-2021](#) and [Order 46-2021](#) including:

- All vaccine-eligible persons (born in 2009 or before) must be screened at the point of entry.
- Youth and adult group and individual sport and recreation activities may proceed.
- Youth activities (where all participants under 18) are not required to be screened under REP.
 - Youth wishing to spectate or access other amenities beyond their specific youth activity must be screened as per REP if they are vaccine-eligible.
- Students in K-12 accessing facilities for the purposes of the K-12 curriculum are not required to be screened as per REP.
- Coaches, instructors, referees, etc. who are 18 years or older are subject to REP.
- No capacity restrictions on spectator attendance.

Restrictions for REP Facilities (cont. 2/2)

Masking

- Facemasks are required in all indoor public spaces. Persons participating in physical activity may remove their mask. All others (aged 2 years or older) must wear a face mask.
- Masks may be removed temporarily to eat or drink when seated or standing at a table.
 - If individuals are sitting/standing at their table talking after their food/beverage, they should have their face mask on.

Physical Distancing

- No requirements to maintain physical distancing, except:
 - Youth who were not screened into REP must maintain distancing at all times before, during and after the youth activity (e.g. locker rooms, common areas etc.)
- Vaccine eligible youth (born in 2009 or earlier) who are accessing amenities or participating in activities other than a youth activity are required to be screened per the REP.

Food/liquor sales and consumption

- Indoor dining, food and beverage services permitted.
- 10:00pm restrictions upon liquor sales does not apply.

Restrictions for REP Facilities (cont. 2/2)

Please see the [updated guidance document](#) and [CMOH Order 45-2021](#) and [Order 46-2021](#) for full details of the REP requirements.

REP in Sports and Multi-Use Facilities

If a facility is participating in REP:

- The operators of all areas/entities within that facility must implement REP, unless the activity/entity is out-of-scope (e.g., retail or youth activities).
- All renters must also implement REP, unless the activity is out of scope.

If a facility is NOT participating in REP:

- Public health measures must be followed at all times.
- The facility operators may allow any eligible businesses or entities renting space within the facility to participate in REP; however, the space where REP is in place must be fully self-contained from the point of screening onwards. This means separate amenities and no mingling with non-REP individuals. Any programming run by the facility must follow the public health orders.
 - If a facility operator has chosen not to implement REP, that applies to all programming run by the facility operator.
 - Only rental groups have the option to implement REP for their rental activities.

REP and Recreation Facilities Scenarios

Scenario – 1

Can facilities that have implemented REP rent to events/programs that are not in REP?

No. Facilities participating in REP that provide rental spaces to others must ensure their renters are aware of and adhere to the REP requirements,.

- Exception: The renting activity/entity is out-of-scope (e.g., retail or youth activities)

The facility operator is responsible to ensure renters are adhering to REP requirements.

- The facility operator is ultimately responsible for ensuring that the REP is followed in their facility, including screening attendees.
- Renters following REP must adhere to REP requirements, including screening attendees.

Scenario – 2

Can facilities that have not implemented REP rent to events/programs that are in REP?

Yes. Facilities not implementing REP can rent space to groups implementing REP or to groups not implementing REP.

- If REP is not implemented in a facility, the operator is still responsible for ensuring the renters are aware of the need to adhere to public health orders or the requirements of the REP, should the renter choose to implement the REP.

When renting to groups who are implementing REP, the operator must ensure:

- The rented space where REP is in place must be fully self-contained from the point of screening onwards. This means separate amenities and no mingling with non-REP individuals. The areas of the facility that are not rented under REP must follow public health measures (e.g., physical distancing &/or capacity limits)
- Persons participating in physical activity may remove their mask. All others (aged 2 years or older) must wear a face mask.
- Facilities remain responsible to ensure these groups are adhering to the REP program requirements, which may include ensuring the renter is screening attendees.

Please see [Order 44](#), [Order 47](#), and the [updated guidance](#) for more information.



Scenario – 3

In a facility that isn't implementing REP, can groups of households access the same space as long as they are distanced from each other?

Yes. Individuals and groups from different households may attend the same space (e.g., large room), but they must comply with the following:

- Attendees must maintain 2m distance from those outside their households (or 2 close contacts for those who live alone) and 3m distance during physical activity. Order 44 prohibits group physical/recreational/performance activities, but 1:1 training may proceed with physical distancing.
- The space must comply with all public health measures, such as capacity restrictions of one-third fire code capacity.

Scenario – 4

For facilities not participating in REP and renting for private events, who is responsible to ensure the event adheres to public health orders?

Operators not participating in REP that rent out space to other groups for private events are responsible for ensuring the renter is aware of the need to adhere to public health orders unless the renter implements the REP.

- If the renters implement REP, they must strictly adhere to the requirements of Order 45 and the guidance document.
- The operator is responsible for:
 - Ensuring the renter is adhering to REP requirements; and
 - Ensuring public health restrictions (outlined in CMOH Order 44-2021 as modified by Order 47-2021) in the rest of their facility, where REP is not implemented.
- Facilities that are out-of-scope of REP, such as libraries, are permitted to rent space for REP-eligible events after hours, as long as they are not limiting access to their services.

Scenario – 5A

5A: Screening for youth activities in a facility participating in REP (1/2)

Youth activities are when all participants are under the age of 18 (excluding coaches/trainers/instructors).

- If one or more of the participants (other than a coach, trainer, instructor, referee or other official) is 18 years or older, the activity is no longer a youth activity, and all participants must meet the requirements of REP to continue.

It is not required to screen youth participating in youth activities for proof of vaccine/negative COVID-19 test results/medical exception letter to participate. All youth must be checked for symptoms of COVID-19 prior to the youth participating in indoor youth activities in accordance with the [COVID-19 Alberta health Daily Checklist](#)

- However, an operator may choose to screen youth in alignment with a local policy if they wish.
- If youth are not screened per REP requirements, physical distancing is required at all other times when not engaged in physical activity or performance activity (e.g. locker rooms, common areas etc.)
- If youth are screened per REP requirements, they are not required to physically distance.
- If youth wish to access other amenities beyond their specific youth activity in a facility participating in REP they will be required to be screened per the REP, if they are vaccine-eligible.

Scenario – 5A

5A: Screening for youth activities in a facility participating in REP (2/2)

Adults who are required to support youth in their activities are required to follow REP requirements in order to participate.

- This includes parent and tot classes and similar activities where an adult is required for the youth to participate in the activity.
- Adults required to support youth in their activities must maintain physical distancing from individuals outside their household during the activity.
- Adults who are spectators of youth activities are required to follow REP requirements in order to attend/spectate the activity and to access any amenities in the facility.
- Coaches, instructors, trainers, referees etc. who are 18 years or older, are subject to REP requirements in the facility.

Students in K-12 accessing facilities for the purposes of the K-12 curriculum are not required to be screened as per REP.

Scenario – 5B

5B: Youth activities in a facility not participating in REP

Youth activities are when all participants are under the age of 18 (excluding coaches/trainers/instructors).

- If one or more of the participants (other than a coach, trainer, instructor, referee or other official) is 18 years or older, the activity is no longer a youth activity, and must follow applicable public health measures
 - The operator is not able to host adult group physical/recreational activity or competition, but individuals and groups from different households may attend the same space, see [scenario 3](#)

Youth indoor group classes, training, and competitions are permitted, but participants are required to:

- Be checked for symptoms of COVID-19 prior to the youth participating in indoor youth activities in accordance with the [COVID-19 Alberta health Daily Checklist](#)
- Maintain 2m physical distancing at all other times when not engaged in physical activity or performance activity (e.g. locker rooms, common areas etc.)
- Wear a mask, except while engaged in physical activity

Spectator attendance is restricted to 1/3 fire code capacity, attendees are limited to a single household or 2 close contact if living alone, must be masked, and maintain 2 physical distancing.

REP Supports

QR Codes and Reader

- Verification app to check proof of vaccination QR code now available for download by any person or business.
- The AB COVID Records Verifier app is available for download on Apple and Android devices through the respective app stores. Compatible tablets and mobile devices must run iOS 13 or Android 8 or higher.
- As of Nov. 15, enhanced record (paper or digital) with the QR code will be the only valid form of proof of vaccination to access businesses and organizations participating in the REP.
 - Albertans whose vaccine status has changed since they downloaded their QR code, should download the QR code again to ensure the most up to date information is included.
- When valid QR code is scanned, a green check mark will verify proof of vaccination. It will also display person's name and date of birth, which businesses are asked to check against an ID.
- Please see the [Alberta COVID Records helpdesk](#) for more information

QR Codes and Reader (cont.)

- QR codes do not include information about medical exemptions or negative tests. Operators would have to manually review these.

Note: The app does not store any personal information, and the QR code is not connected to any other health or personal information. However, the QR code does contain the vaccine information and should be protected accordingly.

- Albertans can get their vaccine record with QR code online at www.alberta.ca/CovidRecords or can get printed copy at no cost from local registry agent office or by calling 811.
 - Albertans whose vaccine status has changed since they downloaded their QR code, should download the QR code again to ensure the most up to date information is included.
- Click [here](#) for more information on how to use the Alberta COVID records verifier app.

Support to Business and Facility Operators

- Alberta is providing funding to help offset costs of implementing the REP and support training for workers.
- A one-time payment of \$2,000 is available to small and medium-sized businesses who are eligible and choose to implement REP.
- Businesses experiencing issues with the app can contact support line at: 1-888-527-1224 or email covid19record@gov.ab.ca.
- For more information on financial support: click [here](#)

Additional Updates from October 27 Meeting

Halloween guidance including printable posters are available online.



Halloween Recommendations

Trick-or-treating

- Consider choosing costumes that allow your child to wear a non-medical mask.
- Trick-or-treat with your household. If you run into friends or family outside of your immediate household, practice physical distancing by staying 2 metres apart.
- Carry hand sanitizer and use it after touching touch-points like doorbells or railings.
 - If possible, knock instead of pushing doorbells, or keep 2 metres from the door or porch and call “trick-or-treat”.
- Wash or sanitize hands before handling and eating candy

Handing out Candy

- Avoid handling treats and keep physical distance away from trick-or-treaters
- Use prepackaged candy only (no homemade treats).
- Don't leave out self-serve bowls of candy. Instead, make candy bundles/bags and space them out on a table or blanket for trick-or-treaters to take.

Private Events

Private Social Gatherings

- Private outdoor gatherings to a maximum of 20 people
- Private indoor gatherings are only possible for fully vaccinated cohorts:
 - Maximum of 2 households (yours plus one other) up to maximum 10 fully vaccinated people
 - Children who are not old enough to be vaccinated are permitted to attend with others in their household (they do not count towards the 10 person cap)

Private Halloween Events

- If possible, host your party outside. It's easier to keep a healthy distance between households and there's better air circulation.
- Limit close contact with others outside your household. The smaller the group the better.
- Avoid any activities where items are passed or shared between people.

Find more information [online](#) and in the [REP guidance document](#).

Public Events

Outdoor Events	Indoor Events
<p>Outdoor events must be fully outdoors, with exception of washrooms:</p> <ul style="list-style-type: none">- Event not subject to capacity or masking requirements.- Maintain 2m between households or the two close contacts of those who live alone.	<p>Any indoor events have to either follow:</p> <ul style="list-style-type: none">- REP requirements including masking, or- Public health measures including:<ul style="list-style-type: none">- 1/3 capacity limits.- Maintain 2m between households or the two close contacts of those who live alone.- Masking at all times.

Public Remembrance Day Ceremonies

- Must follow Restrictions for indoor or outdoor events as appropriate.

Enforcement

- Operators under REP will be audited for compliance.
- REP requirements can be enforced by AHS Public Health Inspectors, AGLC and police units.
- If they believe operators are not in compliance, individuals can make a COVID-19 related complaint [to AHS](#) Public Health Inspectors, or call 1-833-415-9179.
- While enforcement takes an education first approach, all individuals within a business, including owners, workers, volunteers and patrons, who are found to be in violation of public health orders may be subject to a \$2,000 penalty. Additionally, a person can be prosecuted for up to \$100,000 for a first offense.

Thank you!



From: linda hunter hunter74@live.com
Subject: Re-Pickleball
Date: Oct 3, 2021 at 3:16:56 PM

Dear Sean,

This email is in regards to our telephone conversation on Friday October 1st

I would like to thank you for taking my call and your understanding.

There is a large group of us that have been playing Pickleball at the Abbey Recreational Centre for the past few years. Normally three mornings a week. We all love the sport.

The past 19 months have been very difficult with the pandemic but being able to play Pickleball not only gives us the exercise we need but also helps with our mental well-being. We are all double vaccinated against Covid19 and cannot understand why we cannot continue to play. We went out and did the right thing to protect us and others against Covid19 but Blackfalds has chosen to do 1/3 capacity instead of proof of vaccinations . We don't understand this decision. Is it not far better to have people in the Abbey that are double vaccinated. Just even for the staff that work there . We realize that even if we r vaccinated we could pass it on to others but at a much lesser probability. Pickleball is a sport that social distancing is part of the game. One person has their side of the court which meets the guidelines put out by AHS. If we are between games masks can be worn and social distancing can be maintained. Even if the Abbey centre did both proof of vaccine and 1/3 capacity it would never reach the 1/3 capacity as it is such a large building.

Sean I really hope you can help us rectify this situation as it is a very important part of our lives. Mentally and physically

Following are the names of the Pickleball group that plays at the

Abbey. Phone numbers can be given at your request.

Linda Hebert and Kerry Hebert

Joy Evans and Scott Evans

Carolynn Wilson

John Beekman

Margret Montgomery and Monty Montgomery

Larry Graham

Nancy Archibald

Ian Dufesne and Colleen Dufesne

Bill Hunter and Linda Hunter

Andy Odenbach

Steve Miller

Janice Millerbradbury

Norm Haney and Donna Haney

Once again thank you very much for your attention regarding the above matter .

I look forward to hearing from you. My phone number is 403 755 3577

Sincerely

Linda Hunter

Dear Mayor and Council

I am writing to express my concern regarding the Restriction Exemption Program that the Province is promoting, but not being accepted by the Town of Blackfalds, as a way to encourage more of our citizens to become vaccinated. Also a means to return to normal operations in many facilities.

By not participating in this program the town of Blackfalds is limiting the use of the Abbey Centre by its

Membership. Staying active is essential to the health and well being of our senior citizens and all community members and we would appreciate the support of our Town Council.

This would be achieved by the Town implementing the Restrictive Exemption Program which would not only encourage more vaccinations in our community but allow Pickleball players and others to return to their physical activities for the benefit of all.

Your truly
Joy Evans
403 885 5848



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

MEETING DATE: November 9, 2021

PREPARED BY: Sue Bornn, FCSS Manager

PRESENTED BY: Sean Barnes, Director of Community Services

SUBJECT: Calendar of Blackfalds Special Events

BACKGROUND:

Every year the Town of Blackfalds participates in many events, from community development opportunities to fundraisers to large scale special events. Many of these events are established and have set dates annually, with the intent to provide the opportunity for Council and staff to plan appropriately for the upcoming year.

Throughout the year additional event opportunities may arise and information will be shared at those times.

DISCUSSION:

	2021	2022
Winterfest		Monday Feb 21
2019 Volunteer Appreciation		Apr 28 (during National Volunteer Week Apr 24-30)
2019 Youth Recognition Event		May 5 (during Youth Week May 1-7)
Family Easter Event		Saturday April 9
Blackfalds Days		June 17,18,19
Summer Culture Series		Thursdays from July 7 through Aug 25
Canada Day		Friday July 1
Super Kids Triathlon		TBC
Community Info Expo		Wednesday Sept 7 (not booked)
Winter Warmth Fall Fundraiser	Online from Nov 2 – 24	Thursday Sept 29 (if in-person event)
Blackfalds Culture Days	Month of September	Monthlong Activities Drive In Sept 23 Fireworks Sept 24
Monster Bash	Saturday Oct 30 <i>cancelled</i>	Saturday Oct 29
Light Up Blackfalds	Friday Nov 26	Friday Nov 25
Breakfast & Lunch with Santa	Saturday Nov 27	Saturday Dec 3
Council Christmas Party	Dec 4	December 3
CPR Holiday Train	Virtual this year Date tbd	
New Year's Skate	Fri Dec 31	Saturday Dec 31



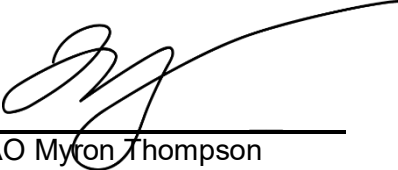
**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
COUNCIL INFORMATION**

CONCLUSION:


The Town of Blackfalds is a busy community with a lot of great events geared towards all ages and interests. With busy schedules, this plan is being presented to ease planning for staff, Council, and volunteers.

It is understood that extenuating circumstances may arise that could cause event dates or details to be changed. In this situation, the staff organizing these events will ensure that changes are properly communicated to everyone, in as timely a fashion as possible.

Approvals:



CAO Myron Thompson



Department Director/Author



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION**

Meeting Minutes

September 28, 2021 Commencing at 6:30 P.M.

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on September 28, 2021, at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 6:00 p.m.

MEMBERS PRESENT:

Jamie Hoover
Will Taylor
Laura Svab
Rylan Zakreski
Alex Garcia

REGRETS:

None

PUBLIC ATTENDING

None

ATTENDING:

Billie Scott, Development Officer
Preston Weran, Director of Infrastructure and Property Services
Jolene Tejkl, Planning and Development Manager
Candice Hilgersom, Planning and Development Clerk

REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:

Member Hoover called the meeting to order at 6:28 p.m.

AGENDA APPROVAL

Resolution 29-21

Member Svab moved to approve the September 28, 2021 agenda presented.

BUSINESS ARISING FROM MINUTES:

None

BUSINESS:

4.1 Application 163-21 – Request for Decision

**Detached Garage - Height Variance Request
Permitted Use within R-1S - Residential Single Dwelling Small Lot District
124 Almond Crescent (Lot 31, Block 4, Plan 082 4628)**

Administration provided background information on the proposed development.

Resolution 30-21

MOVED by Member Garcia that the Municipal Planning Commission APPROVE the application for the construction of the detached garage, as presented in Development Permit 163-21, granting a height relaxation from 14.76 ft to 19.0 ft, at 124 Almond Crescent (Lot 31, Block 4, Plan 082 4628) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties,

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

1. The proposed development shall be undertaken and completed in accordance with the approved plans.



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION**

Meeting Minutes

September 28, 2021 Commencing at 6:30 P.M.

2. 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.
3. If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed with twelve (12) months from the date of issue of this development permit.
4. The contractor is responsible to ensure all waste material is disposed of into an outside waste bin on the property or dispose of their waste material on a daily basis into a truck or trailer conveyance and transported to an approved landfill. **No waste should be stored on the property outside the building, which allows the wind to blow the material to another property.**
5. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this by-law are complied with.
6. **Accessory Buildings** (garages or sheds) are to match the dwelling unit in color and materials.
7. Applicant is responsible for ensuring that development is outside active utility right of ways.
8. Development Permit card must be displayed during development.
9. 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.
10. In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all federal, provincial and other municipal legislation.
11. The Town of Blackfalds now **Requires that a dual check valve for Backflow Protection be installed for all residential and/or commercial properties, as well as any business facilities.**
12. **There shall be no connected drains, sumps or any fixture disposing of sewage waste, contaminated or polluted water, waste water or any other chemical or substance allowed within the property or in any garages or accessory buildings, whether attached or detached, or to any of the Town's infrastructure systems, as per the current Water and Sewer Bylaw in force.**

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

5.1 Minutes of June 8, 2021

Resolution 31-21

Member Zakreski moved to approve the minutes of June 8, 2021 as presented.

CARRIED UNANIMOUSLY



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
September 28,2021 Commencing at 6:30 P.M.**

ADJOURNMENT

Chairperson Hoover adjourned the meeting at 6:37 p.m.

A handwritten signature in black ink that reads "James Hoover".

CHAIR

A handwritten signature in black ink, appearing to be a stylized "B" followed by a long horizontal stroke.

SECRETARY



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

MEETING DATE: November 9, 2021

PREPARED BY: Rick Kreklewich, Abbey Centre General Manager

SUBJECT: Lease Space Update for Eagle Builders Centre

BACKGROUND:

At the October 6th, 2021 Recreation, Culture and Parks Board Meeting, the Board discussed the possibility of having both lease space proponents (Functional Mobility and Health and the Blackfalds Bulldogs) rent space at the Eagle Builders Centre. Both proponents were interested in lease space 2 due to its size compared to lease space 1.

Administration was asked to approach the proponents to see if an alternate space would be an acceptable location for their business. To try and accommodate both parties, the upstairs meeting room and dryland area were taken into consideration as an alternative space within the Eagle Builders Centre.

The two proponents weren't interested in using the upstairs meeting room as a lease space due to the large windows and proximity to the library. Administration is hesitant to use the upstairs meeting room as a leasing area as it would take away from the potential meetings and events that it was originally intended for.

Al Parada from the Blackfalds Bulldogs has shown interest in leasing a portion of the dryland training area located in the southwest corner of the facility.

DISCUSSION:

Due to time constraints with Functional Mobility & Health's grant for financial assistance, Administration moved forward with contract negotiations with Functional Mobility & Health for Lease Space 2. The Recreation, Culture and Parks Board agreed to wait to see how much space is required in the undeveloped area (dryland training) before proceeding with any development in the dryland training area.

RES. 57/21

Mayor Hoover moved that the Recreation, Culture, and Parks Board accept this item as information.

MOTION CARRIED UNANIMOUSLY

FINANCIAL IMPLICATIONS:

N/A

Attachments:

- Dryland Area in Eagle Builders Centre

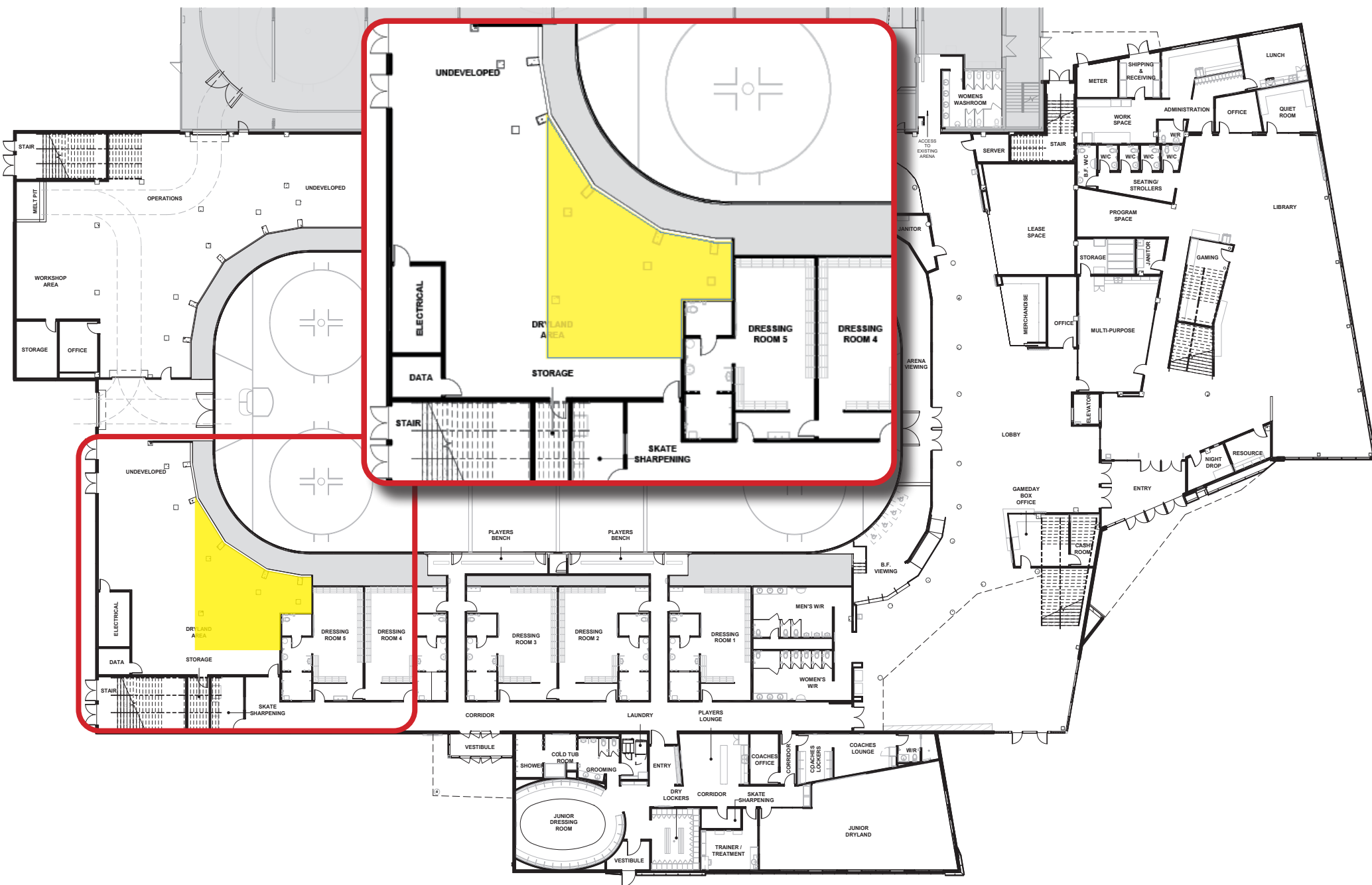
Approvals:



CAO Myron Thompson



Department Director/Author





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

MEETING DATE: November 9, 2021

PREPARED BY: Jolene Tejkl, Planning & Development Manager

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

BACKGROUND:

Attached is the Building Permit Report and Comparison for 2019-2021 for the month of October 2021 year to date. We also have shown the comparison for the year-to-date figures for 2020 on the comparison report.

Please note that we reviewed the listings entries and some numbers have changed due to classification of the applications, however the totals are still the same.

For the reference of Council, we continue to separate the "Home Business" category out of the "other" designation and have given it a separate line as its own category.

Attachments:

- *October 2021 Comparison Report*

Approvals:

CAO Myron Thompson

Department Director/Author



Town of Blackfalds Development/Building Permit Comparison 2019 to 2021

2020 YTD

	2019		2020		2021		October	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	17	\$ 3,812,997.00	24	\$ 5,965,780.00	25	\$ 6,908,460.00	19	\$ 4,779,440.00
Duplexes	4	\$ 670,000.00	12	\$ 3,053,876.00	0	\$ -	12	\$ 3,053,876.00
Manufactured Home	3	\$ 274,000.00	1	\$ 55,000.00	0	\$ -	1	\$ 55,000.00
4-plex	2	\$ 400,000.00	1	\$ 300,000.00	0	\$ -	1	\$ 300,000.00
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	20	\$ 2,931,600.00	0	\$ -	4	\$ 883,340.00	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Total Res. Dwellings	46	\$ 8,088,597	38	\$ 9,374,656	29	\$ 7,791,800	33	\$ 8,188,316
Garage	10	\$ 206,500.00	23	\$ 556,400.00	14	\$ 436,000.00	23	\$ 556,400.00
Deck	9	\$ 38,000.00	8	\$ 32,400.00	4	\$ 18,500.00	7	\$ 31,400.00
Basement Reno	61	\$ 1,014,820.00	58	\$ 1,067,750.00	40	\$ 892,400.00	44	\$ 721,450.00
Addition	0	\$ -	0	\$ -	1	\$ 25,000.00	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	1	\$ -
Home Business	27	\$ -	30	\$ -	23	\$ -	26	\$ -
Other	52	\$ 1,331,760.00	58	\$ 989,561.17	47	\$ 1,782,318.00	57	\$ 988,761.17
Commercial	42	\$ 13,778,510.00	15	\$ 679,700.00	25	\$ 738,235.00	13	\$ 679,700.00
Industrial	6	\$ 38,400.00	5	\$ 459,900.00	3	\$ -	5	\$ 459,900.00
Institutional	1	\$ 5,000.00	3	\$ 29,260,000.00	1	\$ 3,000.00	3	\$ 29,260,000.00
Agricultural	1	\$ -	3	\$ 31,000.00	2	\$ 25,000.00	3	\$ 31,000.00
Public Facility	13	\$ 694,700.00	12	\$ 25,613,528.50	15	\$ 8,786,500.00	12	\$ 25,613,528.50
TOTAL PERMITS	268	\$ 25,196,287.00	254	\$ 68,064,895.67	204	\$ 20,498,753.00	227	\$ 66,530,455.67
General Yearly Notes:		1- Grocery interior - 2,000,000		1 - 24,600,000 Multi-Plex expansion		1 - 2,500,000 East Area Linear Wetland Ph. 2		
		1 - 7,000,000 Blackfalds Crossing Phase 1A		1 - 29,000,000 Wolf Creek High School		1 - 5,500,000 Womacks/Gregg St. Alignment Project		
		1 - McDonalds 2,100,000						

181-21	4-Oct-21	81 Murphy Close	R-1M	Residential	Garage
182-21	4-Oct-21	5013 Parkwood Road	C-2	Commercial	Temporary Signage
183-21	4-Oct-21	4627 Womacks Road	R-2	Residential	Shed
184-21	4-Oct-21	4906 Broadway Avenue	C-1	Commercial	Exterior Wheelchair Access Ramp
185-21	5-Oct-21	6 Paramount Crescent	R-1M	Residential	Deck Extension and Hot Tub
186-21	5-Oct-21	48 Churchill Place	R-1M	Residential	Hot Tub
187-21	6-Oct-21	97 Valley Crescent	R-1M	Residential	Shed
188-21	6-Oct-21	18 Coventry Close	R-2	Residential	Duplex
189-21	6-Oct-21	22 Coventry Close	R-2	Residential	Duplex
190-21	6-Oct-21	33 Coventry Close	R-2	Residential	Duplex
191-21	6-Oct-21	37 Coventry Close	R-2	Residential	Duplex
192-21	6-Oct-21	151 Pioneer Way	R-1S	Residential	Basement Reno
193-21	8-Oct-21	5302 Broadway Avenue & 5305 Broadway Avenue 4500 Blackfalds Crossing Way	PF & R-2	Public Facility	Fence Height Relaxation
194-21	8-Oct-21	Unit 620	C-2	Commercial	Cannabis Retail
195-21	8-Oct-21	37 Murphy Close	R-1M	Residential	Basement Reno
196-21	12-Oct-21	81 Sunridge Avenue	R-1M	Residential	Shed
197-21	13-Oct-21	46 Woodbine Avenue	R-1M	Residential	Basement Reno
198-21	19-Oct-21	22 Churchill Place	R-1L	Residential	Hot Tub
199-21	19-Oct-21	153 Westgate Crescent	R-1M	Residential	Garage
200-21	19-Oct-21	33 Rolling Hills Ridge	R-1M	Residential	Deck
201-21	20-Oct-21	87 Mitchell Crescent	R-1S	Residential	Basement Reno



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

MEETING DATE: November 9, 2021

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

SUBJECT: Blackfalds Protective Services Monthly Report - October 2021

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 October for Municipal Enforcement, Fire Services, RCMP and Emergency Management.

FINANCIAL IMPLICATIONS:

None

Attachments:

- *Municipal Enforcement: statistics, October 2021*
- *Speed Sign Stats for October EB/WB Cottonwood*
- *Central Alberta RCMP Traffic September Monthly Report*

Approvals:



CAO Myron Thompson



Department Director/Author



Blackfalds Protective Services

October 2021 Monthly Report

Protective Services

Town of Blackfalds Municipal Enforcement:

During the month of October, Municipal Enforcement continued to operate with one vacancy. Interviews for the CPO position were completed, Rylan Zens from Lacombe was the successful candidate. Rylan started with the town on October 27th and is currently completing a six-week training course at the Solicitor Generals College in Edmonton. We are very excited to have Rylan join our team.

October was a relatively slower month with 52 operational files being opened and investigated. Of the files opened, 17 were related to parking complaints, 13 were investigations under the Animal Control Bylaw, 7 under the Community Standards Bylaw, 4 under the traffic Bylaw and 3 under the Land Use Bylaw. We continue to have issues with unattached trailers, and various other parking issues within the town. Under the Animal Control Bylaw, 8 were related to dog complaints with most associated to barking dogs. Four cat complaints were received with these being cats running at large.

During the month, officers continued to monitor the school zones regularly, time permitting. Officers mainly focus on the elementary schools, with significant concern being Iron Ridge Elementary. The two cross walk lights located on Minto/Broadway and the other on Schull/Broadway have been working well and hopefully will continue to be used effectively. Officers worked with the School Resource Officer on various initiatives, one where they attended school with the radar gun and measured the speeds of youth's running a 20 m. sprint. This was fun for both the youth and the officers involved.

One of the parking investigations related to a Semi-truck and trailer parked on Parkwood Dr. for an extremely excessive time, the owner was not able to be contacted, which resulted in the unit being towed and ticketed.

Under the Community Standards Bylaw the complaints related to unsightly properties, noise and one issue of bullying.

Animal Services investigated two complaints during the month, providing several patrols throughout the town during the month as well.

Municipal Enforcement Officers issued 66 Provincial violation tickets and 3 Municipal violation tickets. Violation tickets are now recorded in two areas, through E-ticketing and our Operational reporting system "Report Exec".

753 Transportation Routing and Vehicle Information System (TRAVIS) permits have been issued to date this year. These are permits that are issued for over size loads to travel on provincial and municipal roadways in Alberta. Municipal Enforcement officers review these throughout the day and approve or deny the permit.



Blackfalds Protective Services

October 2021 Monthly Report

The new Ford F150 enforcement vehicle is currently in Edmonton being outfitted as a law enforcement vehicle. This should be completed by the first week in November.

Officers continued to work with the RCMP throughout the month, assisting in various investigations when required and working towards enforcement initiatives.

Violation tickets issued.

In total 66 violation tickets were issued, these ranged from 43 under the Traffic Safety Act, 16 under the Use of Highway and Rules of the Road Regulation, 3 under the Vehicle Equipment Regulation, 2 under the Traffic Bylaw and 1 under the Community Standards Bylaw. Approximately \$23,000 in fines were issued. Of concern is that 7 violation tickets were issued to registered owners of vehicles caught on camera passing school busses with red lights flashing and stop sign out.

Speed Signs:

East bound on Cottonwood:

During the month of October speed signs remained on Cottonwood. The total vehicle count from September 27 to October 31 was 41,176 substantially higher number than the previous month. The average speed recorded was 48 km/h. The Statistics Summary Report is attached for this period.

West Bound on Cottonwood:

The total vehicle count from September 27 October 27 was 36,744 vehicles. During this time the average speed was 46 km/h. The Statistics Summary Report is attached for this period.

Attached:

- *Municipal Enforcement Month End Report*
- *EB Cottonwood Statistics Summary Report*
- *WB Cottonwood Statistics Summary Report*

Blackfalds Fire Rescue

In the month of October:

The Fire Department held an open house on the Wednesday of Fire Prevention Week, which was well attended. There were 67 adults and 80 children that visited the firehall between 3:00 pm to 7:00 pm.

Three new recruits were brought on this month, bringing the departments numbers up to 29 members.

The NFPA 1072 Operations Course results had 6 members that were successful on the exam and four that are eligible for rewrites on the written portion of the exam. All 10



Blackfalds Protective Services

October 2021 Monthly Report

were successful with the practical portion of the course. Rewrite date is scheduled for mid-November.

The department is waiting on the exam results for the eight members who went through the NFPA 1002 Driver and Pump Operations Course.

Preplanning and a site visit of the new arena by the department members occurred on October 27. This was an excellent opportunity for the members to understand the layout and access in the event of an emergency.

The new Fire Services truck is currently having the lights and decaling installed. We are hoping to have it in service mid-November. The department continues to monitor COVID protocols from AHS for responding, sanitizing the units and station to protect our members from any possible outbreaks or infections. The department responded to twenty-four incidents and a summary is attached for October.

Fire Department – October 2021 – INCIDENT SUMMARY – PAGE 1 of 1

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0130	3	Alarm	202110031642	Corp Limits	N/A	N/A
0131	4	Fire Structure	202110041319	Corp Limits	N/A	YES
0132	4	Mutual Aid	202110041811	Mutual Aid City of Lacombe	N/A	N/A
0133	6	Alarm	202110061145	Corp Limits	N/A	N/A
0134	7	Motor Vehicle Incident	202110070600	Corp Limits	YES	N/A
0135	7	Medical	202110071808	Corp Limits	N/A	EMS
0136	9	Motor Vehicle Incident	202110091502	Corp Limits	YES	EMS
0137	10	Motor Vehicle Incident	202110101504	Lacombe County	YES	EMS
0138	11	Motor Vehicle Incident	202110110307	Corp Limits	YES	EMS
0139	11	Medical	202110112106	Corp Limits	NO	EMS
0140	11	Medical	202110112337	Corp Limits	N/A	N/A
0141	12	Alarm	202110122154	Corp Limits	YES	YES
0142	13	Fire Structure	202110131214	Corp Limits	N/A	N/A
0143	13	Alarm	202110131546	Corp Limits	N/A	N/A
0144	15	Investigation Odor	202110151005	Lacombe County	N/A	N/A
0145	16	Alarm	202110162109	Corp Limits	N/A	N/A
0146	17	Motor Vehicle Incident	202110170025	Lacombe County	YES	EMS
0147	21	Motor Vehicle Incident	202110211942	Corp Limits	YES	EMS



Blackfalds Protective Services

October 2021 Monthly Report

0148	22	Motor Vehicle Incident	202110222047	Corp Limits	YES	EMS
0149	27	Alarm	202110270831	Lacombe County	N/A	N/A
0150	27	Motor Vehicle Incident	202110271254	Lacombe County	YES	EMS
0151	27	Alarm	202110280810	Corp Limits	N/A	N/A
0152	27	Alarm	202110280911	Corp Limits	N/A	N/A
0153	28	Mutual Aid	202110281124	Mutual Aid Assist Bently Fire.	N/A	N/A

Occupational Health & Safety

- D/Chief Elder has received quotes for the 2022 audit, these are being reviewed and decisions will be made in the new year.
- First Aid training was held, updating several staff that were due to expire. This training consists of an online portion which must be completed prior to attending the half day in person training.

RCMP

- The RCMP responded to 148 calls for service within the Town of Blackfalds.
- During the month of October 7 assaults were reported.
- 9 traffic collisions were reported.
- 1 break and enter, 1 theft of motor vehicle, 1 theft from motor vehicle, 1 unlawfully in a dwelling house, 1 criminal harassment and 3 disturbing the peace files were investigated.
- As of the end of October in keeping with the Federal mandate, RCMP employees are all required to be vaccinated, as well anyone entering the building such as town employees and contractors must also be vaccinated.

RCMP Provincial Traffic Services

- The Traffic Unit during the month of October assisted with 28 investigations in the Town of Blackfalds.
- Sgt. Brian Herrick provided a Halloween Safety Tip write up for social media.
- This month traffic is reminding drivers to be aware of the increase in animals crossing the highways at this time of year.
- Attached Traffic Report for the month of October.

Emergency Management

- During the month of October both the Emergency Management Agency and Committee met to discuss the movement of facilities to the REP program.
- On October 21st Manager Morrison met with representatives from LREMP to discuss the planned exercise for October 2022, meetings will continue monthly planning continues.



Blackfalds Protective Services

October 2021 Monthly Report

- On October 28th, Manager Morrison met with LREMP representatives to discuss the contractors contract moving forward over the next three years.
- Manager Morrison continued to keep the municipality advised of changes related to the COVID 19 Pandemic and the provincial updates.

Ken Morrison

Emergency Management and Protective Services Manager

Statistics Summary Report

Technician Name: administrator

Location: EB Cotton Wood

Report Period: 2021-09-27 to 2021-10-31

Address: Blackfalds, AB

Total Vehicle Count: 41,176

Speed Limit: 40 - 50

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	213	30	181	85 %	15	89	48	12
01-02	113	16	89	79 %	14	115	49	12
02-03	53	8	50	94 %	38	67	49	12
03-04	64	9	52	81 %	24	62	48	11
04-05	27	4	23	85 %	18	65	48	12
05-06	127	18	90	71 %	19	86	46	11
06-07	344	49	291	85 %	18	87	49	12
07-08	1,602	229	1,149	72 %	5	72	46	11
08-09	3,252	465	2,296	71 %	5	69	44	11
09-10	1,462	209	1,233	84 %	5	83	48	11
10-11	1,762	252	1,500	85 %	11	91	48	12
11-12	2,378	340	2,038	86 %	5	79	48	11
12-13	2,180	311	1,917	88 %	9	72	49	12
13-14	1,880	269	1,604	85 %	7	73	48	12
14-15	3,058	437	2,494	82 %	9	72	46	11
15-16	3,809	544	3,056	80 %	5	74	47	11
16-17	4,239	606	3,507	83 %	5	111	47	11
17-18	3,809	544	3,192	84 %	9	86	48	11
18-19	3,165	452	2,661	84 %	7	72	47	11
19-20	2,990	427	2,431	81 %	12	72	46	11
20-21	2,147	307	1,808	84 %	9	86	47	11
21-22	1,283	183	1,102	86 %	6	90	48	11
22-23	731	104	634	87 %	14	87	48	11
23-24	488	70	423	87 %	18	79	49	11
	41,176	5,883	33,821	83 %	12	81	48	11

County Speed Bins

Speed	Count
0...5	26
5...10	73
10...15	139
15...20	361
20...25	885
25...30	924
30...35	1,151
35...40	3,148
40...45	7,940
45...50	13,440
50...55	8,453
55...60	3,597
60...65	786
65...70	151
70...75	64
75...80	17
80...85	5
85...90	11
90...95	1
95...100	0
100...105	1
105...110	1
110...115	2
Total:	41,176

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SafePace® Pro by Traffic Logix®

Statistics Summary Report

Technician Name: administrator

Location: WB Cotton Wood

Report Period: 2021-09-27 to 2021-10-27

Address: Blackfalds, AB

Total Vehicle Count: 36,744

Speed Limit: 50

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	126	18	32	25 %	22	70	47	11
01-02	66	9	18	27 %	22	84	46	11
02-03	58	8	11	19 %	24	63	44	11
03-04	47	7	18	38 %	25	65	49	12
04-05	187	27	48	26 %	18	67	43	11
05-06	801	114	231	29 %	20	93	46	11
06-07	1,747	250	522	30 %	19	75	46	11
07-08	2,990	427	538	18 %	13	76	44	11
08-09	3,474	496	633	18 %	8	88	45	11
09-10	1,917	274	575	30 %	6	88	46	11
10-11	1,943	278	530	27 %	5	69	46	11
11-12	2,274	325	636	28 %	11	79	46	11
12-13	2,143	306	590	28 %	6	77	46	11
13-14	1,847	264	524	28 %	12	96	46	11
14-15	2,237	320	567	25 %	8	75	46	11
15-16	3,603	515	818	23 %	5	93	46	11
16-17	2,815	402	745	26 %	7	79	46	11
17-18	2,547	364	736	29 %	12	77	47	11
18-19	2,157	308	446	21 %	7	79	45	11
19-20	1,529	218	263	17 %	5	89	44	11
20-21	1,004	143	196	20 %	15	72	44	11
21-22	613	88	122	20 %	6	72	44	11
22-23	416	59	106	25 %	8	90	45	11
23-24	203	29	54	27 %	24	73	46	11
	36,744	5,249	8,959	25 %	13	79	46	11

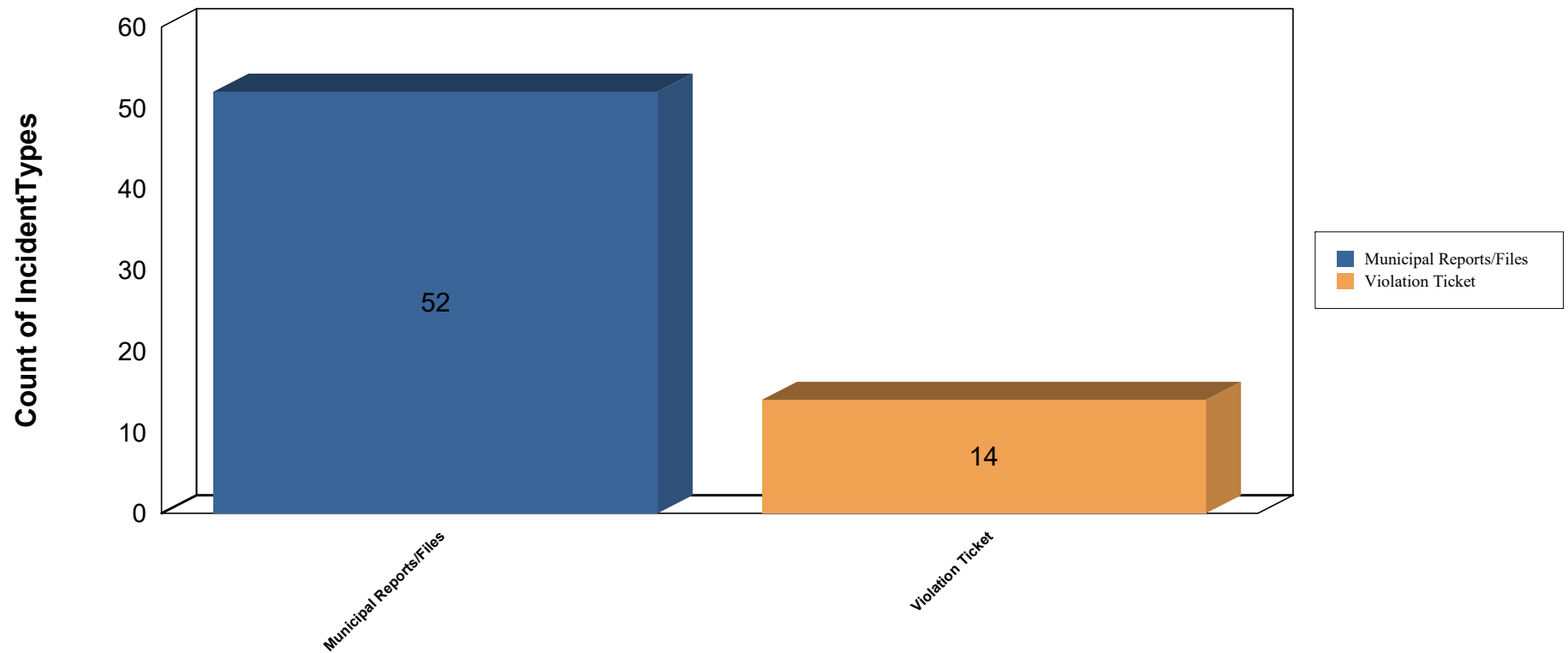
County Speed Bins

Speed	Count
0...5	3
5...10	18
10...15	29
15...20	37
20...25	372
25...30	1,239
30...35	1,997
35...40	4,603
40...45	8,500
45...50	10,987
50...55	5,742
55...60	2,576
60...65	502
65...70	91
70...75	30
75...80	9
80...85	1
85...90	5
90...95	2
95...100	1
Total:	36,744

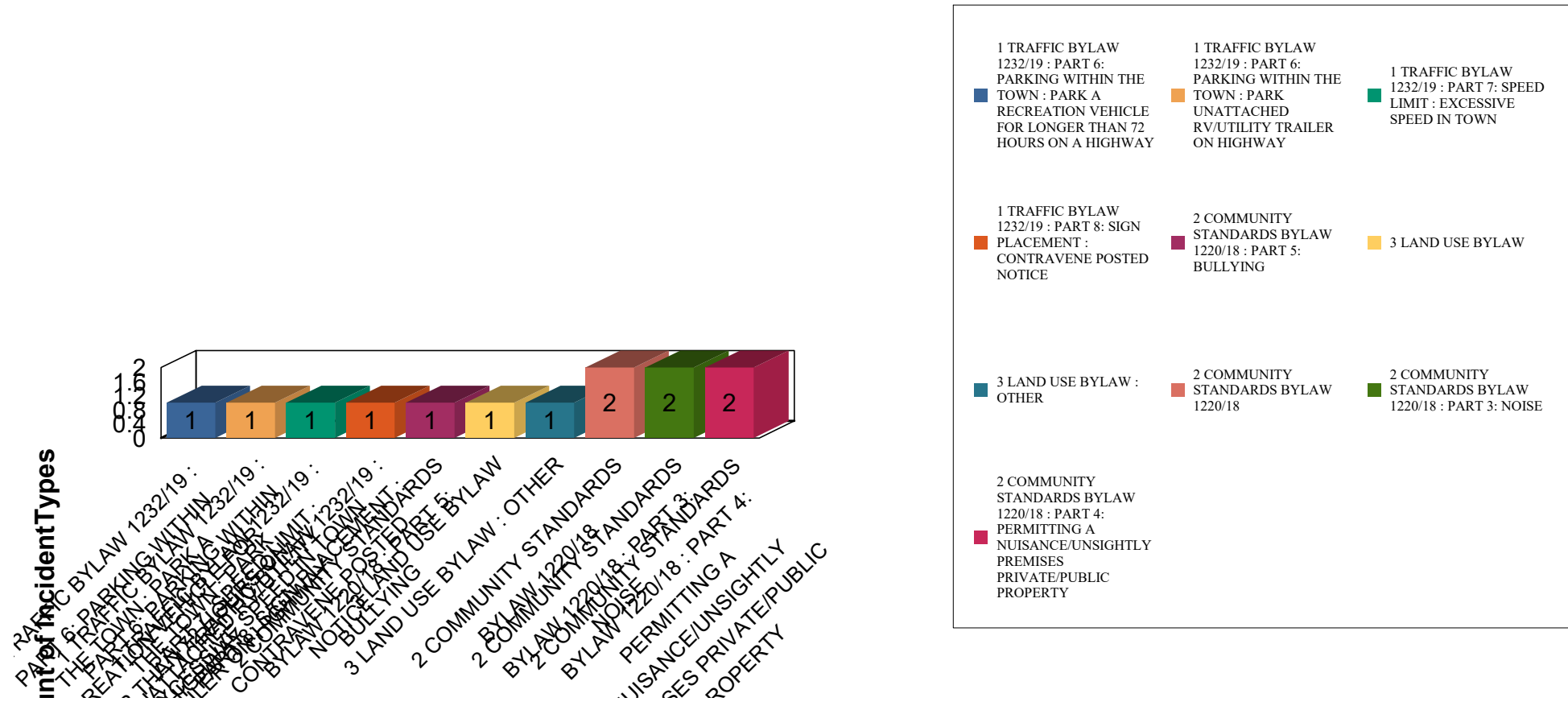
Generated on November 1, 2021 at 4:21 PM

SafePace® Pro by Traffic Logix®

Count of Reports Completed



Count of Incident Types



1.79% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A RECREATION VEHICLE FOR LONGER THAN 72 HOURS ON A HIGHWAY

1.79% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY

1.79% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN

1.79% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 8: SIGN PLACEMENT : CONTRAVENE POSTED NOTICE

1.79% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: BULLYING

1.79% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW

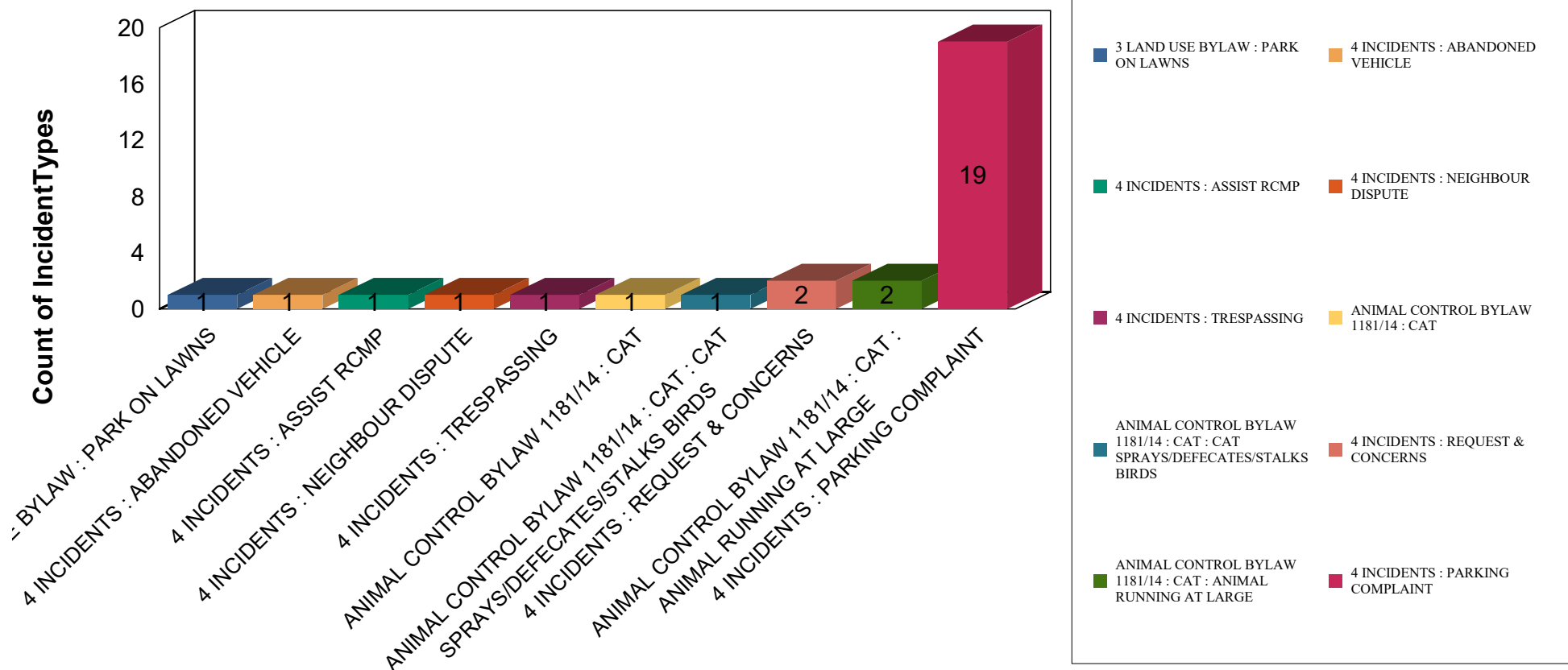
1.79% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : OTHER

3.57% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18

3.57% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

3.57% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

Count of Incident Types



1.79% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : PARK ON LAWN

1.79% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE

1.79% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : ASSIST RCMP

1.79% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : NEIGHBOUR DISPUTE

1.79% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRESPASSING

1.79% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT

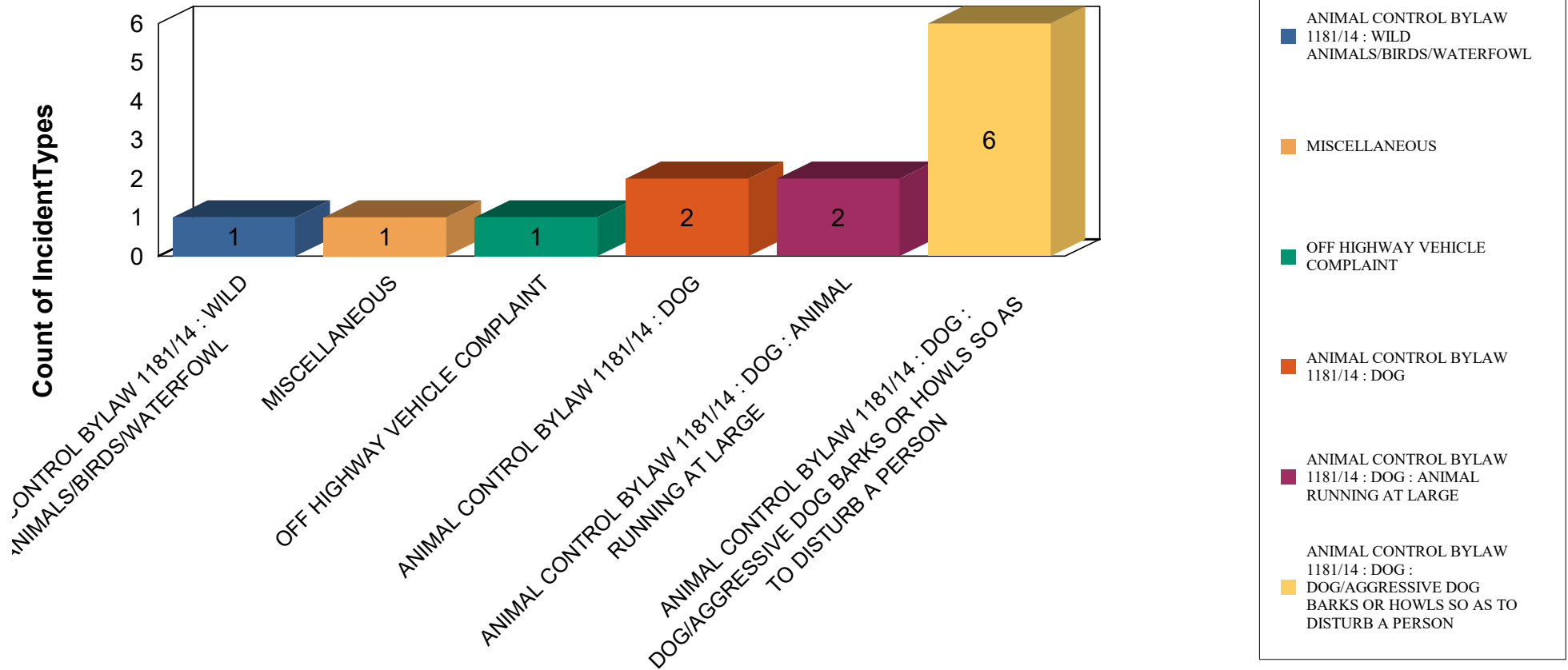
1.79% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : CAT SPRAYS/DEFECATES/STALKS BIRDS

3.57% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : REQUEST & CONCERNS

3.57% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE

33.93% # of Reports: 19 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

Count of Incident Types



1.79% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

1.79% # of Reports: 1 Municipal Reports/Files MISCELLANEOUS

1.79% # of Reports: 1 Municipal Reports/Files OFF HIGHWAY VEHICLE COMPLAINT

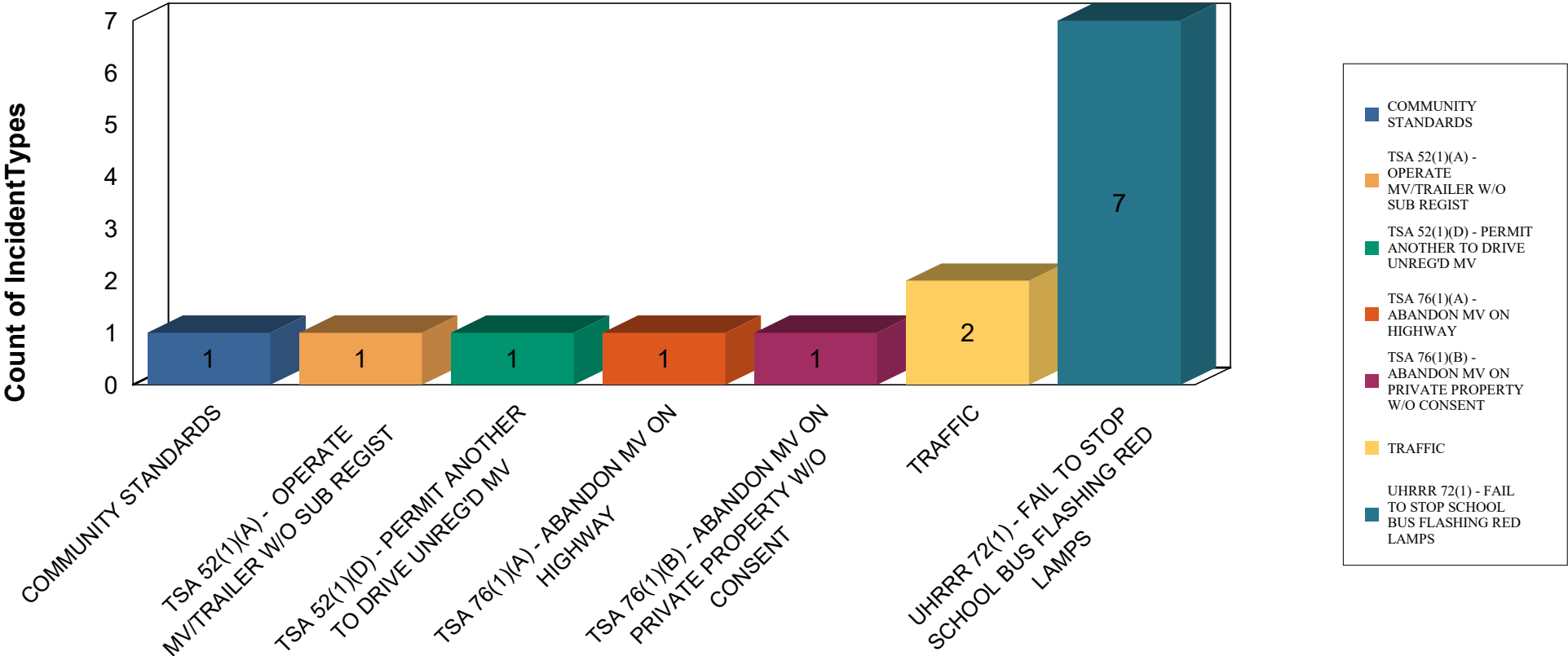
3.57% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG

3.57% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE

10.71% # of Reports: 6 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG/AGGRESSIVE DOG BARKS OR HOWLS SO AS TO DISTURB A PERSON

Grand Total: 100.00% Total # of Incident Types Reported: 56 Total # of Reports: 52

Count of Incident Types



7.14% # of Reports: 1 Violation Ticket COMMUNITY STANDARDS

7.14% # of Reports: 1 Violation Ticket TSA 52(1)(A) - OPERATE MV/TRAILER W/O SUB REGIST

7.14% # of Reports: 1 Violation Ticket TSA 52(1)(D) - PERMIT ANOTHER TO DRIVE UNREG'D MV

7.14% # of Reports: 1 Violation Ticket TSA 76(1)(A) - ABANDON MV ON HIGHWAY

7.14% # of Reports: 1 Violation Ticket TSA 76(1)(B) - ABANDON MV ON PRIVATE PROPERTY W/O CONSENT

14.29% # of Reports: 2 Violation Ticket TRAFFIC

50.00% # of Reports: 7 Violation Ticket UHRRR 72(1) - FAIL TO STOP SCHOOL BUS FLASHING RED LAMPS

Grand Total: 100.00% Total # of Incident Types Reported: 14 Total # of Reports: 14

Grand Total: 100.00% Total # of Incident Types Reported: 70

Central Alberta RCMP Traffic Monthly Reporting – OCTOBER

Blackfalds, Stettler, Rocky Mountain House

Traffic Enforcement						
Blackfalds Stettler Rocky Mtn		Occupant Restraint Ops Date & Location	Charges	Distracted Driving Ops Date & Location	Charges	Impaired Driving Ops Date & Location
	1	2021-10-12 HWY 12 & RR 274	0	2021-10-12 HWY 12 & RR 274	0	2021-10-14 Hwy 12 at Erskine – MAS checkstop
	2	2021-10-14 Hwy 12 at the town of Erskine	0	2021-10-14 Hwy 12 at the town of Erskine	0	2021-10-17 Rocky Mtn House – MAS checkstop with ROCKY GD members
	3	2021-10-14 Hwy 2 near Lacombe	0	2021-10-14 Hwy 2 near Lacombe	0	2021-10-14 Hwy 2A near Lacombe. MAS checkstop
	4	2021-10-16 Hwy 11 west of RMH	0	2021-10-16 Hwy 11 west of RMH	0	2021-10-16 Hwy 11 MAS west of RMH with CPO's
	5	2021-10-19 School zones in Three Hills	5	2021-10-19 School zones in Three Hills	0	2021-10-21 Hwy 12 & 20 West of Bentley, AB – MAS checkstop
	6	2021-10-21 Joffre Plant area patrols	0	2021-10-21 Joffre Plant area patrols	7	2021-10-26 Hwy 11 & 22 North Rocky Mtn House MAS checkstop w/GD
	7	2021-10-27 Hwy 12 east Stettler	3	2021-10-27 Hwy 12 east Stettler	1	
	8	2021-10-27 50 th Ave at Stettler High School zone	4	2021-10-27 50 th Ave at Stettler High School zone	1	

Traffic Impaired Operation					
Blackfalds Stettler Rocky Mtn		IRS Fail or Refusal	IRS Other	CC Impaired	Roadside MAS Test Conducted
	1	FAIL	---	---	Monthly Total # Stops = 258 # MAS = 258
	2	FAIL	---	---	
	3	---	24 hr alcohol	---	
	4	---	24 hour drug	---	
	5	---	---	200 MG%	

	6	FAIL	---	---	MAS % = 100%
	7	---	CAUTION	---	
	8	FAIL	---	---	
	9	FAIL	---	---	
	10	FAIL	---	---	
	11	--	CAU/WARN	--	
	12	FAIL	---	---	

Traffic Assist Detachment(s)	
1	Assist Sylvan – Hit n run, Com followed, SOC located, charged
2	Assist Rocky - MVC near RMH at 382040 RR 45
3	Assist Blackfalds – 3 vehicle MVC on Hwy 11 overpass at Hwy 2
4	Assist Blackfalds – Coroners Act
5	Assist Blackfalds Town – Traffic complaint - Speeding
6	Assist Blackfalds Town – Traffic complaint - Speeding
7	Assist Blackfalds – 3 vehicle MVC on Womacks Road
8	Assist Stettler – Impaired by drug vehicle located
9	Assist Stettler – Stolen vehicle located, occupants arrested
10	Assist Blackfalds – Excessive Speed with no LP on Hwy 2 – patrol made
11	Assist Sylvan Lake – MVC vs deer. Assist with paperwork
12	Assist Blackfalds – MHA decided to fight police – Transported to Hospital
13	Assist Blackfalds – Impaired operation MVC male located and charged
14	Assist Blackfalds – Plane crash near Tees – Pilot deceased
15	Assist Blackfalds – Domestic issue in Blackfalds (Disturbing the Peace)
16	Assist Blackfalds – Vehicle out of fuel (-7 deg). Arrange fuel & escort.
17	Assist Blackfalds – Horse on the loose and causing traffic issues
18	Assist Blackfalds – Dump truck broke down on Hwy 12 and RR 274
19	Assist Rocky GD/CRU – pursuit/firearm/PDS/on reserve/4 arrested
20	Assist Blackfalds - EMS request for assistance and to come hot. MHA
21	Assist Blackfalds – Stolen vehicle fire dumped in Lacombe County
22	Assist Stettler – Theft of a vehicle, vehicle located, female arrested.
23	Assist Rocky -- Obtain belongings/Domestic/gun seized
24	Assist Rocky – possible impaired driver/located vehicle/confirmed sober
25	Assist Rocky – Shots fired on O'Chiese reserve
26	Assist Sylvan Lake – Single vehicle MVC on Hwy 781
27	Assist Sylvan Lake – Traffic stop – Suspicious activity – taking photos
28	Assist Sylvan Lake – Male shot vic. with bb gun in the face multiple times
29	Assist Stettler – Theft of vehicle – female jumped in truck and fled
30	Assist Blackfalds – Suspicious person jumping in front of vehicles
31	Assist Blackfalds – Domestic over husband wanting to have sex with wife
32	Assist RMH – Property Crime - Examination on stolen truck
33	Assist Sylvan Lake – Domestic Dispute between 2 couples.

34	Assist Blackfalds – 2 vehicle MVC with injuries at Milton Rd and Hwy 2
35	Assist Stettler – MVC with deer / injured deer dispatched at the scene
36	Assist Blackfalds - Hit and run on Hwy 2 (n/b) near Hwy 11
37	Assist Sylvan Lake – Report of erratic driver – Located and arrested
38	Assist Blackfalds – Complaint of someone driving with illegal fog lamps
39	Assist Blackfalds – B\$&E in Gas Alley at Subway – Suspect located in area
40	Assist Blackfalds – Male OD on drugs. Assist to remove male from home
41	Assist Blackfalds – Suspicious vehicles parked on a rural road
42	Assist Blackfalds – with Impaired driver and locate Firearm in vehicle
43	Assist Innisfail Sheriffs with full Breath tests at Blackfalds Detachment
44	Assist Blackfalds - Violent Domestic, ERT and EDU arrived on scene
45	Assist Ponoka detachment with a Domestic in progress
46	Assist Ponoka Intoxicated female causing a disturbance
47	RMH – Mud stuck vehicle near Brazeau dam, requested Police, tow called
48	Stettler – 2 vehicle MVC in the town of Stettler
49	Assist Blackfalds – Single vehicle roll over on Hwy 42
50	Assist Blackfalds – Stolen vehicle – locate vehicle – Suspect left the area
51	Assist Blackfalds – Injury head on MVC in the Aspelund Industrial Park
52	Assist Blackfalds – Suspicious vehicle in trailer court with no one around
53	Assist Blackfalds – Truck parked on RR250 with driver asleep at the wheel
54	Assist Stettler – Suspicious vehicle, with driver asleep at the wheel

Public Communication and Education		
Blackfalds Stettler Rocky Mtn	1	October Issue – Red Deer County Newspaper Article - Halloween Safety Tips
	2	October Issue – RMH Mountaineer Newspaper Article - Fall Driving Tips (Week 2)
	3	October Issue – RMH Mountaineer Newspaper Article - Halloween Safety Tips (Week 4)
	4	October Issue – Stettler Independent Newspaper Article – Fall Driving Tips (Week 2)
	5	October Issue – Stettler Independent Newspaper Article - Halloween Safety Tips (Week 4)
	6	October Issue – Rimbey Review Newspaper Article – Halloween Safety Tips
	7	October Issue – Sylvan Lake News Newspaper Article – Halloween Safety Tips
	8	October Issue – Blackfalds Town Website Article – Halloween Safety Tips

Joint Forces Operations (JFO)		
Blackfalds Stettler Rocky Mtn	1	2021-10-01 ROCKY Traffic safety clinic held with bus drivers from Prairie Transport. Child boarding / de-boarding and road crossing safety discussed, along with how to position busses during loading / off-loading.
	2	2021-10-12 Member did JFO with Lacombe County Peace officer and Fire to Direct traffic on highway 12 and check Seatbelts and Cell phones.
	3	2021-10-14 JFO with Commercial vehicle Sheriff, Stettler County members and Stettler/Blackfalds traffic unit. 1 Vehicle taken out of service for multiple infractions (level 2 check). 1 Suspended driver.
	4	2021-10-14 JFO Hwy2 with Sheriffs and Ponoka RCMP Highway Patrol. Speed, MAS and Distracted driving
	5	2021-10-12 In joint efforts with Lacombe County CPO Patrols made in Alix area to deal with reports of drivers passing school buses with red flashing lights
	6	2021-10-13 In joint efforts with Lacombe County CPO Patrols made in Alix area to deal with reports of drivers passing school buses with red flashing lights
	7	2021-10-14 In joint efforts with Lacombe County CPO Patrols made in Alix area to deal with reports of drivers passing school buses with red flashing lights
	8	2021-10-15, Fuel Tax Fraud 2021-1505277 Opened investigation with Fuel Tax (Commodity Tax Auditor AB Treasury) Approximately \$9,500.00 in MISUSE OF DYED fuel, Investigation ongoing with Treasury. May result in additional monetary costs and loss of fuel exemption.
	9	2021-10-16 – R.M.H. Peace Officer participated in Hwy 11 construction zone speed enforcement. No shortage of selfish, thoughtless drivers, ROCKY MTN HOUSE
	10	2021-10-19 Stettler Traffic and Knead Hill County Peace officer speed enforcement in 2 different school zones in Three Hills.
	11	2021-10-21 Stettler. Blackfalds, and Ponoka Sheriffs conducted an Impaired checkstop at highway 12 & 20
	12	2021-10-27 Stettler Traffic, and Stettler CPO's on Hwy 12 near 38th Street within the Town of Stettler. 10 tickets issued in 1 hour
	13	2021-10-27 Stettler Traffic, Stettler CPOs, Commercial Vehicle Sheriff Stettler High School, in the school zone 12 tickets issued, in 1 hour
	14	2021-10-28 Stettler Traffic, Stettler CPOs, Starland County CPO Hwy 56 near Big Valley

	Prolific Traffic Offender Arrests	Data 2 Action Prolific Offender Traffic Operations	Community Partnerships
Blackfalds Stettler Rocky Mtn	1 2021-10-07 2021-1509572 Byemoor 2 people arrested, stolen vehicle, both had	2021-1550432 Assist with Prolific Offender file near Stettler. Report of possession of stolen vehicle. Involved, Traffic, GD	2021-10-01 Spoke with Blackfalds Emergency Management and Protection Services Manager, Ken Morrison

		warrants, and the male was driving while prohibited Canada wide.	members from area and neighbouring detachment, and CRU plan made and executed.	who reports to the Blackfalds Mayor. Plans for JFO's with Blackfalds CPO's are in planning stage.
	2	2021-10-15 2021-1550432 Stettler County, one female arrested after locating her in a stolen vehicle/ impaired. SOC has a long history of possession of stolen vehicles.	2021-1553070 Assist with Prolific Offender file near Rocky Mtn House. Reported impaired driver. Involved several members with Rocky Detachment, CRU and Rocky Traffic to bring the incident under control.	2021-10-06 Email communication to Mayor Lucy Henry with the Village of Clive. She will be in contact with writer regarding their community concerns in the near future.
	3	2021-1541476 Rocky / O'Chiese and Sunchild reserves. Pursuit (through KMOSS) for threats and pointing firearm. Vehicle located and stopped in area. Four offenders were arrested. Driver charged for F/to stop	2021-1580014 Assist Sylvan Lake and PDS to locate an impaired Prolific Offender. Located on Hwy 20. Offender rammed 2 Sylvan Lake and 1 PDS PC's before Taser was deployed (twice) through window and subject arrested.	2021-10-06 Email communication to Mayor Greg Rathjen with the Town of Bentley. He will be in contact with writer regarding their community concerns in the near future.
	4	2021-1323963 Sylvan Lake. Vehicle stopped for speed. Female driver acting odd. Follow up resulted in arrest for Identity fraud, drugs and alcohol. A total of 8 charges were laid on the offending driver.	2021-1585362 Assist BD Detachment with Impaired driver. Driver located with assistance of Retired member. Driver blew FAIL on FST. Homemade handgun located in vehicle with suppressor.	2021-10-05 Meeting with County of Red Deer Sr. CPO Irv Heide. Agreement to work together with JFO's and common communication through "Signal" with all Red Deer County CPO's and RCMP Traffic members.
	5	2021-1565662 2021-10-18 Blackfalds – Female stopped for speed on Hwy 2. Exp Class 7 DL, no passenger, Exp Registration, No Insc. O/S Warrant, Charges laid, etc.	2021-1587130 Assist BD Detachment member with prolific impaired driver. 3 rd impaired driving charge under Provincial Sanctions	2021-10-06 Email communication to Reeve Paula Law with the County of Lacombe. She is stepping down as Reeve, but will be in contact with writer regarding their new Reeve after the election.
	6	2021-1565129 2021-10-17 Rocky Mountain House. Vehicle stopped for	2021– 10-19 (early morning) Stettler and Blackfalds members attend the area of the Nova Petrochemical	2021-10-07 Email communication to the CAO of the county of Stettler, Yvette Cassidy.

		impaired and document check. Driver had 7 warrants out of 2 different detachments. Member also charges driver with 3 additional charges.	plant area as requested by the lead of plant security to address numerous (up to 20 a day) driving complaints where the suspect vehicles are related to the plant	She will be in contact with Stettler Traffic members for any further concerns in the future.
	7	2021-10-26 Assist Blackfalds GIS to identify a Prolific Traffic offender that was involved in the theft of a bait vehicle, then fled the scene. At one point the suspect lowered his mask, allowing the bait camera to capture most of his face.	2021- 10-20 (afternoon shift change) Stettler and Blackfalds members attend the area of the Nova Petrochemical plant area as requested by the lead of plant security to address numerous (up to 20 a day) driving complaints where the suspect vehicles are related to the plant	2021-10-13 Email communication to Reeve Larry Clarke with the County of Stettler. Request made for contact / communication with Stettler Traffic members for any Traffic concerns in the future within the County of Stettler.
	8	2021-1509597 Complaint is suspicious vehicle near Stettler. Same located. Stolen. Two Prolific Offenders arrested.	2021-1614084 Complaint of vehicle park in odd spot and operator walk away. Plate came back to stolen vehicle. Assist several members to search area for offender. Unable to locate.	2021-10-13 Email communication to Reeve Jerry Wittstock with the County of Kneehill asking what Traffic can do to assist their County with traffic related issues.
	9			2021-10-13 Email communication to Reeve Cindy Trautman with the County of Camrose
	10			2021-10-13 Email communication to Reeve Stan Schulmeister with the County of PaintEarth
	11			2021-10-13 Nova Petrochemical Plant. Security request for early morning and evening patrols.
	12			2021-10-08 Assist the community with traffic control/ safety for the Pioneer School / Terry Fox Run in ROCKY MTN HOUSE



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

MEETING DATE: November 9, 2021

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

SUBJECT: BOLT KPI Report - October 2021

BACKGROUND:

Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 on demand transportation service. Our routes, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. As an on-demand digital community commuter service, our wheelchair accessible van has been working well. This new ride allows for five-day service from 6:00 am to 8:00 pm with many more boarding options for our residents and visitors within town and one stop at the Kingston Hub at the north end of Red Deer. More information is available here: <https://www.blackfalds.com/living-here/bolt-transit>.

DISCUSSION:

We are pleased to provide Council with the following information for the month. The first page of the report shows the September stats and associated mapping, while the remainder of the pages outlines the trending comparison since start of the year. The data dates are highlighted in the white box on the left side of each sheet for reference.

It is of note that the service provider, in conjunction with the Town, will be releasing a survey for rider input and feedback. The survey will be on our website and in the application.

ADMINISTRATIVE RECOMMENDATION:

1. That Council accepts this report as information.

ALTERNATIVES:

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

FINANCIAL IMPLICATIONS:

None

Attachments:

- *October 2021 monthly report and yearly trending report*



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

Approvals:

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

CAO Myron Thompson

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

Department Director/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
Oct 2021	32	8	24	9.4	344	301	45%	2.5	75%	4.9	7%	2	1%	0%	3
Sep 2021	27	7	20	9.1	280	247	45%	2.4	67%	4.9	2%	0	1%	1%	3
Aug 2021	28	8	20	5.0	164	141	27%	2.1	68%	4.8	3%	0	2%	0%	1
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9	3%	0	0%	0%	0
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9	3%	0	1%	1%	1
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9	2%	0	1%	0%	1
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9	4%	0	1%	0%	3
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0	4%	0	2%	0%	1
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0	2%	0	1%	0%	0
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0	4%	2	0%	1%	0
Dec 2020	21	4	17	8.4	203	177	26%	2	82%	5.0	5%	0	1%	1%	0
Nov 2020	30	11	19	9.2	299	276	40%	2.2	87%	5.0	2%	2	3%	1%	2
Oct 2020	27	12	15	9.2	266	249	43%	2.2	78%	5.0	8%	3	6%	4%	1
Sep 2020	36	33	3	5.9	228	212	44%	2.2	69%	4.9	7%	5	3%	4%	7
Aug 2020	3	3	0	1.3	4	4	0%	-	43%	4.7	0%	0	0%	0%	0

Program

☒ Blackfalds

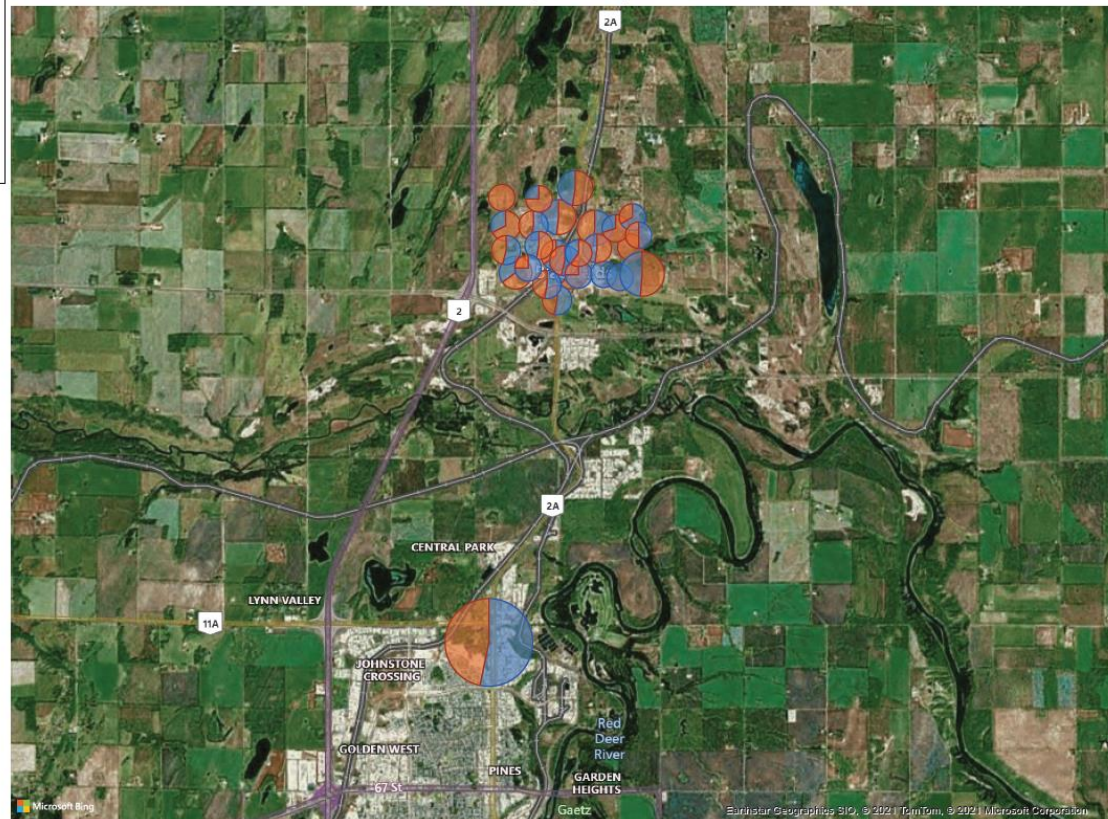
ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

01/08/2021 31/10/2021

● Dropoff ● Pickup



Program

☒ Blackfalds

ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

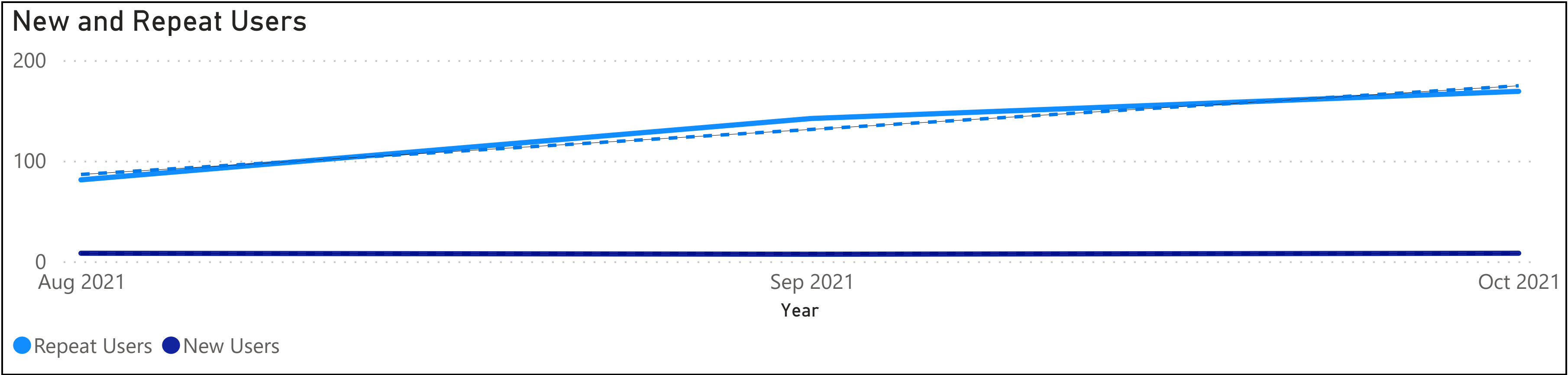
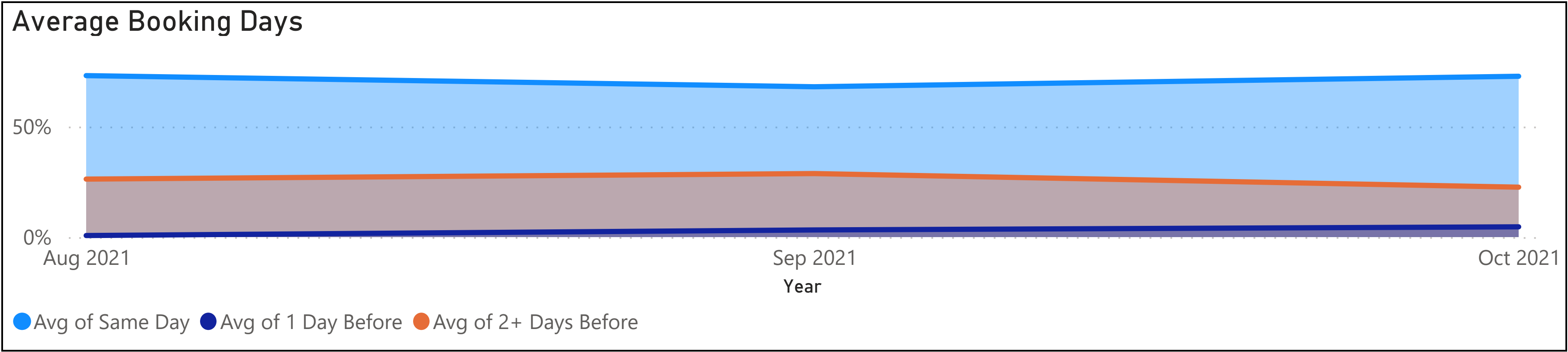
Date

01/08/2021

31/10/2021

9.68

Avg Actual Trip Duration (min)



Year	2021				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	71.1%	3.3%	25.5%	23	392
Total	71.1%	3.3%	25.5%	23	392

Program

☒ Blackfalds

ServiceDay

- ☐ Sun
- ☐ Mon
- ☐ Tue
- ☐ Wed
- ☐ Thu
- ☐ Fri
- ☐ Sat

Date

01/08/2021

31/10/2021



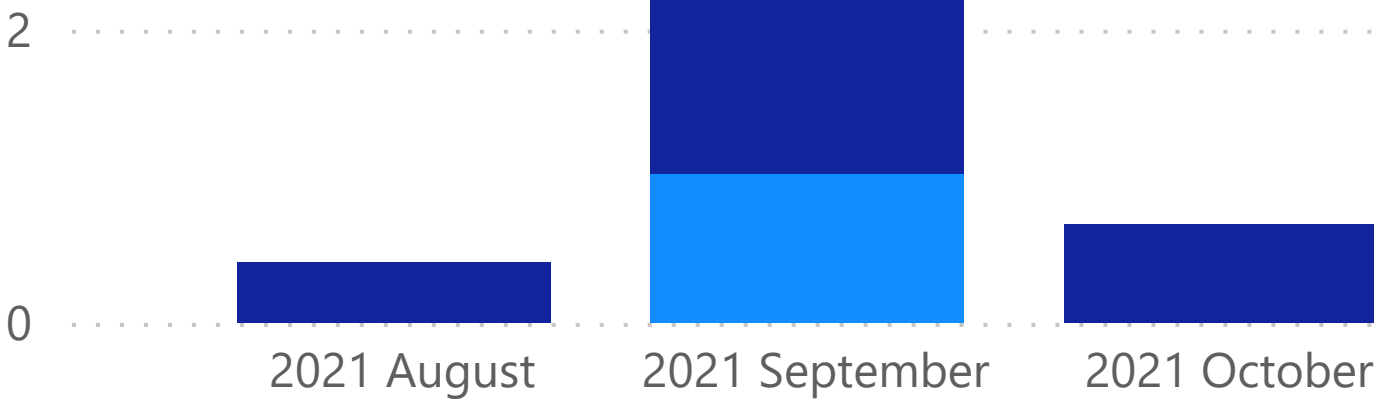
689

Completed Rides

4.89

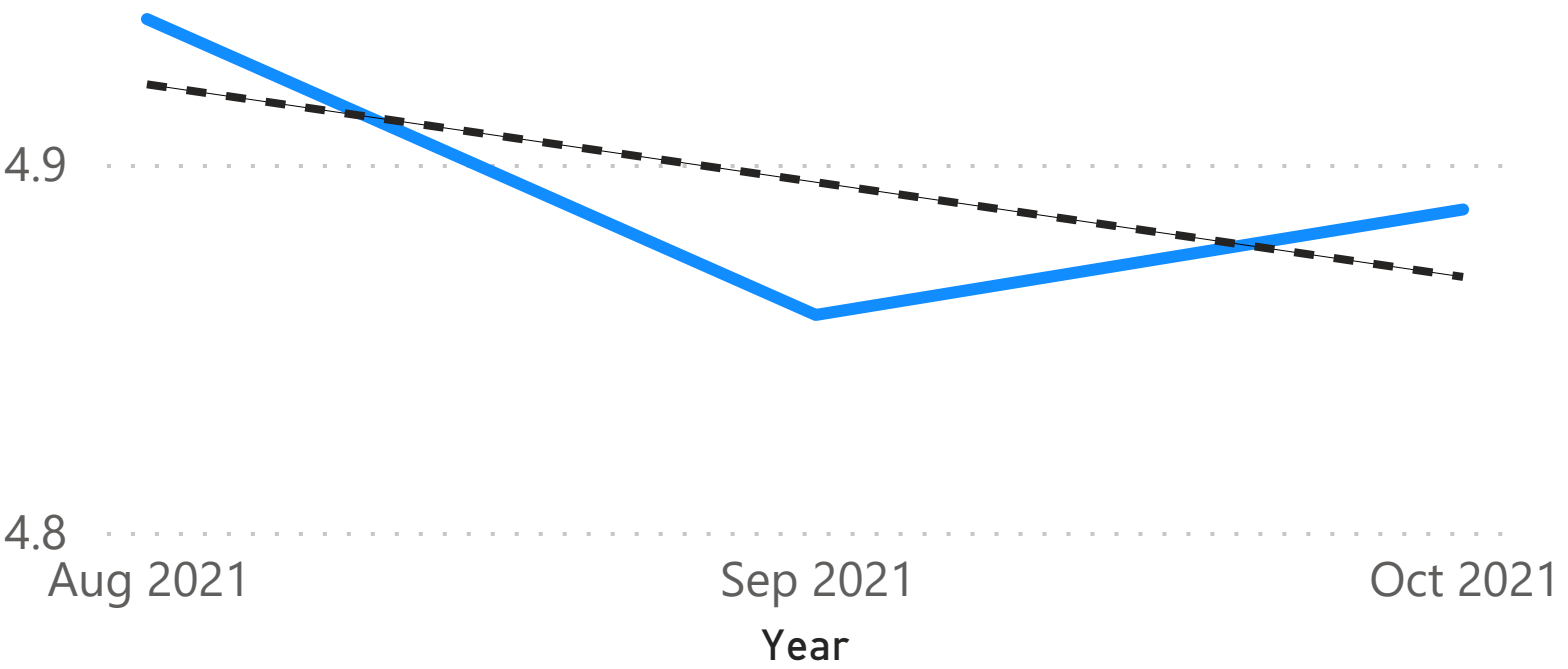
Avg Ride Rating

Avg Late Pickup and Drop Off

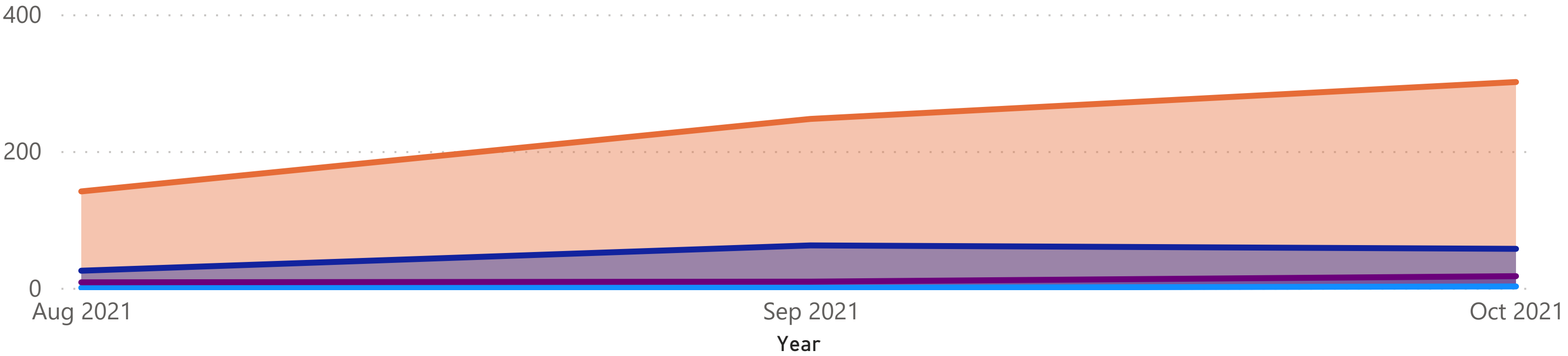


● Avg Drop Off Late ● Avg Pickup Late

Avg Ride Rating



Ride Status Types



● Abandoned Rides ● Cancelled Rides ● Completed Rides ● No Shows

Year	2021						
Month	August						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Show
Blackfalds	0.00	0.41	4.94	0	25	141	
Total	0.00	0.41	4.94	0	25	141	



Program

☒ Blackfalds

ServiceDay

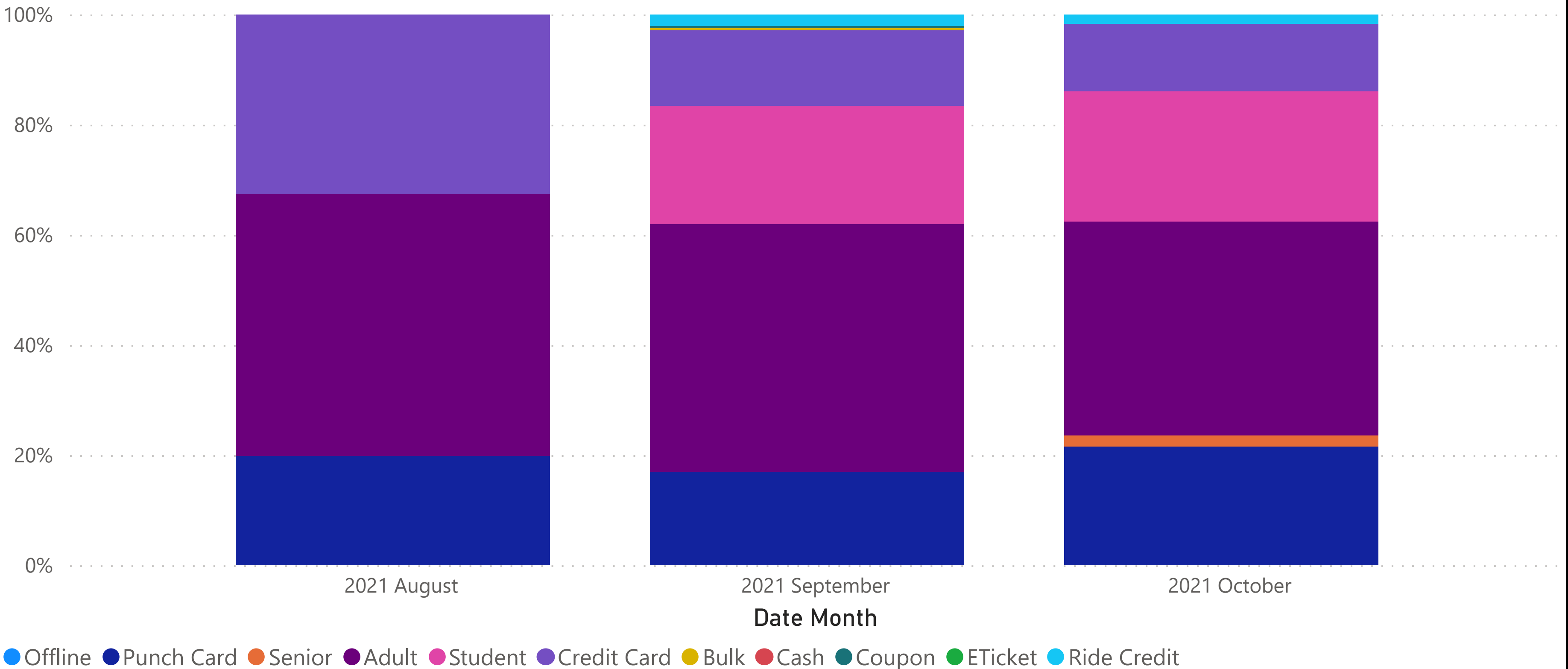
- ☐ Sun
- ☐ Mon
- ☐ Tue
- ☐ Wed
- ☐ Thu
- ☐ Fri
- ☐ Sat

Date

01/08/2021

31/10/2021

Percent Pass Purchase



Year	2021														
Month	August												September		
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	Avg Offline	Avg Punch C	
Blackfalds	0%	20%	0%	48%	0%	33%	0%	0%	0%	0%		0%	0%	0%	1
Total	0%	20%	0%	48%	0%	33%	0%	0%	0%	0%		0%	0%	0%	1

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Program

☒ Blackfalds

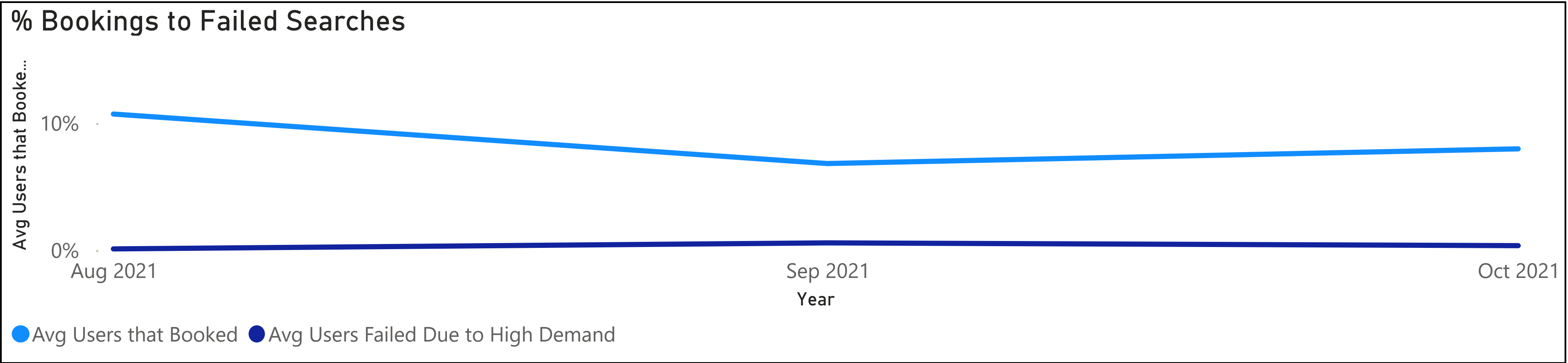
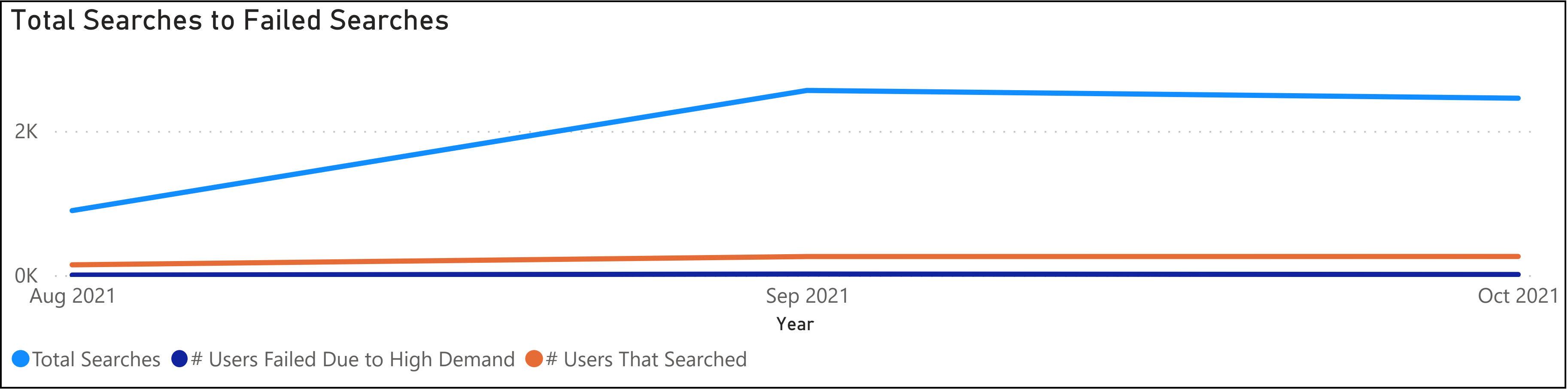
ServiceDay

☐ Sun☐ Mon☐ Tue☐ Wed☐ Thu☐ Fri☐ Sat

Date

01/08/2021

31/10/2021



Year	2021				
Month	August				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demanc
Blackfalds	895	1	143	11%	0%
Total	895	1	143	11%	0%

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Program

☐ Blackfalds

ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

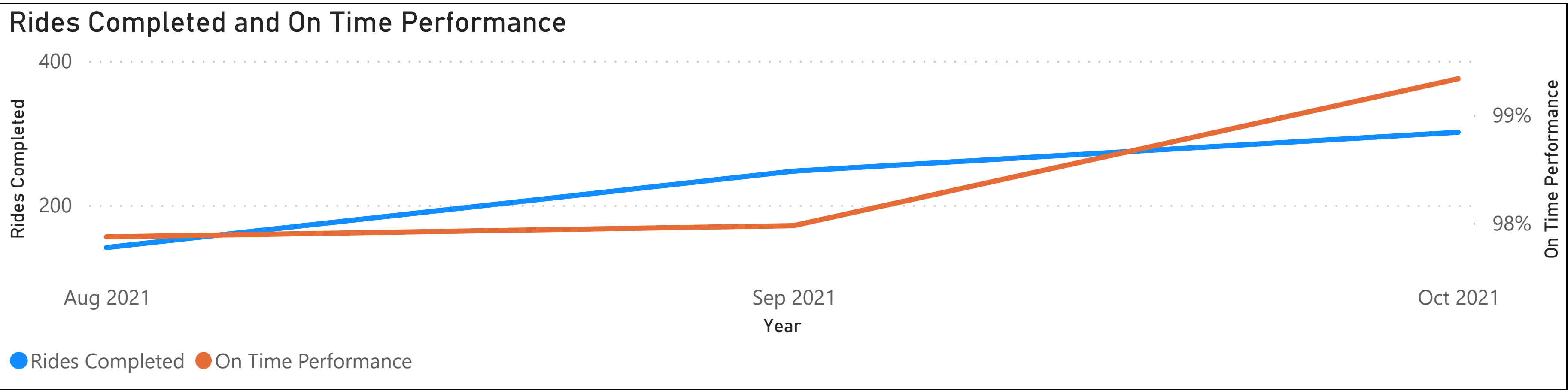
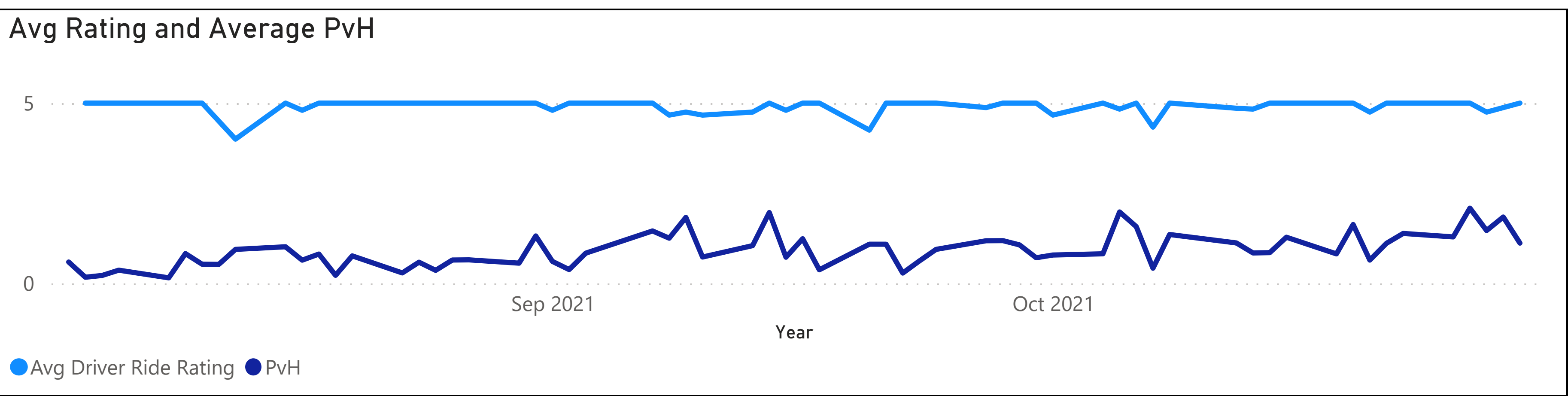
Date

01/08/2021

31/10/2021

98.55%

On Time Performance



Year	2021							
Month	August				September			
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	Rides Completed	Avg Driver Ride Rating	PvH	On Time Perform
▲ Blackfalds	141	4.94	0.58	97.87%	247	4.86	0.98	97.87%
Total	141	4.94	0.58	97.87%	247	4.86	0.98	97.87%

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Program

☒ Blackfalds

ServiceDay

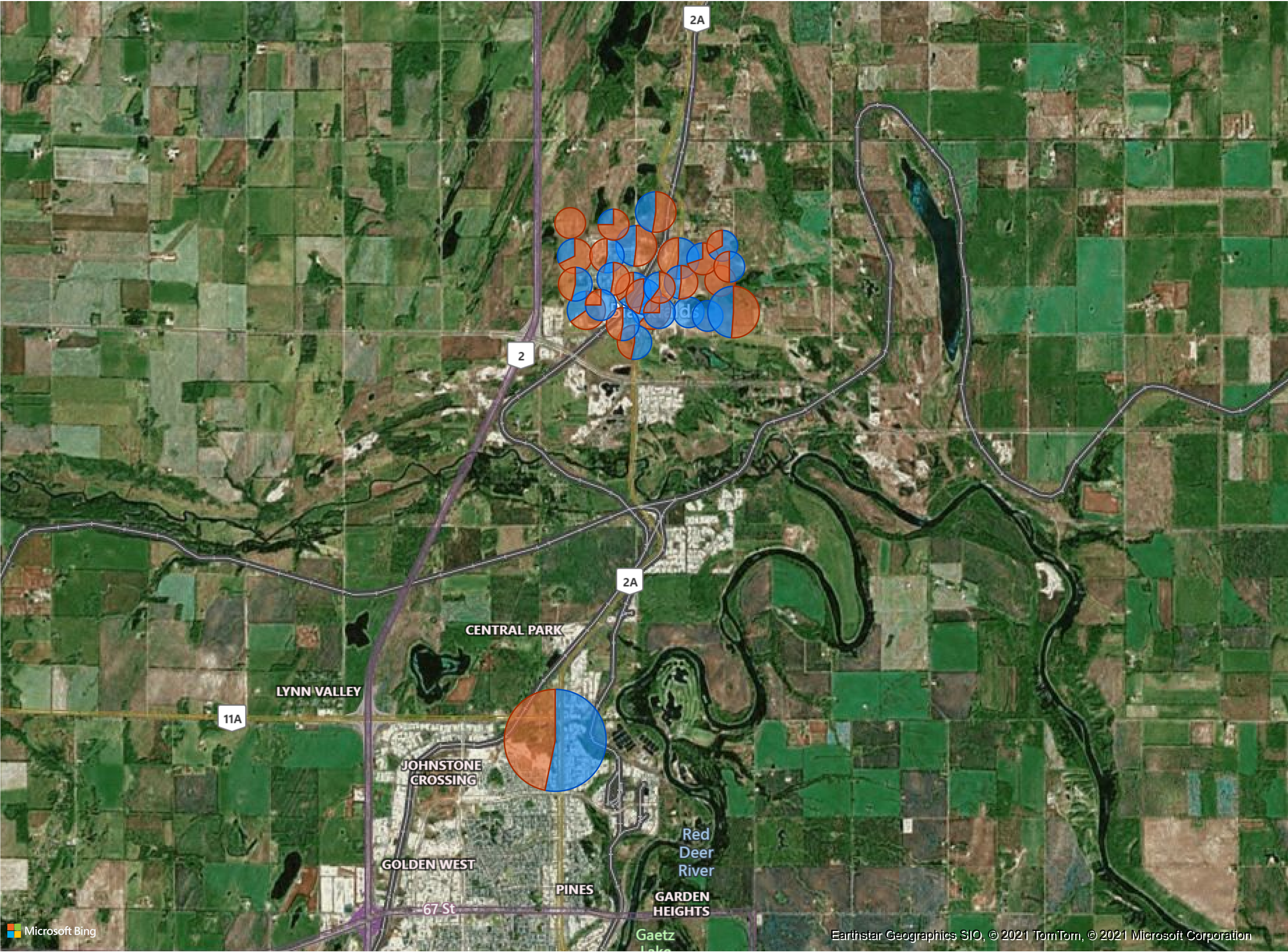
- ☐ Sun
- ☐ Mon
- ☐ Tue
- ☐ Wed
- ☐ Thu
- ☐ Fri
- ☐ Sat

Date

01/08/2021

31/10/2021

● Dropoff ● Pickup



Program

☐ Blackfalds

ServiceDay

- ☐ Sun
- ☐ Mon
- ☐ Tue
- ☐ Wed
- ☐ Thu
- ☐ Fri
- ☐ Sat

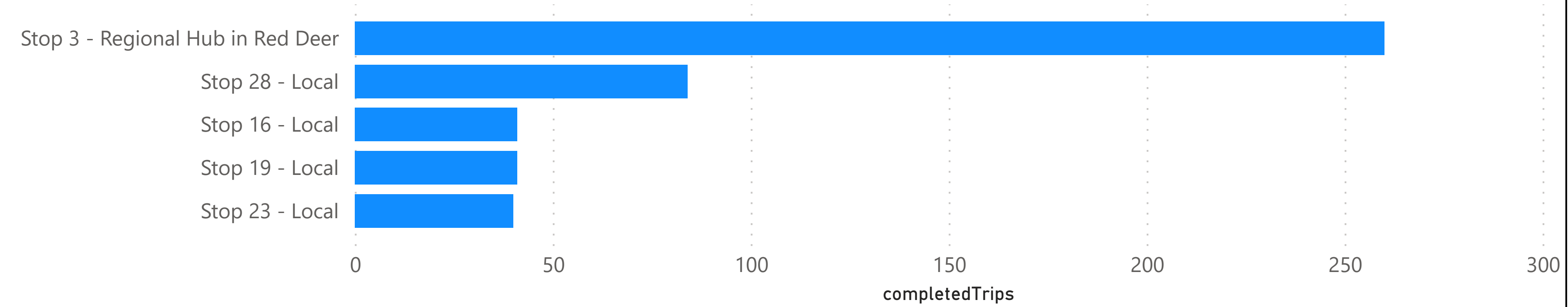
Date

01/08/2021

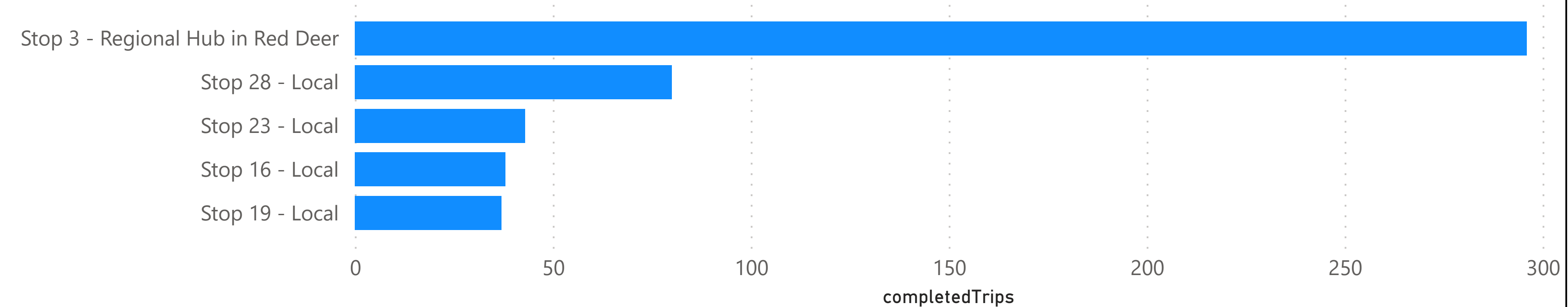
31/10/2021



Top 5 Pickup Locations



Top 5 Drop Off Locations



stopName	Dropoff	Pickup	Total
Stop 1 - Regional Hub West Blackfalds	8	9	17
Stop 10 - Local	3	1	4
Stop 11 - Local	16	14	30
Stop 12 - Local	1	3	4
Stop 13 - Local	10	9	19
Stop 14 - Local	24	13	37
Stop 15 - Local	16	14	30
Stop 16 - Local	38	41	79
Stop 17 - Local	20	17	37
Total	689	689	1378

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING October 28, 2021

COVID-19 UPDATE

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

SMITH PIT CONTRACTED GRAVEL HALL

The County Manager was authorized to tender and award the 35,000-tonne gravel haul from the Smith Pit to the McDonald Stockpile Site. The tenders will be prepared and advertised in November and early December of 2021 to provide for the work being undertaken in early 2022. The County's Gravel Reserve will fund this work.

BYLAW NO. 1350-21 – STATUTORY ROAD CLOSURE

Council gave first reading to Bylaw No. 1350/21, a bylaw of Lacombe County, to close to public travel and dispose of portions of a public highway in accordance with Section 22 of the Municipal Government Act. A public hearing for this bylaw is set for November 10, 2021, starting at 9:15 a.m. at the Lacombe County Council Chambers.

CROP COMPENSATION RATES

Pursuant to Policy OP(8), Compensation for Road Construction, the following rates be established for the 2021 crop damage payments:

(1) Section 1 – Acquisition of Right of Way:

a] for right of way with purchase not finalized prior to this crop year as expense for weed control:	\$ 100.00 per acre
b] for right of way with purchase finalized prior to this crop year:	
Oil Seed/Wheat/Peas/Corn Silage	\$ 949.87 per acre
Grain (other)	\$ 759.74 per acre
Tame Hay or Pasture	\$ 660.00 per acre
Sweet Potatoes	\$6,528.12 per acre

(2) Section 2 – Backsloping

Oil Seed/Wheat/Peas/Corn Silage	\$ 949.87 per acre
Grain (other)	\$ 795.74 per acre
Tame Hay or Pasture	\$ 660.00 per acre
Native Hay or Pasture	\$ 228.15 per acre
Summerfallow	\$ 100.00 per acre
Brush	\$ 100.00 per acre

a) Where crop received hail prior to the road construction, the preceding rates are to be pro-rated between the summerfallow rate, and the respective crop rate based on the percentage of hail loss.

COMMUNITY ENVIRONMENT STEWARDSHIP AWARD

Policy AD(33) Environmental Community Engagement is a commitment made by the County to support residents in the understanding of environmental sustainability. This three-year program (2021-2023) has three components, one being the Environmental Stewardship Award. 2021 is the first year for the award.



WHERE PEOPLE ARE THE KEY

The winner for 2021 is Sharon Wiebe, who has introduced a number of sustainability initiatives on her property. Ms. Wiebe will receive a one-time cash prize of \$ 1,500.

SYLVAN LAKE INTERMUNICIPAL DEVELOPMENT PLAN

The Sylvan Lake Intermunicipal Development Plan (IDP) was adopted on February 11, 2021. On-going oversight of the Sylvan Lake IDP is a shared responsibility between the Partner Municipalities. The IDP Committee will be composed of one elected official and one non-voting administrative staff from each municipality. A resolution that Lacombe County participate in the Sylvan Lake IDP received Council approval.

POLICY CC(9) TABLETS AND E-MAIL USE

As there have been major changes affecting Policy CC(9) with respect to the type of devices issued to Council, the removal of Internet service provision, performing device updates and the option to purchase their issued device at the end of their term the policy has been amended to reflect those changes.

Policy CC(9) Tablets and E-mail Use was approved as amended.

CITY OF LACOMBE/LACOMBE COUNTY/LACOMBE ATHLETIC PARK ASSOCIATION

A joint meeting with the City of Lacombe and LAPA will be held on December 1, 2021 at 9:00 a.m. to discuss a funding request from LAPA with regard to Phase Two of the Field House Project, which is the Track and Field Expansion.

ALIX AND AREA COMMUNITY RESOURCE CENTRE INVITATION

An invitation to tour the Alix and Area Community Resource Centre was accepted by Council, with a tour date to be set at a later meeting.

MIRROR RECREATION SOCIETY

By Council resolution Lacombe County will provide the Mirror Recreation Society funding representing 50%, to a maximum of \$7,000, plus GST, for the replacement of the asphalt shingles on the Mirror Community Hall. This funding will be provided through the Recreation Capital Assistance Reserve.

Next Regular Council Meeting is
Wednesday, November 10, 2021 - 9:00 a.m.

Next Committee of the Whole Meeting is
Tuesday, December 7, 2021 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING October 14, 2021

COVID-19 UPDATE

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

SYLVAN LAKE MANAGEMENT PLAN

As per Council approval, Lacombe County will withdraw participation and membership in the Sylvan Lake Management Committee (SLMC). As the new Sylvan Lake Intermunicipal Development Plan (IDP) has been adopted an IDP Committee has been established to promote sustainable land development and protect the watershed's health.

LACOMBE FISH & GAME ASSOCIATION – BURBANK CAMPGROUND

The Lacombe Fish and Game Association's request to install up to 10 powered sites on Lacombe County Municipal Reserve described as Plan 8021368, Block 1, Lot 2 MR (Burbank Campground) was approved by Council.

A public hearing regarding the Lacombe Fish and Game Association's proposal to lease Lacombe County Municipal Reserve described as Plan 8021368, Block 1, Lot 2 MR and Plan 9122491, Block 1, Lot 3MR (Burbank Campground) for a 20-year term will be held at 10:30 a.m. on November 10, 2021.

CYBER SECURITY POLICY

Council approved Policy AD(44) Cyber Security, with an amendment that Council be added to Section D – Awareness and Training. The policy's purpose is to formalize a multi-layer cyber security approach in protecting Lacombe County data, systems and hardware from a cyber-attack.

PARKLAND REGIONAL LIBRARY 2022 PROPOSED BUDGET

The Parkland Regional Library Budget for 2022, providing for Lacombe County's membership fee of \$ 88,432.65, received Council approval.

10-YEAR RECREATION FUNDING PLAN

Council received a report on the Community Based 10-Year Recreation Capital Plan for information. The plan was prepared to confirm the ongoing financial sustainability of the County's Recreational Capital Assistance Reserve. The County's Recreational Capital Assistance Reserve was established by County Policy AD(30) Financial Reserves and is intended to fund the construction, renovation or addition of major recreation and cultural facilities in the County.

FINANCIAL INDICATORS

The 2020 Financial Indicator Graphs prepared by Alberta Municipal Affairs were presented. The graphs are compiled from financial and statistical data provided by municipalities to the province annually. Council received the Financial Indicators for information.

HIGHWAY 12/HIGHWAY 601 INTERSECTION

A letter of concern was presented from Chelsea Giesbrecht with regard to the intersection of Highway 12 and Highway 601. A letter will be forwarded to Ms. Giesbrecht acknowledging Council's receipt of her letter.

KIDS SAFETY VIDEOS

The County recently held a contest in lieu of Farm Safety Day where local students were invited to submit videos on farm safety. The videos submitted were presented for Council's information and enjoyment.



WHERE PEOPLE ARE THE KEY

SOLAR POWER UPDATE

A report was provided with respect to the June 2021 completion by SykFire Energy of the installation of a 115 kWDC solar PV system on the roof of the Lacombe County shop building. This system includes 288 solar modules, two inverters, and 144 optimizers. The system is conservatively estimated to produce 122,100 kWh/year of electricity in year one. To date, the system has produced 71,460 kWh, which equates to a CO₂ emission reduction of 28.01 T or the planting of 836 trees.

COMMITTEE OF THE WHOLE

In addition to receiving the notes of the October 5, 2021 Committee of the Whole meeting for information, Council also reviewed the following items from that meeting:

PARKING FEES – SANDY POINT & SUNBREAKER COVE FACILITIES

The County Manager was directed to prepare a report with regard to options for charging parking fees and boat launching fees at Sandy Point and Sunbreaker Cove facilities. That report will be presented for Council's consideration at the December 7, 2021 Committee of the Whole meeting.

ASSESSMENT POLICIES LACOMBE COUNTY PRIVATE CAMPGROUNDS

The presentation on Lacombe County's assessment policies with regard to private campgrounds was received for information.

ROSEDALE VALLEY ONE-WAY TRAFFIC ANALYSIS

The Rosedale Valley One-way Traffic Analysis was received for information. The analysis provided an overview of the implications of implementing a one-way traffic system in Rosedale Valley.

LACOMBE REGIONAL AIRPORT

A presentation on the operations and initiatives of the Lacombe Regional Airport was received for information.

AGENDA ITEM FORMAT

The Agenda Item format will be presented and explained at the Council Orientation meeting on October 25, 2021. The County Manager was directed to re-format and streamline the Agenda Item template as required.

ACCREDITATION UNDER THE SAFETY CODES ACT

A presentation by representatives of the Safety Codes Council regarding Accreditation Under the Safety Codes Act was received for information by Council.

WASTEWATER PROJECT

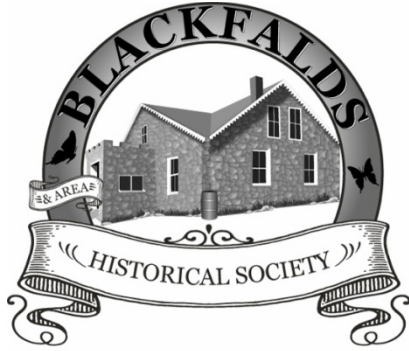
By resolution of Council the County Manager was authorized to engage legal counsel with regard to a deficiency issue regarding a Lacombe County wastewater project.

Next Regular Council Meeting is
Thursday, October 28, 2021 - 9:00 a.m.

Next Committee of the Whole Meeting is
Tuesday, December 7, 2021 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**



BLACKFALDS & AREA HISTORICAL SOCIETY

Annual Report – October 2021

General

The Blackfalds & Area Historical Society operates out of the Wadey Centre at 4400 South Street, and continues to collect photographs, artifacts and other items of historical significance to Blackfalds and area. The Blackfalds Archives is open Wednesdays (10 AM to 4 PM) for research and inquiries, or by appointment on any agreed upon time. The Blackfalds & Area Historical Society is a provincial incorporated society and is also a registered charity with the federal government. We hold our AGM in May every year and our membership averages between 25 - 30 members. We hold membership in good standing with the Archives Society of Alberta. We have informative and educational displays set up on the main floor of the Wadey Centre, with items from our collection or from items loaned from local residents. We actively seek and accept photographic, document, or artifact donations relating to Blackfalds. We are on the lookout for projects that complement our mandate and educate the public; and we work on making our holdings accessible to the public.

Our website is located at:

www.blackfaldshistoricalsociety.com

Contact info:

Judy Carleton – President: 403-885-4314 (home)

Wadey Centre office phone: 403-885-0524 (Wednesdays)

Society e-mail: historicalsociety@blackfaldslibrary.ca

Personal e-mail: elista@telus.net

Inquiries

We receive inquiries on all manner of topics. Some are inquiries on ancestors who lived at Blackfalds, from interested parties in Alberta, Canada, US and England. Also questions regarding local buildings – houses, stores and churches; school records; land records; and cemetery records. We get quite a few photograph requests, and since our collection is growing each year, we can usually help out. We also help out with genealogical research inquiries.

Donations

The society accepts and encourages donations from local families, organizations and businesses from the area.

Site Visits

Judy Carleton makes site visits to learn more about a place or pioneer family and possibly collect information, records, photographs and items for the archives. We often reciprocate by sharing information back with the individual, and both parties benefit.

Current Activities and Projects

Update for 2021 - Due to Covid and the shut downs, our activities at the Wadey Centre have been greatly restricted, especially since the Wadey Centre has been mostly closed for over 2 years. Our focus, therefore, have been concentrated on virtual and on-line programming in an effort to educate the public in new ways, with regard to local town history. We have partnered with a company from British Columbia called "On This Spot" to make history accessible to people everywhere in new and engaging ways. Every community has a unique story, and by the Historical Society partnering with On This Spot – community heritage, tourism, and business organization stories are told and in the hands of anyone with a computer or a smartphone.

Located at <https://onthisspot.ca/cities/blackfalds> the programming is assessable 24/7 by anyone, anywhere. This includes a virtual walking tour, "then and now" photographs, and educational videos (video not quite completed yet) that make local history come to life. These are interactive and interesting programs that have also been shared with the school teachers to utilize. We are also getting a lesson plan and guide made for the teachers, so that content on local history will be laid out for them to use along with the virtual programming.

We will continue to work with this company and others, to find and develop educational local history programming, until when and if things may change in order for us to do otherwise.

We are having a custom made display cabinet and sign made that will go into the new public library when it is completed. This will allow for small historical displays in the library and the sign will inform and direct people to the Wadey Centre regarding the services provided by the Historical Society.

In August, the historical society hosted a tour and luncheon at the Wadey Centre for a small get-together of a local family who had a death in their family.

1) Archives and Database

The archives is located on the lower floor of the Wadey Centre. The archival holdings are an ongoing collection and donated items are always being added. The accessions are added to our

InMagic collections management database, which ensures archival standards for documentation, and ease of searching. Having easy access to these digitized records in the database reduces handling, therefore extending preservation of the original photographs or documents. This practice follows the Archives Society of Alberta guidelines and makes Blackfalds history more accessible to the public.

2) Gregson Display

This is a permanent display at the Wadey Centre, and tells the story of one of the first families to settle in this area. The Gregsons came from England in 1890. They included 3 brothers, 1 sister, their families and their mother, and they were integral in the early development of Blackfalds. This display covers their history, their contributions to the community, and their entomological pursuits, and is being added to as new information is collected.

4) Main Floor Displays

The main floor displays consist of several donated, original artifacts from the Wadey family, including a restored organ, 2 wood chairs and table, floor grate, stained glass window, framed aerial of house on farm, telephone, floor radio, hand - made quilt, and framed portrait of the homesteader – George Wadey. We had 5 large story boards done on the history of the Wadey family, as well as the interesting story of a Wadey niece who got a job as Shelley Winters stunt double in 1953, in Banff, for the Hollywood western being shot there called “Saskatchewan”. We will be adding a special display board for Remembrance Day and have provided a second display board for the Abbey Centre.

5) Heritage Signage

Further to the 6 historical signs, (downtown district by Servus, After the Grind, United Church and the Abbey Centre, along the trail) there is one on the front of the Wadey House and one in the Denise Nielsen Park. **UPDATE:** We had a new historical sign made for the large mural on the north side of After the Grind, but installation of the sign has not happened.

6) Murals

We installed a mural on the north side of the Wadey Centre in 2018, depicting the 1903 Stephenson Livery Stable. A new mural was installed on the north side of the After the Grind building in 2020, measuring 40’long by 10’ high, depicting a main street scene from the late 1920s.

7) Other Activities

- The Historical Society has a subscription to Ancestry.com for members and residents interested in researching their family histories. We provide free help and research hints to help with their family tree.
- The outdoor art installation at the Wadey Centre was installed in October of 2020, funded by the private Wadey donation.
- All other programming has been cancelled due to covid and the Wadey Centre being closed.



CENTRAL ALBERTA REGIONAL
**Assessment
Review Board**

October 25, 2021

Town of Blackfalds
Box 220, 5018 Waghorn Street
Blackfalds, AB T0M 0J0

Dear CAO, Mayor & Council:

RE: 2022 BOARD MEMBER RECRUITMENT PACKAGE

Each year, with the help of communication specialists, we develop a recruitment strategy that helps us attract Board Members with skill sets that will best serve our Municipal Partners. As you are a valued Municipal Partner in the Central Alberta Regional Assessment Review Board, I am pleased to provide you information and printed materials for the 2022 Board Recruitment campaign.

This year recruitment begins October 29 and closes on November 19. You will find digital versions of the recruitment materials on the USB included in this package. We encourage you to participate in recruiting board members by using the digital files to reach your residents on social media.

New this year, interested Board Members are being asked to complete the online application form found at: reddeer.ca/RARB.

Also, keep an eye on your email, in the coming weeks we will be looking for volunteers from your Administration to sit on the Nomination Review Committee. This committee reviews all the applications and makes recommendations to the Designated Officer regarding the appointments. If you require additional information or have any questions concerning these matters, please contact the Regional Assessment Review Board Clerk at 403-342-8132.

Regards,

Clerk, Regional Assessment Review Board



**New
Members
Needed
Apply Today!**

CENTRAL ALBERTA REGIONAL
**Assessment
Review Board**

**Are you interested in making fair
decisions on property assessments?**

The Central Alberta Regional Assessment Review Board is an impartial, independent board responsible for issuing evidence based decisions on complaints relative to property assessments.

APPLY IF YOU HAVE

- experience serving on administrative boards or quasi-judicial boards
- professional or legal writing abilities and computer skills
- a flexible schedule, with availability during the day to attend training and hearings (about three days a month)
- the ability to organize and absorb large amounts of information then analyze and weigh evidence

DEADLINE TO APPLY

November 19, 2021

Apply online at
reddeer.ca/RARB

QUESTIONS?

403-356-8907
reddeer.ca/RARB



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING COUNCIL REPORT

MEETING DATE: November 9, 2021

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

SUBJECT: Womacks Road / Gregg Street Realignment and Plaza Parking
Project Update

BACKGROUND

During the 2021 Budget deliberations, funds were allocated in the amount of \$5.66 million dollars to re-face the downtown area around the new Eagle Builder Centre facility, roadways and parking lot. This project also included associated underground works, the closure of Broadway Avenue and CP rail crossing, extending Gregg Street to Waghorn from Lawton Avenue, repaving Lawton and connecting improvements to the intersection of Highway 2A and Gregg Street.

This primary road realignment, recognized over 15 years ago under the Transportation Master Plan, identified the need for a proper east-west connector through the Town. At the meetings with CP Rail, there was a window of opportunity to get the Womacks / Gregg roadway at-grade crossing approved by Transport Canada, and we were successful in obtaining this approval. With the construction of the facilities and development on both side of the tracks over the last number of years, there is added traffic and pedestrian volumes along this roadway. This project will allow the eastern and western sides to have better connectivity and safer pedestrian movements.

The Womacks Road and Gregg Street Realignment and Plaza Parking Project includes:

- The realignment of a portion of Gregg Street and connection to Womacks,
- The paving, electrical and deep underground services around the multiplex parking lot, including major sanitary and stormwater truck upgrades,
- Improvements to the Highway 2A and Gregg Street intersection connection, and
- The pre-grading of the centre feature area.

This work was tendered and awarded to Border Paving for \$3,724,975.20 excluding GST but including 10% contingency. The remaining \$1.93 million dollars was used to fund 2020 improvements around the Twin Arena site, land, legal, engineering, shallow utility and CP rail works.

DISCUSSION

Border's construction schedule for the opening of the new railway crossing was contingent on the external work that needed to be completed by CP, Fortis, and Shaw. Unfortunately, and despite considerable communications and coordination efforts by the Town, Border Paving, and Stantec, the external work was not completed by those stakeholders on time. Further setbacks occurred due to a construction incident resulting in a water leak at



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING COUNCIL REPORT

Broadway Avenue. These factors have severely impacted the construction schedule. With winter temperatures here, there is not enough good weather to complete the retrofitting work in the existing roadways as well as the remainder of the surface grading work needed on the east side of the tracks without compromising specifications. The external construction delays, outside of this contract, have delayed the opening of the new crossing to 2022.

Fortunately, Border Paving was able to complete the bulk of the paving and concrete work on the west side of the tracks and around the Eagle Builders Centre. This will provide a reasonable amount of parking for the Eagle Builders Centre while still accommodating traffic on Broadway Avenue, very similar to what was in place last winter. For the winter months, we will install a fence and bollards along the east side of the existing Broadway Avenue Crossing. We will also install a set of pedestrian rapid flashing push button lights across Broadway from the east parking lot to the west side once the lights are delivered.

Border Paving has completed the water and sewer services that were needed at the Mobile Home Park and along the new Gregg Street extension. They are still preparing the road embankment work up to the CP tracks and must work around CP's schedule of occupancy. Border is striving to complete much of the fence work around the project as well. CP, Fortis, and Shaw are continuing to work into November and complete their scope this winter, which will put the Town and Border Paving in a good position to wrap the remainder of work starting in the spring.

The remainder of the work is expected to be completed in the spring and summer of 2022. This includes:

- Opening the new rail crossing and subsequently converting the existing crossing to a pedestrian crossing.
- Removing the existing Broadway Ave CP road crossing, completing the remainder of the parking lot paving, concrete, and landscaping work that has to be completed after CP's work is 100% complete.
- Completing the upgrades at the Highway 2A and Gregg Street intersection, closing Highway Avenue access to Gregg at Highway 2A. This will include minor design changes to relocate the east/west pedestrian crossing movement from the north side of the intersection to the south side.
- Signage and pavement markings.
- Storm sewer extensions and upgrades east of the railway tracks.
- Paving and final landscaping works

Based on work completed to date (PPC#4), ~\$1.25M of the construction contract budget has been spent. PPC#5 (for work completed between September 26 and October 25) is currently being reviewed and is expected to be ~\$300,000 which will leave ~\$2.2 M for the remaining work that can be completed this construction season and the work deferred to next year. Please see the attached sketch of work area for more details.

Construction is anticipated to be impacted by weather conditions by the end of November. The opening of the Womacks extension across the new CP rail crossing to Gregg will occur in the spring. Once the traffic is rerouted, the pedestrian crossing will be retrofit by CP rail. The plaza work is budgeted as a capital project for 2022. We are expecting most of the plaza project to be funded with in-kind work or local donations.



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

Administration welcomes any questions or comments on this update.

Attachment:

- *Construction Plan Update*

Approvals:

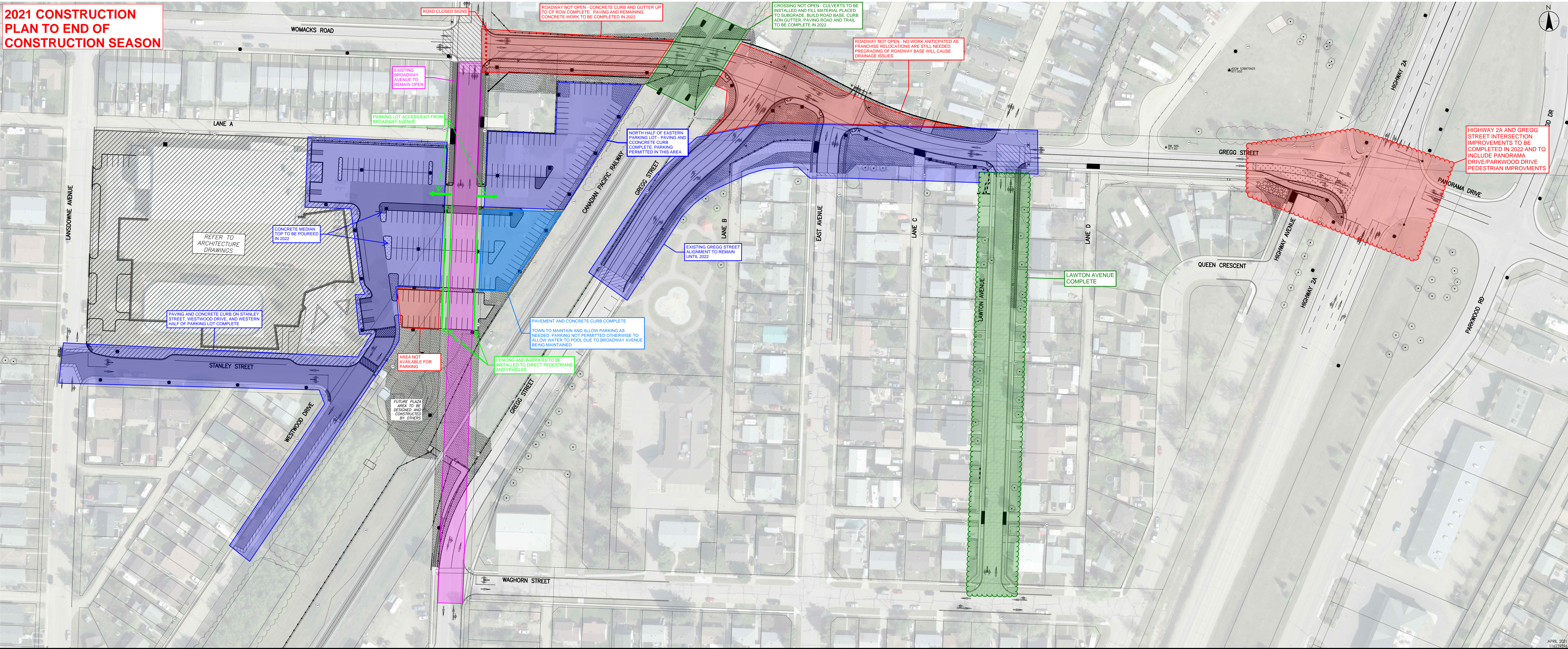


CAO Myron Thompson



Department Director/Author

2021 CONSTRUCTION
PLAN TO END OF
CONSTRUCTION SEASON



Legend	
	TOPSOIL & SEED
	MULCH
	ARCHITECTURE WORK
	ASPHALT MILLING & OVERLAY
	ASPHALT LEVEL COURSE
	PARKING LOT/ TRAIL PAVEMENT
	ROADWAY PAVEMENT
	GRANULAR BASE/SURFACE COURSE
	CONCRETE
	REMOVE ASPHALT AND GRAVEL TO 100mm DEPTH AND PAVE 100mm

PRELIMINARY
FOR DISCUSSION PURPOSES ONLY



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING COUNCIL REPORT

MEETING DATE: November 9, 2021

PREPARED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: Council Orientation- AUMA Elected Officials Education Program

BACKGROUND:

Council orientation, education and training is provided following an election to assist new Council members in familiarizing themselves with their role, while expanding the skills and knowledge of returning Council members. Education and training are important tools that are provided to Council throughout their term.

DISCUSSION:

Administration has initiated the Council orientation process starting with the Annual Organizational Meeting that provided an oversight of important aspects of their role in municipal government. At this time Council was provided a Council Orientation Manual, both in hard copy and electronically, that provided additional information on various areas of operations and processes which provided additional opportunities to expand knowledge and understanding of municipal operations.

An additional opportunity for orientation was provided at a one-day workshop held in Delburne on October 28th with other municipalities across the region. This workshop was facilitated by George Cuff and covered important subjects including that of governance, Council roles and relationships.

Another opportunity to expand the orientation process for Council is being offered through a two-day workshop offered through the AUMA Elected Officials Education Program. Munis 101 – the Essentials of Municipal Governance will be delivered in Blackfalds on December 11th and 12th and is one of seven such offerings across the Province. Sessions take place from 8:30 am to 3:30 pm on the Saturday, and from 8:30 am to 11:30 am on the Sunday. Our Council, as well as other attendees from other municipal jurisdictions, will benefit from a wide range of course material that has been endorsed by Alberta Municipal Affairs.

FINANCIAL IMPLICATIONS:

The registration cost is \$375 per registrant with funds budgeted under the legislative cost centre.

Attachments:

- *Muni 101 – The Essentials of Municipal Government Session overview*
- *AUMA Background Information*

Approvals:


Myron Thompson, Chief Administrative Officer

Munis 101 - Various Locations

Munis 101 - The Essentials of Municipal Governance

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

Munis 101: The Essentials of Municipal Governance delivers the key information and strategies that you need to excel in your role. *Munis 101* is completely updated to reflect recent changes made to the *Municipal Government Act*, and includes best practices in everything from public participation to considering how to set tax rates.

Munis 101 will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

Munis 101 will be delivered in-person over two days and will include time for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into four sections as follows:

Session 1 – Basics of Municipal Governance and Legislation in Alberta

- Review the role of municipalities in Alberta as legislated by the Municipal Government Act (MGA)
- Recognize municipal responsibilities in relation to service planning and delivery
- Differentiate between different forms of community planning
 - The Elected Official's Role in Municipal Leadership (pt. 1)
- Recognize the roles and responsibilities of council as a whole
- Understand council proceedings

Session 2 – The Elected Official's Role in Municipal Leadership (pt. 2)

- Differentiate between the roles and responsibilities of individual councillors, the CAO, and municipal staff
- Evaluate the application of the Council Code of Conduct
- Identify instances of pecuniary interest
- Reflect on decision making process

Session 3 – Explore the Role of Municipal Planning and Development and Effective Collaboration

- Recognize how municipalities plan and grow
- Understand common planning and development processes

- Analyze and classify collaborative projects as opportunities or requirements
- Alleviate and resolve intermunicipal disputes
- Recognize tools for collaboration

Session 4 – Navigate the World of Municipal Finance

- Recognize important budgeting and financial administration processes
- Understand council's role in financial statement and audit requirements
- Distinguish how municipalities are funded

PLEASE NOTE: These sessions will be held in-person following the election, in various locations across the province. Please select carefully when choosing your dates.

In the event that you do not know who will be attending until after the election, please enter GUEST, MAYOR or COUNCILLOR into the name fields and we will follow-up following the election to get that information.

DATES

November 4 (1:00pm - 4:00pm) & 5 (8:30am - 4:00pm) - Whitecourt

November 6 (8:30am - 4:00pm) & 7 (8:30am - 11:30am) - Grande Prairie

November 9 (8:30am - 4:00pm) & 10 (8:30am - 11:30am) - Bonnyville

**November 15 & 16 - AUMA Convention (registration available via Convention registration, not available on this page)*

**November 22 & 23 - RMA Convention (registration available via Convention registration, not available on this page)*

December 2 (8:30am - 4:00pm) & 3 (8:30am - 11:30am)- Lethbridge

December 6 (8:30am - 4:00pm) & 7 (8:30am - 11:30am) - Strathmore

December 9 (8:30am - 4:00pm) & 10 (8:30am - 11:30am) - Three Hills

December 11 (8:30am - 4:00pm) & 12 (8:30am - 11:30am) - Blackfalds

COST

\$375+GST



We are **your**
association.

Stay informed

Newsletter

Our weekly Digest is a must read for anyone who wants to stay up date on our events and the work we are doing on your behalf. Look for it in your inbox every Wednesday.

Website

Our website, auma.ca, is a treasure-trove of information on our services and initiatives. Whether you are concerned about climate change, policing, asset management, insurance, affordable housing or welcoming and inclusive communities, our website connects you with tools, services and advocacy initiatives to help you build a strong and thriving community.

Outreach

As a member driven organization, our Board and staff endeavour to connect with members as much as possible. We do this through visiting municipalities and taking part in local, regional and provincial meetings and events where municipalities congregate. We also welcome hearing from you – reach out to your board member or email hello@auma.ca.

Events & education opportunities

Annual Convention

One of best ways to get to know your association is to attend our annual Convention. This year's Convention is a must to attend as we have exciting events lined up to launch our new brand that better reflects the strength and diversity of our members. At Convention you will also get the opportunity to:

- Vote on resolutions which shape AUMA advocacy
- Elect Board members to represent your municipality
- Learn about a wide variety of topics that are top of mind for municipalities from team building to infrastructure planning, social issues and more
- Network with fellow municipal officials, provincial officials, AUMA's Board and staff along with municipally-related non-profits and businesses

AUMA recognizes that it is difficult for all councillors to attend convention in person, especially those from small and remote communities. Therefore we are providing a virtual option to participate in plenary sessions including opening ceremonies, dialogue with ministers, board elections and resolutions.

Elected Officials Education Program

The Elected Officials Education Program (EOEP) offers virtual and in-person learning opportunities specifically tailored to help you successfully lead your community. Visit eoep.ca to learn more.

Other annual events

We offer many in-person and virtual events throughout the year. This includes our Municipal Leaders Caucus which is held every March in Edmonton and in the summer we hold regional sessions throughout Alberta as an opportunity for councillors and senior municipal administrators to discuss priority issues.

In addition, as issues emerge throughout the year AUMA hosts virtual meetings, town halls, and workshops to keep you up to date and seek your input.

Visit auma.ca/events to learn more.





We are **community builders.**



At AUMA, we represent urban municipalities – including cities, towns, villages, summer villages, and specialized municipalities – where over 85% of Albertans live.

Like our members, we are dynamic and constantly evolving. What remains constant is our commitment to providing solutions and resources for municipal issues.

We work with elected and administrative leaders of Alberta's urban municipalities to advocate for solutions to municipal issues, and to identify and develop opportunities that contribute to key components of community building – economic, environment, governance, infrastructure, and social.

We have represented urban municipalities since 1905.

Over the years, we have created business services specifically designed to meet municipal needs.

Our services provide outstanding value through aggregation combined with competitive prices and tailored customer service.

We take pride in creating value for members and not for corporate shareholders.

We serve

Over
275

Over
700

Over 275 Alberta municipalities and over 700 not-for-profit organizations participate in our Business Services.



Our offerings include:

Employee Benefits • Retirement Services •
Insurance & Risk Services • Energy Program •
Energy Management Services •
Cyber Security & Managed IT Services •
High Interest Savings Account



Visit us at auma.ca.



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
ABBEY CENTRE
4500 WOMACKS RD
September 1, 2021**

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held in person on September 1, 2021 at the Abbey Centre commencing at 6:30 pm.

MEMBERS PRESENT:

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

ATTENDING:

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

PUBLIC ATTENDING:

ABSENT:

AGENDA

- 1. RECREATION, CULTURE AND PARKS BOARD MEETING**
 - 1.1 CALL TO ORDER – **6:30 PM – ABBEY CENTRE**
 - The regular meeting was called to order by Chair Thomas at 6:31 PM.
- 2. LAND ACKNOW**
 - a. Member Thomas gave the acknowledgement
- 3. AGENDA APPROVAL**
 - 3.1 AGENDA FOR THE SEPTEMBER 1, 2021 RECREATION, CULTURE AND PARKS BOARD MEETING
 - Two additions made:
 - Canada 150 Sign
 - Ag Society Donation

RES. 42/21

Member Pandit moved to approve the agenda as for the September 1, 2021 meeting as presented.



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
ABBEY CENTRE
4500 WOMACKS RD
September 1, 2021**

MOTION CARRIED UNANIMOUSLY

4. DELEGATION

N/A

5. BUSINESS ARISING FROM MINUTES

N/A

6. BUSINESS

6.1 CANADA 150 SIGN

- Item brought forth by Councillor Appel.
- Councillor Appel gave verbal update.
- When tile mural was built, it was discussed to eventually bring it inside to preserve it.
 - Over the years the weather will slowly damage it.
- Member Kreklewich will look into possible locations for the mural at the Eagle Builders Centre.
 - Will bring back to RCP Board to discuss location options.
- Okotoks and Ponoka have mural in the lobby of arena.

RES. 44/21

Councillor Appel moved that the Recreation, Culture, and Parks Board advise Administration to bring forth three location options for the Canada 150 mural inside the Eagle Builders Centre.

MOTION CARRIED UNANIMOUSLY

6.2 LEASE SPACE PROPOSAL FOR THE EAGLE BUILDERS CENTRE

- Member Kreklewich gave verbal update.
- Lease space proposal received by Jennifer Quinlan, Functional Mobility & Health.
 - Massage, physiotherapy, health, and wellness options for the community.
- Would like to start in lease space 2 (larger space), escalating from \$9-\$12 sq.ft. over 5 years.
 - Possibly start with a three year lease and extend to five years.
- Requirements:
 - Financing by the Town (many Government grants available for financing start up businesses).
 - External door (cannot not be provided).
 - External signage for business (Administration will look into options for this).
- Utilities are all included, washrooms are located right outside the lease spaces in concourse.
- Hours of operations will vary depending on the staff coverage in the building, may need to line up hours of operations with library.



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
ABBEY CENTRE
4500 WOMACKS RD
September 1, 2021**

RES. 43/21

Councillor Taylor moved that the Recreation, Culture, and Parks Board will discuss the proposal submitted by Functional Mobility & Health, Wellness and Athletic Therapy Services for a lease space in the Eagle Builders Centre and approve negotiations to move forward.

MOTION CARRIED UNANIMOUSLY

6.3 DRESS CODE POLICY ABBEY CENTRE

- Member Kreklewich gave verbal update.
- A few issues came up during the summer, one member was very vocal on TikTok felt very upset about the way she was treated.
- Some private gyms don't have a dress policy. Members of the public wear a lot less at the pool than the gym.
 - More of a sanitary issue over modesty issue.
 - You must be 15+ to use the fitness centre unsupervised.
- Dress code needs to be added to the membership form and signs need to be placed around the facility with the dress code.
- Look at what other municipalities are doing and move from there.
- Survey will focus on different policies that affect the Abbey Centre.

RES. 44/21

Member Shepherd moved that the Recreation, Culture, and Parks Board advise Member Kreklewich & staff to survey our members and guests to receive feedback on the dress code policy and other items as determined by staff that directly affect our members and guests.

MOTION CARRIED UNANIMOUSLY

7. ACTION CORRESPONDENCE

N/A

8. INFORMATION

8.1 EAGLE BUILDERS CENTRE PROJECT – UPDATE/TOUR

- Member Kreklewich gave verbal update.
- Expected opening date for the facility is tentatively first Bulldogs game October 8.
 - Seats and boards will be installed hopefully second week of September.
 - Suite, meeting rooms and washrooms are currently under construction, fair amount left to be completed.



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
ABBEY CENTRE
4500 WOMACKS RD
September 1, 2021**

- Supply issue continues to be a problem, which was expected.
 - Score clock is installed.
 - Concession equipment delivery has been delayed to end of October.
- Old arena will be prepared by the 20th of September, with ice poured.
- Some unforeseen issues with the parking lot with CP and Fortis.

8.2 ALBERTA CULTURE DAYS 2021

- Member Kreklewich gave verbal update.
- Started September 1, itinerary sent in agenda.
 - Free community events for all to enjoy.
- To end off the culture days, there will be a drive-in movie on the Friday and fireworks on the Saturday all at All Start Park.

8.3 PARKS AND FACILITIES – UPDATE

- Member Heindel gave verbal update.
- Capital projects completed:
 - Trail development - 200 m overlay at centennial pond
 - McKay ranch connector trail
 - Aurora heights playground will be completed by end of September.
- Bike skills park was very popular this summer with the nice weather
 - Minimal maintenance due to lack of rain.
 - Facebook page was created so we can update the public.
- 1 full time worker, spending three days a week watering in order to keep up.
 - Planters downtown produced vegetables that were free to the community.
- 1 summer student will stay until end of October, she is a horticulturalist student.
- Community gardens are 90% full.
- Geese have not been as much of a nuisance this year, possibly due to lower water levels.
- Ball diamonds are well used, camping has been popular as well.
- Optimist club is currently fundraising the \$6000, Centennial Park is looking like the most suitable area.

8.4 ABBEY CENTRE – UPDATE

- Member Kreklewich gave verbal update.
- Kurt is finalizing all bookings for arenas, 5 more spots available.
 - All local sports teams have been booked in.
 - Hockey Heros will run out of the Eagle Builders Centre and starts October 16.
- Summer culture series was very well attended, doubled from previous years.
- Recreation software implementation is in final stages.
- Camp curious was 96% full, minis were cancelled due to lack of antique staffing.



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

**ABBEY CENTRE
4500 WOMACKS RD
September 1, 2021**

- Issues with youth this summer (small damage), looking to bring back facility monitors next year if budget allows.
- Child minding resumes second week of September.
- Pool season ending September 6.
- Abbey Centre was broken into August 31 to try and get into the ATM but was not successful.

8.5 AG SOCIETY DONATION

- Item brought forward by Member Thomas.
- Ag Society donated \$10,000 to the furnishings to the concession at the Eagle Builders Centre.
- Also donated \$5,000 to the Blackfalds Food Bank.
- \$5,000 to Wolf Creek towards the tablets.
- 10 seat plaques at the EBC.

9. APPROVAL OF INFORMATION ITEMS

RES. 45/21

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

MOTION CARRIED UNANIMOUSLY

10. APPROVAL OF MINUTES

RES. 46/21

Councillor Taylor moved that the Recreation Board accept the MINUTES for June 2 meeting as amended.

MOTION CARRIED UNANIMOUSLY

11. ADJOURN

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

RES. 47/21

Meeting adjourned at 8:00 PM.

MOTION CARRIED UNANIMOUSLY



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
ABBEY CENTRE
4500 WOMACKS RD
September 1, 2021**

DENA THOMAS, CHAIR

SEAN BARNES, DIRECTOR OF COMMUNITY SERVICES

Next meeting scheduled for October 6, 2021 @ 6:30pm



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
MICROSOFT TEAMS
October 6, 2021**

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

MEMBERS PRESENT:

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

ATTENDING:

Sean Barnes	Director of Community Services
Jeff Heindel	Parks and Facilities Manager
Rick Kreklewich	Abbey Centre General Manager
Mandi Gerhardt	CSD Administrative Assistant

PUBLIC ATTENDING:

ABSENT:

AGENDA

1. RECREATION, CULTURE AND PARKS BOARD MEETING

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

2. LAND ACKNOWLEDGMENT

- a. Chair Thomas gave the acknowledgment

3. AGENDA APPROVAL

- 3.1 AGENDA FOR THE OCTOBER 6, 2021 RECREATION, CULTURE AND PARKS BOARD MEETING
- Additions made:
 - 8.4 Pickleball
 - Adjourn Farewell to Chair Dena Thomas

RES. 48/21

Member Shepherd moved to approve the agenda as for the October 6, 2021 meeting as presented.



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
MICROSOFT TEAMS
October 6, 2021**

MOTION CARRIED UNANIMOUSLY

4. DELEGATION

N/A

5. BUSINESS ARISING FROM MINUTES

5.1 CANADA 150 MURAL POTENTIAL LOCATIONS (6)

- Member Kreklewich gave verbal update.
- Administration came up with several locations
 - Some locations were more observable than others
- Location #1: the mural is too high for visitors to view it up close
- Location #2: original plans include millwork in that area, it has not been started.
- Location #3&4: minimal foot traffic area,
- Member comments:
 - Would prefer if mural was lower to the ground, easier to view.
 - Should be placed in a high traffic area where users/visitors will see it.
 - Line ups for Bulldog merchandise would go past location #2, visitors would have an opportunity to view the mural.

RES. 49/21

Councillor Taylor moved that the Recreation, Culture, and Parks Board choose location #2 to display the Canada 150 Mural in the Eagle Builders Centre.

MOTION CARRIED UNANIMOUSLY

6. BUSINESS

6.1 LEASE SPACE PROPOSALS FOR EAGLE BUILDERS CENTRE

- Member Kreklewich gave verbal update
- Two proposals submitted for consideration, Functional Mobility & Health from Jennifer and Bulldogs Jr A from Al.
- Functional Mobility & Health offered:
 - \$10 per sqft for 2 years and \$11, \$12, \$13 per sq.ft. for years three, four and five respectfully, for lease space 2.
 - Would cover lease hold improvements for the space
 - Lease space 1 is too small to meet business needs.
- Bulldogs Jr A offered:
 - \$15 per sq.ft., for 5 years, for lease space 2 & skate sharpening booth (was not included in the original rfp)
 - Lease space 1 may be enough space to meet business needs.



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
MICROSOFT TEAMS
October 6, 2021**

- Facility Operators are already busy, Member Heindel suggested it would be easier having someone else manage the skate sharpening booth.
 - Booth made \$4-5K per year
 - Hard with limited staff, would prefer to see someone take it over, either Jr A club or senior
 - Far away from other arena, but close to dressing rooms in new arena
 - Unsure if they will be purchasing new equipment or borrowing ours, will be keeping our equipment in case of breakdown
- Member comments:
 - Bulldogs Jr A proposal fits better with the facility, less risk due to the Bulldogs having a long-term contract already in the facility.
 - Functional Mobility & Health can help more residents than a Bulldogs training area. Employing more residents & diversifying the offering in the building
 - Both businesses operate during different times, Bulldogs would line up better for games & practices, Functional Mobility & Health hours would differ to meet her clients needs.
 - Functional Mobility & Health business would be suited for the Abbey Centre, more chance of walk-in clients & better hours.
 - Possibly use the Banquet room, redesign it as a lower cost area for user groups
 - Use lease space 1 as a meeting room and vice-versa, depending on size.
 - Renovations would need to accommodate the changes

RES. 50/21

Member Myslicki moved that the Recreation, Culture, and Parks Board send this item back to administration to gather more information.

MOTION CARRIED UNANIMOUSLY

7. ACTION CORRESPONDENCE

N/A

8. INFORMATION

8.1 EAGLE BUILDERS CENTRE PROJECT – UPDATE

- Member Barnes gave verbal update.
- Construction is over 95% finished:
 - Rink boards & glass are installed
 - Dressing rooms are finished
 - ¾ lights are complete and the millwork is being installed as the materials arrive
- Tentative opening date has been pushed to November 3
 - 6 weeks behind, user groups are understanding
 - Ice will be in by October 15-16
 - Extra costs – furniture, concession equipment
 - Looking at hosting a meet & greet at the end of October

Recreation, Culture and Parks Board
Regular Meeting Agenda
October 6, 2021



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
MICROSOFT TEAMS
October 6, 2021**

8.2 PARKS AND FACILITIES – UPDATE

- Member Heindel gave verbal update.
- Ice has been put in arena 2, user groups were able to start utilizing it Sept 20
- Parks staff are finishing up:
 - Closing ball areas for the winter season
 - Grass cutting of the green areas and parks around town have been completed for the season
 - Tayles park is closed and winterized
 - Cleaning up & removal of garden beds & hanging pots
 - Pruning of some trees around the walking trail at the Abbey Centre
- Good year for Bike Skills Park, crews were able to get it up and running quickly after rainfall
- Aurora Heights playground is complete.
- Community gardens finish up this weekend and clean up will begin October 12

8.3 ABBEY CENTRE – UPDATE

- Member Kreklewich gave verbal update.
- Have had a few new members in the facility due to opting into 1/3 capacity over REP
 - Not running adult & drop-in fitness has lowered the number of users in the facility
 - Fair share of individuals not wanting to mask, puts staff in tough position
 - In order to protect staff signage has been put in place stating the staff will not tolerate abuse, and RCMP will be contacted
 - Unsure the impact that switching to REP would have on the facility
- PerfectMind recreation software is fully installed, ran into a few minor issues but overall went well
- Dress code survey has been temporarily put on hold but will be moving in the near future.
- All Town owned facilities are currently running at 1/3 capacity
 - This item will be brought forward to the Emergency Management Committee due to AJHL and minor hockey leagues possibly starting to require the facility to be REP to operate.

8.4 PICKLEBALL IN THE ABBEY

- Councillor Appel gave verbal update.
- Pickleball user group reached out to Councillor Appel and Director Barnes wondering why they were unable to play
 - 1/3 capacity does not allow adult organized groups to partake in activities
 - Part of the provincial mandate



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
MICROSOFT TEAMS
October 6, 2021**

9. APPROVAL OF INFORMATION ITEMS

RES. 51/21

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

MOTION CARRIED UNANIMOUSLY

10. APPROVAL OF MINUTES

RES. 52/21

Member Pandit moved that the Recreation Board accept the MINUTES for September 1 meeting as amended.

MOTION CARRIED UNANIMOUSLY

- Line 2: virtually met in person

11. ADJOURN

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

- Member Barnes and other members gave farewell and thank you to Chair Dena.

RES. 47/21

Meeting adjourned at 8:00 PM.

MOTION CARRIED UNANIMOUSLY

DENA THOMAS, CHAIR

SEAN BARNES, DIRECTOR OF COMMUNITY SERVICES

Next meeting scheduled for November 3, 2021 @ 6:30pm



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, October 12, 2021 at 7:00 p.m.
Via Remote Virtual Platform
MINUTES

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, October 12, 2021, via remote virtual platform, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Myron Thompson, CAO
Preston Weran, Director of Infrastructure and Property Services
Justin de Bresser, Director of Corporate Services
Laura Thevanez, Manager of Infrastructure Services
Ken Morrison, Manager of Protective Services
Rick Kreklewich, Manager of the Abbey Centre
Marco Jadie, IT Analyst
Chris Johnson, Economic Development Officer
Kalina Van Winssen, Executive Assistant

REGRETS

None

MEDIA

None

PUBLIC

None

CALL TO

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

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

302/21 Councillor Stendie moved that Council adopt the October 12, 2021 agenda as amended by adding item 7.8 Emergency Management Committee Update.

CARRIED UNANIMOUSLY

BUSINESS

Director's Quarterly Report – 3rd Quarter

The Directors reviewed the various organizational operations and activities during the months of July – September in their respective departments.

303/21 Councillor Olfert moved that the Director's Quarterly Report be accepted as information.

CARRIED UNANIMOUSLY



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, October 12, 2021 at 7:00 p.m.
Via Remote Virtual Platform
MINUTES

Request for Decision – Economic Development and Tourism Strategy

The Blackfalds Economic Development and Tourism Strategy is a critical document, necessary for identifying and fulfilling Economic Development and Tourism initiatives. As the previous Strategy expired in 2020, a new Strategy has been developed to guide the Town of Blackfalds moving forward.

- 304/21** Deputy Mayor Svab moved that Council refers this item back to Administration and the office of Economic Development for further discussion and revision.

DEFEATED

Opposed: Mayor Poole, Councillors Stendie, Appel, Taylor, Olfert and Hoover

- 305/21** Councillor Appel moved that Council accept the document in principle with the suggested changes.

CARRIED UNANIMOUSLY

Request for Decision – Digital Service Squad

The Town of Blackfalds along with the communities of Sylvan Lake and Bentley would like to embark on the Digital Service Squad Program to deliver free tools, marketing assistance and training to small businesses in our community, with a letter required from Council in support of this initiative.

- 306/21** Councillor Stendie moved that Council express their support of the Digital Service Squad program through approval of the attached Letter of Support to Business Link Alberta as part of the grant application process.

CARRIED UNANIMOUSLY

Request for Decision – Environmental Stewardship Strategy

The development of an Environmental Stewardship Strategy (ESS) was identified as a priority for the Town in 2016, when the Municipal Sustainability Plan (MSP) was approved. This Strategy will be used to guide new environmental initiatives for the community. Its key focus areas include water, stormwater, land, energy, buildings and infrastructure, air, and solid waste.

- 307/21** Councillor Olfert moved that the Environmental Stewardship Strategy be formally approved as amended.

CARRIED UNANIMOUSLY

Request for Decision – Property Assessment Services

The Town of Blackfalds posted an RFP for the position of municipal assessor. Four bids were received and Administration recommended that the assessment services contract be awarded to Bow Valley Property Valuers.

- 308/21** Councillor Hoover moved that Council move to accept Administration's recommendation to award the assessment services contract to Bow Valley Property Valuers.

CARRIED UNANIMOUSLY

- 309/21** Councillor Taylor moved that Council move to appoint Bow Valley Property Valuers as the Property Assessor for the Town of Blackfalds from 2021 to 2026.

CARRIED UNANIMOUSLY



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, October 12, 2021 at 7:00 p.m.
Via Remote Virtual Platform
MINUTES

Request for Decision – Canada 150 Mural

The Canada 150 Mural was created as part of the Canada Mosaic Mural Project, uniting communities across the country to create one giant mural train. When the tile mural was built, it was discussed that the mural would eventually be displayed inside to preserve it and protect it from sunlight and weather damage. The Recreation, Culture and Parks Board recommended that the Canada 150 Mural be moved to the concourse of the Eagle Builders Centre.

- 310/21** Councillor Olfert moved that Council accepts the recommendation of the Recreation, Culture and Parks Board in choosing location 2 for the Canada 150 Mural in the Eagle Builders Centre.

CARRIED UNANIMOUSLY

Request for Decision – FCSS Board Member Resignations

The Town of Blackfalds received two member resignations from the FCSS Board, from Troy McQueen and Chandra Cooke.

- 311/21** Deputy Mayor Svab moved that Council move to formally accept the resignation of Troy McQueen from the FCSS Board effective immediately, with regrets.

CARRIED UNANIMOUSLY

- 312/21** Councillor Stendie moved that Council move to formally accept the resignation of Chandra Cooke from the FCSS Board effective immediately, with regrets.

CARRIED UNANIMOUSLY

Request for Decision – Emergency Management Committee

Manager Morrison reviewed the past decisions of the Town of Blackfalds on COVID-19 restrictions and noted that Town facilities are currently utilizing the 1/3 capacity program. Manager Morrison noted that it is not permitted to allow facilities to use different restriction programs, therefore Administration requested a decision on implementing the REP Program for the Eagle Builders Centre and the Abbey Centre.

- 313/21** Councillor Stendie moved that Council write a letter to the Provincial Government about detailed concerns we have as a municipality in the province; request that the Province of Alberta make decisions and not download it onto municipalities, businesses, and residents.

CARRIED UNANIMOUSLY

- 314/21** Councillor Stendie moved that Council formally adopt the REP for the Eagle Builders Centre.

Recorded Vote:

Mayor Poole	In Favour
Deputy Mayor Svab	In Favour
Councillor Appel	Opposed
Councillor Hoover	Opposed
Councillor Olfert	Opposed
Councillor Stendie	In Favour
Councillor Taylor	Opposed

DEFEATED



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, October 12, 2021 at 7:00 p.m.
Via Remote Virtual Platform
MINUTES

- 315/21** Councillor Stendie moved that Council formally adopt the REP for the Abbey Centre.

DEFEATED

Opposed: Councillors Appel, Taylor, Olfert and Hoover

INFORMATION

- Report to Council, Building and Development Permit Report – September 2021
- Report to Council, Enforcement Services Monthly Report – September 2021
- BOLT Transit Report – September 2021
- Lacombe County Council Meeting Highlights – September 23, 2021
- City of Lacombe Council Meeting Highlights – September 27, 2021
- City of Lacombe Council Meeting Highlights – October 4, 2021
- Municipal Planning Commission Meeting Minutes – June 8, 2021
- Emergency Management Committee Meeting Minutes – October 8, 2021
- Distinguished Service Award – Councillor Will Taylor

- 316/21** Councillor Olfert moved to accept the Information Items as information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

- 317/21** Councillor Appel moved that Council accept the Regular Council Meeting Minutes from September 28, 2021 as presented.

CARRIED UNANIMOUSLY

BUSINESS FOR THE GOOD OF COUNCIL

Council thanked Mayor Poole for his many years of service.

BREAK

- 318/21** Councillor Olfert moved for a five-minute recess at 8:53 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Poole called the Regular Council Meeting back to order at 9:00 p.m.

CONFIDENTIAL – Closed Session

- **FOIP S.24**

- 319/21** Councillor Hoover moved that Council move to a closed session commencing at 9:00 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of Alberta's Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, October 12, 2021 at 7:00 p.m.
Via Remote Virtual Platform
MINUTES

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

320/21 Councillor Olfert moved to come out of the closed session at 9:21 p.m.

CARRIED UNANIMOUSLY

Regular Council Meeting Attendance: *Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Ray Olfert, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Thompson*

ADJOURNMENT

Mayor Poole adjourned the meeting at 9:21 p.m.

Richard Poole, Mayor

Myron Thompson, CAO



Town of Blackfalds
ORGANIZATIONAL MEETING
Tuesday, October 26, 2021 at 7:00 p.m.
Council Chambers, Civic Centre 5018 Waghorn Street
MINUTES

A Organizational Council Meeting for the Town of Blackfalds was held on Tuesday, October 26, 2021, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Myron Thompson, CAO
Sean Barnes, Director of Community Services
Preston Weran, Director of Infrastructure and Property Services
Justin de Bresser, Director of Corporate Services
Sue Bornn, Manager of FCSS
Miranda Cooper, Manager of Communications
Shelby Craig, Communications Coordinator
Cara Kroetsch, Volunteer Programmer
Kalina Van Winssen, Executive Assistant
S. Sgt. Dan Martin, RCMP

REGRETS

Councillor Amanda Valin

MEDIA

None

PUBLIC

None

CALL TO

ORDER: CAO Thompson called the Organizational 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

321/21 Councillor Svab moved that Council adopt the October 26, 2021 agenda as amended by adding item 11.2 Wolf Creek Boundary and Grade Advisory Committee.

CARRIED UNANIMOUSLY

OFFICIAL OATH OF OFFICE

Swearing in Ceremony

All Council members completed their Oath of Office with S. Sergeant Dan Martin swearing them in.

Commissioner of Oaths

Administration advised that all Councillors are Commissioners for Oaths, which empowers them to administer oaths and take and receive affidavits, affirmations and declarations in Alberta, for use in Alberta.



Town of Blackfalds
ORGANIZATIONAL MEETING
Tuesday, October 26, 2021 at 7:00 p.m.
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GENERAL DUTIES AND GUIDELINES OF CONDUCT

The following documents were provided to Council and Administration provided a verbal explanation:

- Council Procedural Bylaw 1237.19 – General Duties of Councillors and Chief Elected Official Guidelines of Conduct
- Code of Conduct and Ethics for Elected Officials Bylaw 1226.18
- Municipal Affairs – Municipal Councillors Guidelines for Conflict of Interest
- Municipal Affairs - Pecuniary Interest
- Municipal Affairs - "What Every Councillor Needs to Know"
- Municipal Government Act
- Robert's Rules of Order
- Parliamentary Procedure Motions Guide

SETTING OF REGULAR MEETING AND STANDING COMMITTEE DATES AND TIMES

Council accepted the 2021-2022 schedule as follows:

- 322/21** Deputy Mayor Appel moved that Council accept the 2021 - 2022 schedule where Town of Blackfalds Regular Council meetings are held on the second and fourth Tuesday of each month commencing at 7:00 pm in Council Chambers at the Municipal Office and that the meeting of December 28th be cancelled due to being a statutory holiday.

CARRIED UNANIMOUSLY

- 323/21** Councillor Svab moved that Council move to approve that the Town of Blackfalds Standing Committee Meetings be held every third Monday commencing at 7:00 pm, with no meeting in February due to the third Monday falling on a statutory holiday and the April meeting scheduled for Tuesday the 19th due to the 18th being a statutory holiday, and as well as the cancellation of the August summer meeting.

CARRIED UNANIMOUSLY

APPOINTMENT OF DEPUTY MAYOR

CAO Thompson reviewed with Council process and the administrative recommendation for the appointment of the Deputy Mayor.

- 324/21** Councillor Svab moved that Council move to set the Deputy Mayor rotation terms commencing with the longest serving Council member and then assigned alphabetically in eight (8) month terms with the order of appointments as follows:

Councillor Appel November 2021- June 2022
Councillor Stendie July 2022 – February 2023
Councillor Svab March 2023 – October 2023
Councillor Dennis November 2023 – June 2024
Councillor Sands July 2024 – February 2025
Councillor Valin March 2025 – October 2025

CARRIED UNANIMOUSLY

COUNCIL REMUNERATION AND COMPENSATION POLICY

CAO Thompson noted that updated rates for the Remuneration and Compensation Policy provided to Council were approved at the August 10th Council Meeting, however these will be formally approved at the upcoming November 9th Council Meeting. CAO Thompson reviewed the rates with Council.



Town of Blackfalds
ORGANIZATIONAL MEETING
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Council Chambers, Civic Centre 5018 Waghorn Street
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CONFERENCE ATTENDANCE

FCM Attendance

The Federation of Canadian Municipalities annual Conference has been attended by Blackfalds Council and the CAO for the past 13 years. This annual Conference brings together municipal leaders from across Canada and offers participants the opportunity to learn from each other, network with peers and build productive working relationships, along with the opportunity to attend valuable workshops and webinars.

325/21 Councillor Svab moved that Council approve attendance for the Mayor and CAO along with two Councillors as follows:

- | | |
|--|---|
| 1. Regina, SK
June 2 - June 5, 2022 | Mayor, CAO
Councillor Dennis |
| 2. Toronto, Ont.
1 st weekend of June 2023 | Mayor, CAO
Deputy Mayor Appel & Councillor Stendie |
| 3. Calgary, AB
1 st weekend of June 2024 | Mayor, CAO
All of Council |
| 4. Ottawa, Ont.
1 st weekend of June 2025 | Mayor, CAO
Councillor Sands & Councillor Svab |

AUMA Attendance

The AUMA Convention is held each fall, typically in Edmonton or Calgary, with attendance from Albertan municipalities, dignitaries, speakers and trade show presenters. The 2021 AUMA Convention & AMSC Trade Show will be held from November 17th to the 19th at the Edmonton Convention Centre.

326/21 Councillor Dennis moved that all of Council and the CAO will attend the 2021 AUMA Convention in Edmonton taking place from November 17th to 19th.

TOWN BOARD APPOINTMENTS – MEMBER AT LARGE & COUNCIL APPOINTMENTS

327/21 Councillor Stendie moved to accept the Members at Large appointments to the Town Boards as follows:

- 1. Economic Development and Tourism Advisory Committee:**
To appoint: Joshua McQueen, Ray Olfert
- 2. Family and Community Social Services Board:**
To appoint: Dena Thomas, Sheila Giffin, Trish Willis
- 3. Municipal Library Board:**
To appoint: Marjorie Tyess, Caitlin Ranger, Ray Olfert
- 4. Recreation, Culture and Parks Board:**
To appoint: Jill Bried
- 5. Policing Committee:**
To appoint: Mason Sarrasin
To re-appoint: Sheila Giffin
- 6. Municipal Planning Commission:**
To appoint: Trish Willis
To re-appoint: Alejandro Garcia Miranda
- 7. Subdivision and Development Appeal Board:**
To appoint: Joshua McQueen, Marjorie Tyess
To re-appoint: Tennielle Gilchrist, Robert Hogan, Craig Schroh



Town of Blackfalds
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328/21 Councillor Svab moved to accept the Council appointments to the Town Boards as follows:

- 1. Economic Development and Tourism Advisory Committee:**
 1. Deputy Mayor Appel
 2. Councillor Dennis
- 2. Family and Community Social Services Board:**
 1. Councillor Stendie
 2. Councillor Sands
- 3. Municipal Library Board:**
 1. Councillor Svab
 2. No second Councillor appointed
- 4. Recreation, Culture and Parks Board:**
 1. Councillor Stendie
 2. Councillor Svab
- 5. Policing Committee:**
 1. Deputy Mayor Appel
 2. Councillor Svab
- 6. Municipal Planning Commission:**
 1. Councillor Svab - CHAIR
 2. Councillor Sands
 3. Councillor Dennis – VICE CHAIR
- 7. Municipal Emergency Management Agency:**
 1. Councillor Stendie
 2. Mayor Hoover

COUNCIL APPOINTMENTS TO OUTSIDE BOARDS

329/21 Councillor Dennis moved the acceptance of the Council appointments to outside boards to the end of 2021 term as follows:

- 1. Lacombe Foundation Board:**
 1. Mayor Hoover
 2. Councillor Dennis - Alt
- 2. Inter-Municipal Development Plan Board (IDP):**
 1. Councillor Stendie
 2. Councillor Sands
 3. Councillor Appel – Alt
- 3. Intermunicipal Collaboration Framework (ICF):**
 1. Councillor Stendie
 2. Mayor Hoover
 3. Councillor Appel - Alt
- 4. Blackfalds Chamber of Commerce Board:**
 1. Councillor Appel
 2. Councillor Stendie - Alt
- 5. Central Alberta Economic Partnership (CAEP):**
 1. Mayor Hoover
 2. Councillor Dennis - Alt
- 6. Parkland Regional Library:**
 1. Councillor Svab
 2. Councillor Dennis - Alt
- 7. Iron Ridge Elementary Campus Blackfalds School Parent Council:**
 1. Mayor Hoover
 2. Councillor Dennis – Alt



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8. **Iron Ridge Intermediate Campus Blackfalds School Parent Council:**
 1. Mayor Hoover
 2. No alternate appointed
9. **Iron Ridge Junior Campus Blackfalds School Parent Council:**
 1. Councillor Svab
 2. Mayor Hoover - Alt
10. **St. Gregory the Great Catholic School Parent Council:**
 1. Mayor Hoover
 2. No alternate appointed
11. **Central Alberta Trails Society (CARTS):**
 1. Mayor Hoover
 2. No alternate appointed
11. **North Red Deer River Water Commission (NRDRWC):**
 1. Mayor Hoover
 2. Deputy Mayor Appel – Alt
12. **North Red Deer Regional Wastewater Services Commission (NRDRWWSC):**
 1. Mayor Hoover
 2. Deputy Mayor Appel – Alt
13. **Lacombe Regional Emergency Partnership Plan Advisory Committee (LREMP):**
 1. Councillor Sands
 2. Councillor Stendie - Alt
14. **Red Deer River Municipal Users Group (RDRMUG):**
 1. Mayor Hoover
 2. No alternate appointed
15. **Red Deer River Watershed Alliance:**
 1. Mayor Hoover
 2. Councillor Sands - Alt
16. **Lacombe County Fire Services Partnership Advisory Committee:**
 1. Councillor Stendie
 2. Councillor Svab – Alt
17. **Wolf Creek Boundary and Grade Advisory Committee:**
 1. Planning Manager Jolene Tejkl

CARRIED UNANIMOUSLY

COUNCIL ORIENTATION

CAO Thompson reviewed Council Orientation information with Council.

ADJOURNMENT

Mayor Hoover adjourned the meeting at 8:50 p.m.

Jamie Hoover, Mayor

Myron Thompson, CAO