

1. WELCOME AND CALL TO ORDER

- 1.1 Welcome to the Standing Committee of Council for the Town of Blackfalds for November 20, 2023.
- 1.2 Call to Order
- 1.3 Review of Agenda

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. PRESENTATIONS

None

4. BUSINESS

- 4.1 Request for Direction, Front Parking Pad Delegation Follow-up
- 4.2 Request for Direction, Bylaw 1290.23 – LUB Amendments
- 4.3 Request for Direction, Council Policy CP 173.23 – Travel and Subsistence
- 4.4 Request for Direction, Bylaw 1294.23 - Schedule “A” – Corporate Services Fee Schedule
- 4.5 Request for Direction, Potential Changes to Municipal Government Act - Municipal Councillor Accountability
- 4.6 Request for Direction, Potential Legislative Amendments to the Local Authorities Election Act

5. CONFIDENTIAL

None

6. ADJOURNMENT

Future Meetings/Events:

- Regular Council Meeting – November 28, 2023
- Regular Council Meeting – December 2, 2023

MEETING DATE: November 20, 2023

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Front Parking Pad Delegation Follow-up**

BACKGROUND

At the July 25, 2023, Regular Council Meeting, a delegation spoke to their desire to have a front parking pad in their front yard in the absence of a garage (hereinafter referred to as Front Parking Pads). A copy of the delegate's written submission is provided in Attachment 1.

This prohibition of Front Parking Pads was established by an August 2009 Council resolution and was never embedded in the Land Use Bylaw (LUB) so there is no opportunity for a landowner to apply for a variance to this regulation.

This matter is coming before the Standing Committee of Council as Administration is seeking direction on whether or not there is a desire to revisit this front parking pad prohibition, and if so, how restrictive should the regulations be.

DISCUSSION

When the 2009 resolution was passed, there were several reasons why Council may have decided to prohibit them which is explored further in comparison with today's reality in the table below:

2009 Considerations	Today's Reality
Trends towards smaller residential lots provide for less area available in the front yard to accommodate a Front Park Pad and adhere to the minimum landscaping requirements of the LUB.	This trend continues and is expected to continue as more affordable housing choices are needed and one way to achieve that is to make smaller lot sizes and increase residential density.
Allowing Front Parking Pads will take away on-street parking spots.	<p>It can be argued that while a Front Parking Pad will take away an on-street parking opportunity, the person parking on the Front Parking Pad could have been previously parking on the street and therefore there is no net loss. This cannot be proven though.</p> <p>More importantly to note is that every residential development requires a minimum of two off-street parking stalls to be accommodated on a parcel and landowners must retain those off-street parking requirements to be in compliance with the LUB.</p>
The Town windrowed snow when clearing the streets and staff would clear	The Town now hauls snow away so the operational challenges to clear driveway/Front Parking Pad

2009 Considerations	Today's Reality
driveway/parking pad accesses. Allowing more Front Parking Pads added more operational challenges.	access is not a concern at this time insofar as the level of service does not revert back to on-street windrowing.

Since the 2009 prohibition, the Planning & Development section has received a significant number of inquiries from landowners wanting to develop a Front Parking Pad which indicates a level of desire to have them.

Municipal Research

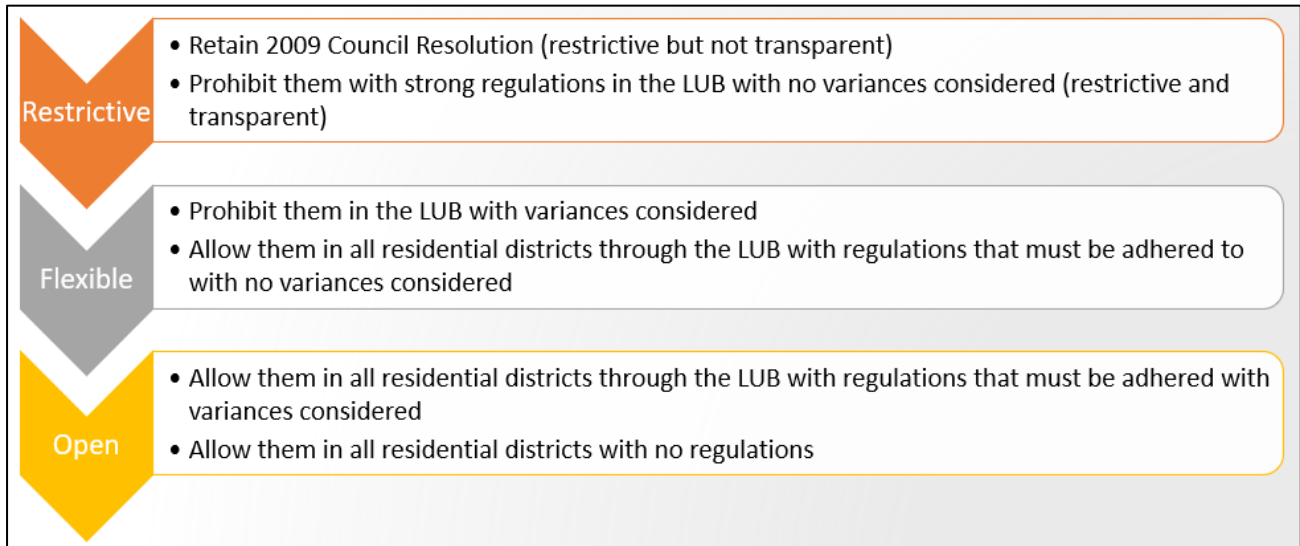
We typically review municipalities that are similar in size, however, the on-street parking impact concern is heavily felt by higher-population cities, so we included them in our research this time around.

Attachment 2 provides the results of the municipal research done, which shows the majority of the municipalities researched allow for Front Parking Pads with regulations such as maximum width of the driveway and landscaping requirements have to be met. Less than half require a Development Permit to be applied for before constructing a Front Parking Pad.

The most restrictive municipalities researched were the Town of Strathmore and The City of Red Deer, with The Town of Blackfalds being the most restrictive of them all. The Town of Strathmore takes a similar approach to us, but they embed their Front Parking Pad restrictions in their LUB to allow for variances to the restriction in unique situations. The City of Red Deer also regulates them through their LUB but does not outright prohibit them, however, they have a series of regulations that ultimately prohibit them in most cases.

Regulatory Options

Should Council want Administration to revisit the Front Parking Pad prohibition, there are several ways to do it. Below shows a regulatory gradient from most restrictive to least for Standing Committee of Council's consideration. Understanding if Council wants restrictive, flexible, or open regulations around Front Parking Pads will assist Administration in creating the appropriate LUB amendments, if desired:

**FINANCIAL IMPLICATIONS**

None.

ADMINISTRATIVE RECOMMENDATION


1. That Standing Committee of Council recommends Council provides direction to Administration on regulating front parking pads on lots that do not have an attached garage.

ALTERNATIVES

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

ATTACHMENTS

- Attachment 1 – Front Parking Pads
- Attachment 2 - Front Parking Pad Municipal Research

APPROVALS

Kim Isaak, Chief Administrative
Officer



Department Director/Author

Attachment 1

Front Parking Pads

July 25, 2023 Regular Council Meeting

Dear Mayor Hoover and Councillors Appel, Coulter, Dennis, Sands, Stendie, and Svab,

Since the Eagle Builders Centre opened in 2021 it has been a well-known issue that the parking at the building is not suitable for the capacity of vehicles that attend games/events. Due to the lack of parking many residents on Lansdowne Avenue, Stanley Street, Womacks Road and Westwood Drive find themselves displaced being unable to park in front of their own homes.

In June 2023, I inquired with the Town regarding having a 1-vehicle concrete parking pad added to the front of my property while I was planning to redo the walkway leading up to my house. I was informed doing this would be in violation of the Land Use Bylaw with the reasoning of, "If your house does not have an attached garage we do not allow for front driveways/parking pads".

After being told my only option would be to apply for an amendment to the land use bylaw (costing \$1,200 with no guarantees) I decided to speak with other municipalities to see what suggestions they may have. It was brought to my attention that I could apply for a variance development permit and bring my issue to the Municipal Planning Commission. Unfortunately, when I went to discuss the submission of the permit to the Planning & Development department, they would not accept my permit for consideration because the motion that was passed by Council in 2009 regarding front driveways had never actually been added to the land use bylaw. Leaving me once again stuck without any feasible options.

I am asking Council to please consider rescinding or altering the motion that was made at the August 25, 2009, Regular Council Meeting (as it has yet to be added into the Land Use Bylaw 14 years later) to allow residents to put in a hard surfaced front parking pad in the front of their property without having an attached garage. I believe this will help alleviate some of the frustration felt by many residents in this area due to the lack of parking available at the Eagle Builders Centre.

Sincerely,

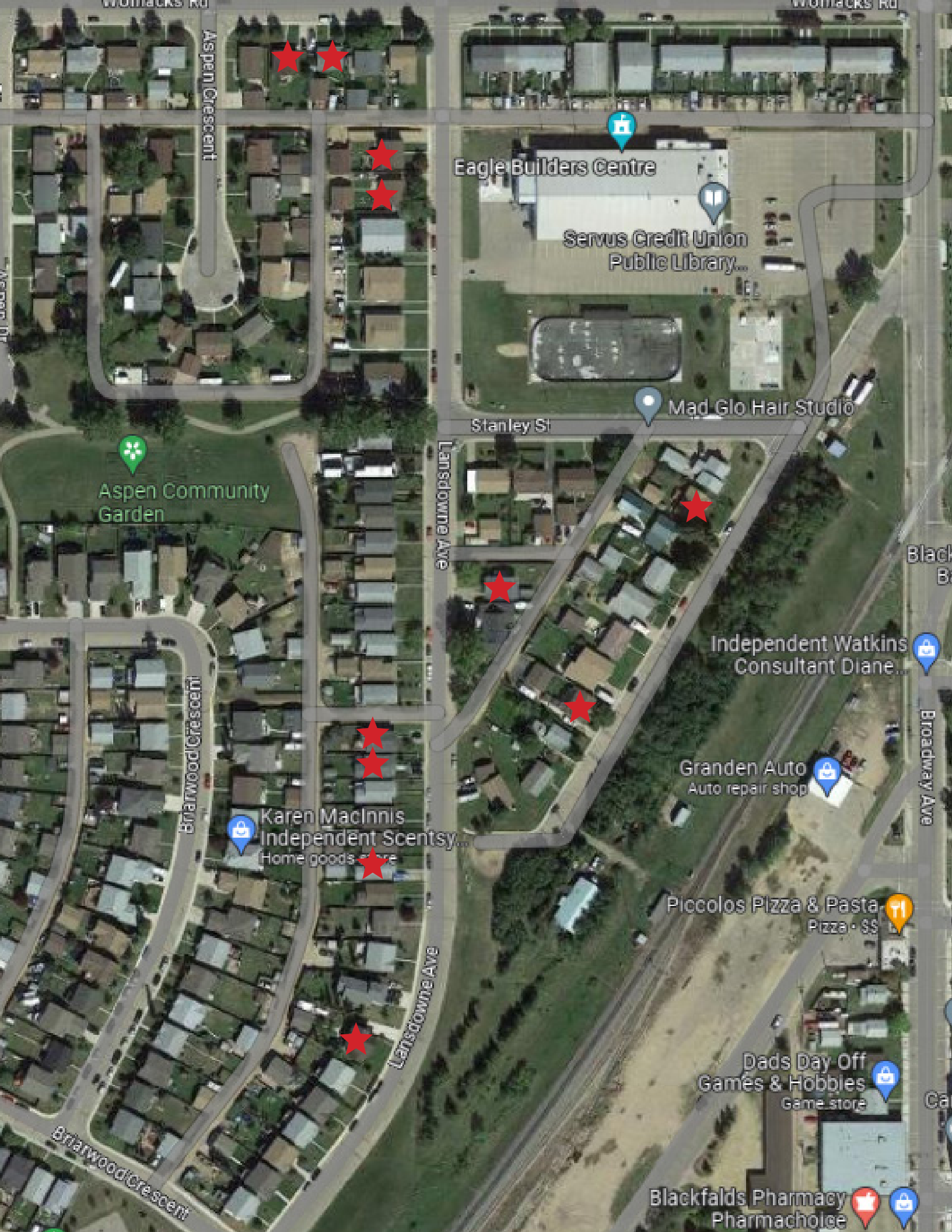
Mandi Gerhardt

Top View



Front View





Eagle Builders Centre

Servus Credit Union
Public Library...

Mad Glo Hair Studio

Stanley St

Lansdowne Ave

Black
B

Independent Watkins
Consultant Diane...

Granden Auto
Auto repair shop

Piccolos Pizza & Pasta
Pizza • \$5

Dads Day Off
Games & Hobbies
Game store

Blackfalds Pharmacy
Pharmachoice

Aspen Community
Garden

Briarwood Crescent

Lansdowne Ave

Broadway Ave

Briarwood Crescent



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
TUESDAY, AUGUST 25, 2009 (7:00 p.m.)**

Page 2

RES. 233/09

Councillor Stefaniszyn moved to proceed to third and final reading.

CARRIED UNANIMOUSLY

RES. 234/09

Councillor Taylor moved third and final reading of Bylaw 1090/09.

CARRIED UNANIMOUSLY

Front Driveways

Planning Manager Topolnitsky presented information regarding front driveways. This information was reviewed in detail at the Standing Committee and is being brought forward in final draft format for Council approval.

For driveways constructed prior to June 2001, they would be allowed to remain and the residents would be able to improve the driveways with hard surfacing as defined in the Land Use Bylaw and approved by the Planning and Development Department

1. Should those owners of the lots with driveways constructed prior to 2001 wish to make any improvements to their property that requires either a development or building permit, then that property would be required to conform with the Land Use Bylaw in force at the time and would be required to bring the parking into conformance with the Bylaw (no front yard driveways unless they are an access to an attached garage)
2. For properties that constructed a driveway after June 2001, these will be reviewed by the Planning and Development Department and be required to be brought into conformance with the present Land Use Bylaw.
3. With respect to the aforementioned, the exception to this will be properties with no rear lane access, which will be reviewed on an individual basis.
4. Garages that are constructed in the rear of the property, with a front driveway access, where there are no rear lanes, will be required to hard surface the driveway from the road to the garage.
5. Where a resident has an approved driveway which provides front access to an attached garage and is requesting that he/she be able to park on a gravel extension of the driveway, they will be required to apply for a development permit (no charge) and a condition of approval for allowance of parking on this area will be that the extension of the parking area will be required to be hard surfaced to the satisfaction of the Development Officer. This will ensure that the whole front yard does not become a parking lot, which will be detrimental to the amenities of the neighborhood.

Councillor Poole recommended that Points 1 and 2 be removed from the proposed recommendations. Mayor Stol stated that Point 1, needs to stay as it is the basis for the recommendation and the most important point.

Discussion took place on various scenarios and homes throughout Town that this new policy would affect.

Councillor Poole stated that Council needs to take a more common sense approach to these changes.

Councillor Poole recommended that Point 2 be removed from the proposal and changed to state that properties built prior to June 2001 will be exempt from front driveway provisions in the Land Use bylaw and considered conforming properties.

Planning and Development Manager Topolnitsky stated they are non conforming properties and it may be better to state as *non conforming properties that may be developed but do not require a conformance – if minor renovations took place*. Councillor Poole agreed to this amendment.

RES.331/09

Councillor Willis moved to approve the Front Driveways Policy as recommended by the Planning Department.

CARRIED

RES.332/09

Councillor Stefaniszyn moved that the addition of garages be included as a reason why properties would need to conform.

CARRIED

RES.333/09

Councillor Poole moved that Point 2 be removed from the proposal and recommended that properties built prior to June 2001 will be exempt from front driveway provisions in the Land Use bylaw and considered non-conforming properties that will not require conformance, if any renovations that require a development permit or building permit undertaken to the property, however, if the property is going to be rebuilt with an addition to the square footage of the existing home or by adding a detached garage then conformance to the front driveway portion of the bylaw will be required.

CARRIED

Attachment 2: Front Parking Pad Municipal Research

Municipality (population)	Front Parking Pad Regulations	Development Permit Required?
City of Calgary (1,640,000)	<p>Allows them but only if the parcel does not have lane access, or if it does have lane access and 50% of the same block already has a driveway accessing the street. Compliance with the LUB regulations is expected.</p> <p>No minimum parcel size is included in their regulations.</p>	Yes
City of Edmonton (1,544,000)	<p>Whether or not a front parking pad is allowed is really dependent on which land use district the parcel is located in. Front parking pads are allowed for properties without a garage, subject to several regulations including maximum width of parking pad and a requirement that minimum landscaping regulations still need to be met.</p> <p>No minimum parcel size is included in their regulations.</p>	Yes
City of Red Deer (109,489)	<p>Areas that fall under the City's Mature Neighbourhood Overlay District (older neighbourhoods > 20 years old without an approved ASP) are prohibited to have a front parking pad in absence of a front attached garage. In some of the City's narrower lot districts outside of their Mature Neighbourhood Overlay District contain regulations around the placement of parking pads to ensure they are staggered such that a minimum separation distance between sets of driveways occurs to help facilitate providing an on-street parking stall.</p> <p>No minimum parcel size is included in their regulations.</p>	No*
City of Lethbridge (106,550)	<p>They do allow them as long as they meet the other requirements of their LUB (e.g., landscaping). There is only one area in the city where front parking pads are prohibited, which is an area governed by an Area Redevelopment Plan.</p> <p>No minimum parcel size is included in their regulations.</p>	No*
City of Lacombe (15,212)	<p>Driveways and parking pads without an attached garage are allowed subject to specific regulations such as the number of driveways already on a parcel, and a maximum width of 10 m.</p>	No*

Attachment 2: Front Parking Pad Municipal Research

Municipality (population)	Front Parking Pad Regulations	Development Permit Required?
	No minimum parcel size is included in their regulations.	
Town of Strathmore (15,189)	They do not allow for a front parking pad without an attached garage.	No*
City of Wetaskiwin (12,839)	The only way they allow for a front parking pad without an attached garage is if there is no rear access available or for residents with mobility concerns. No minimum parcel size is included in their regulations.	No* <i>The city is currently reviewing if a DP should be required</i>
Town of Hinton (10,087)	They do allow for front parking pads without an attached garage, but only if the LUB regulations are met. No minimum parcel size is included in their regulations.	No*
Town of Olds (9,567)	They are allowed if the LUB regulations are met including a maximum driveway width of 10 m or 60% of the frontage, whichever is less. No minimum parcel size is included in their regulations.	Yes
Town of Coaldale (9,121)	They are allowed in LUB regulations are met. No minimum parcel size is included in their regulations.	No*
Town of Ponoka (7,518)	They are allowed if LUB regulations are met including requiring the same surface finishing as the accessing roadway. No minimum parcel size is included in their regulations.	Yes
Town of Taber (7,504)	They are allowed if LUB regulations are met. No minimum parcel size is included in their regulations.	Yes

Attachment 2: Front Parking Pad Municipal Research

Municipality (population)	Front Parking Pad Regulations	Development Permit Required?
Town of Drayton Valley (6,802)	They are allowed if LUB regulations are met, and driveways not connected to a garage or carport are limited to 5 m in width. No minimum parcel size is included in their regulations.	No*
<i>* No Development Permit is required unless a variance to LUB regulations is requested</i>		

MEETING DATE: November 20, 2023
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Bylaw 1290.23 – Land Use Bylaw, Use Amendments**

BACKGROUND

The Land Use Bylaw (LUB) amendments proposed under Bylaw 1290.23 pertain specifically to uses and are being presented to the Standing Committee of Council in advance of the formal Council adoption process.

Establishing proper uses in Land Use Districts is paramount because uses cannot be varied by the Development Authority nor the appeal bodies. If a use is contemplated in a LUB but not reflected in a specific District, it is seen as a deliberate exclusion from that District and will therefore not be allowed without going through a LUB amendment.

The amendments proposed under Bylaw 1290.23 are coming forward to assist with the implementation of the Municipal Facility Office Space Policy pertaining to the former FCSS building and in anticipation of some additional complementary uses at the Eagle Builders Centre. As use amendments were required the Department took the opportunity to address a missed use listed in the Industrial Districts, being “Recreational Vehicle Storage”, and include a definition for “Similar Use”.

DISCUSSION

The following subsections correspond to the amending Bylaw 1290.23 provided in Attachment 1:

Amendment 2.1

Due to the prescriptive nature of uses in LUB’s, many municipalities, including The Town of Blackfalds, will have “Similar Use” listed in appropriate Districts. This allows some flexibility when contemplating a Development Permit Application for a use that may not have been considered when the LUB was written, but it is similar enough to the other listed uses that it would be an acceptable use. The Town LUB has “Similar Use” provisions in the Industrial and Commercial Districts to allow for that flexibility, however, the Development Authority must be careful in the implementation of a Similar Use provision. As such, the amending bylaw includes a definition of “Similar Use” to ensure proper application of the provision where allowed.

Amendments 2.2 and 2.3

When reviewing a development inquiry about a potential RV storage, it was realized that the LUB has a definition for “Recreational Vehicle Storage”, but the use is not reflected in any of the Land Use Districts. Unfortunately, because “Recreational Vehicle Storage” is a defined use, it is not possible to consider an application for such a development as a “Similar Use” provision wouldn’t be applicable in this situation.

Bylaw 1290.23 proposes to include “Recreational Vehicle Storage” as a Discretionary Use in the Industrial Light District (I-1) and Industrial Heavy District (I-2) because they have historically been allowed in those districts.

Amendment 2.4

This amendment proposes to bring “Health Services” as a Permitted Use in the Public Facility District (PF), but only at the former FCSS building to assist with the implementation of the Municipal Facility Office Space Policy (Attachment 2), and the Eagle Builders Centre to allow for potential physiotherapy or other related uses.

Amendment 2.5

This amendment proposed to bring “Restaurant” as a Discretionary Use in the Public Facility District (PF), but only at the Eagle Builders Centre. The existing concessions are considered “Accessory Uses” at the Eagle Builders Center, but to allow for a potential sit-down restaurant this amendment is necessary.

Pre-Council Consultation

In the spirit and intent of the Public Participation Policy, all industrial landowners were provided with a notice of Administration’s intent to bring forward amendments to include “Recreational Vehicle Storage” as a Discretionary Use in the Industrial Districts. The Department received two inquiries about the proposed amendments seeking clarification at the time of writing this report; no objections or concerns were raised.

These LUB use amendments are planned to be presented for First Reading at the November 28, 2023 Regular Council Meeting.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

1. That Standing Committee of Council recommend Council give First Reading to Bylaw 1290.23
2. That Standing Committee of Council recommend, upon giving First Reading to Bylaw 1290.23, that a Public Hearing date be set for January 9, 2024, at 7:00 p.m. in Council Chambers.

ALTERNATIVES

- a) That Standing Committee of Council recommend Council gives First Reading to Bylaw 1290.23 as amended.
- b) That Standing Committee of Council refers this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1290.23*
- *Policy 163.22 Municipal Facility Office Space Policy*

APPROVALS



Kim Isaak, Chief Administrative
Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND LAND USE BYLAW 1268.22 SCHEDULE 'A'**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to include Recreational Vehicle Storage as use in the Industrial Light District (I-1) and Industrial Heavy District (I-2); include a Similar Use definition; and site exceptions in the Public Facility District (PF) to allow for Health Services at 5016 Waghorn Street (former FCSS Building) and Health Services and a Restaurant at 5302 Broadway Avenue (Eagle Builders Centre).

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on [REDACTED] and [REDACTED], in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, a Public Hearing was held on [REDACTED], to allow the general public to provide input into the proposed Bylaw amendments;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

PART 1 – TITLE

1.1 That this Bylaw shall be cited as the “**Land Use Bylaw Use Amendments**”.

PART 2 – AMENDMENTS

2.1 That Section 1.14 Definitions be amended to include the following definition of **SIMILAR USE**:

SIMILAR USE means a use of a site or Building in a District which, in the opinion of the Development Authority, is so similar to a Permitted Use or Discretionary Use in that District as set out in the purpose statement, but does not include a use that is specifically defined as a Permitted Use or Discretionary Use in any other District.

2.2 That Section 6.14.2 Permitted and Discretionary Uses be amended to include “Recreational Vehicle Storage” as a Discretionary Use.

2.3 That Section 6.15.2 Permitted and Discretionary Uses be amended to include “Recreational Vehicle Storage” as a Discretionary Use.

2.4 That Section 6.16.2 Permitted and Discretionary Uses be amended to include “Health Services only on the following Parcels:

- Lot 17 Block 7 Plan 052 112 (5016 Waghorn Street); and
- Lot P Plan 1890MC (5302 Broadway Avenue)”

as a Permitted Use.

2.5 That Section 6.16.2 Permitted and Discretionary Uses be amended to include “Restaurant only on the following Parcel:

- Lot P Plan 1890MC (5302 Broadway Avenue)”

as a Discretionary Use.

PART 3 – DATE OF FORCE

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

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D. 20__.

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

Policy No.:	163.22	
Policy Title:	Municipal Facility Office Space Policy	
Department:	Community Services	Council Approval: October 25, 2022
Reviewed:	Every 5 Years	
Revised:		Resolution No.: 299/22
Supersedes Policy/Bylaw:		Date: October 25, 2022

1. Policy Statement

- 1.1 The Municipal Facility Office Space Policy will provide guidance for Council and Administration to determine how unallocated and surplus office space may be allocated to health and social service organizations and programming that provide needed services to Town of Blackfalds residents, per the Social Needs Assessment Master Plan.

2. Reason for Policy

- 2.1 That the Town of Blackfalds is dependent on external outreach agencies for needed services and providing office space for these agencies, when available is of benefit to the Community.
- 2.2 To set out a policy under which the Town of Blackfalds may enter into partnerships with health and social service organizations to provide them office space in order to meet the goals of the Social Needs Assessment Master Plan.
- 2.3 To encourage the procurement of social services, health services and programming not currently offered to Blackfalds residents.
- 2.4 To provide in-kind or reduced rate office space for new social services, health services and programming in Blackfalds where fees might currently be a barrier.
- 2.5 To provide more accessible services by offering community agencies and organizations the opportunity to locate in Blackfalds.

3. Related Information

- 3.1 None

4. Definitions

- 4.1 “**Donation**” means a sum of money given to a charitable cause through a gift, contribution, present, pledge, handout or offering with no reciprocal recognition. If reciprocal benefits exist, the principles of this policy apply.

- 4.2 **"In Kind Contribution"** means contributions, other than cash, including corporate products, labour, facility use, and services and/or other assets without charge or purchase.
- 4.3 **"Region"** means the geographical area surrounding the Town of Blackfalds where residents would seek and benefit from services.
- 4.4 **"Resources"** means provision of Town owned materials or assets in kind or provision of municipal labour forces in kind.
- 4.5 **"Social Assistance Agency"** means an agency providing assistance that supports individuals in provision of their basic needs.
- 4.6 **"Social Needs Assessment"** means the guiding document for Council, the FCSS Board, and Administration which provides direction on initiatives and strategies to address social needs in Blackfalds.
- 4.7 **"Town"** means the corporation of the Town of Blackfalds, its departments and employees.

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 Chief Administrative Officer to:
 - 5.2.1 Implement this policy and approve procedures.
 - 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.3 Director of the Department to:
 - 5.3.1 Ensure implementation of this policy and procedure.
 - 5.3.2 Ensure that this policy and procedure is reviewed every three years.
 - 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 5.4 Manager to:
 - 5.4.1 Understand, and adhere to this policy and procedure.
 - 5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

6.1 As circumstances arise.

7. Special Situations

7.1 As circumstances arise.

8. Appendix

8.1 Appendix A - Municipal Facility Office Space Application

8.2 Appendix B – Municipal Facility Office Space Application Evaluation

9. End of Policy

PROCEDURE	Policy No.: Policy Title: Department:	163.22 Municipal Facility Office Space Policy Community Services
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1. Preamble

- 1.1 The Town will review all requests for office space in an open, equitable and fair manner.

2. General

2.1. Application

- 2.1.1. Applicants must be a health or social service agency, not just a not-for-profit organization.
- 2.1.2. Office space requests will be processed and considered through a formal request provided in writing by filling out Appendix A – Municipal Facility Office Space Application.
- 2.1.3. Applicants will be required to outline how their health or social service agency meets the needs of the Social Needs Assessment Master Plan or gap in community health services.
- 2.1.4. Applications will be reviewed by Town Administration for approval.
- 2.1.5. Administration's recommendation for approval will be forwarded to Town Council for formal approval.
- 2.1.6. Applicants may be requested to appear as a delegation in person to a Council Meeting and to provide an oral presentation.
- 2.1.7. This policy will include discretionary approval of organizations that may fall outside of the criteria identified, with consideration of shifting economic, social needs and benefits.

2.2. Eligibility Criteria

- 2.2.1. The Town of Blackfalds is a publicly funded government body that offers space to support community programs and organizations that further supports and improves the lives of our residents. Therefore, office space requests will only be considered, when the applicant meets the eligibility criteria for identified service gaps and vulnerable populations.
- 2.2.2. The applicant must demonstrate that donation of space will provide a direct or indirect benefit to the Town, its citizens, and those in the region through measurable and meaningful actions and services that are currently limited in the Town of Blackfalds.

2.2.3. These gaps will be identified in relation to the Social Needs Assessment.

2.3. Evaluation

2.3.1. Municipal Administration will review applications from organizations and will determine approval based on Appendix B – Municipal Facility Office Space Application Evaluation.

3. End of Procedure

Approval



Chief Administrative Officer

Nov. 1, 2022

Date

Policy No.:	163.22	
Policy Title:	Municipal Facility Office Space Policy	Council Approval: October 25, 2022
Department:	Community Services	
Reviewed:	Every 5 Years	Resolution No.: 299/22
Revised:		Date: October 25, 2022
Supersedes Policy/Bylaw:		

1. Policy Statement

- 1.1 The Municipal Facility Office Space Policy will provide guidance for Council and Administration to determine how unallocated and surplus office space may be allocated to health and social service organizations and programming that provide needed services to Town of Blackfalds residents, per the Social Needs Assessment Master Plan.

2. Reason for Policy

- 2.1 That the Town of Blackfalds is dependent on external outreach agencies for needed services and providing office space for these agencies, when available is of benefit to the Community.
- 2.2 To set out a policy under which the Town of Blackfalds may enter into partnerships with health and social service organizations to provide them office space in order to meet the goals of the Social Needs Assessment Master Plan.
- 2.3 To encourage the procurement of social services, health services and programming not currently offered to Blackfalds residents.
- 2.4 To provide in-kind or reduced rate office space for new social services, health services and programming in Blackfalds where fees might currently be a barrier.
- 2.5 To provide more accessible services by offering community agencies and organizations the opportunity to locate in Blackfalds.

3. Related Information

- 3.1 None

4. Definitions

- 4.1 **"Donation"** means a sum of money given to a charitable cause through a gift, contribution, present, pledge, handout or offering with no reciprocal recognition. If reciprocal benefits exist, the principles of this policy apply.

Town of Blackfalds5018 Waghorn Street,
Box 220,
Blackfalds, AB T0M 0J0**Phone** 403.885.4677**Fax** 403.885.4610**Email** info@blackfalds.ca

Purpose: To provide guidance for the Town of Blackfalds to enter into partnerships with health and social service organizations to provide them office space in order to meet the goals of the Social Needs Assessment Master Plan.

Who May Apply: Social Service and Health Service Agencies that provide social services, health services, and/or programming to the community. The service must be delivered in Blackfalds, AB.

To request office space, organizations must submit a complete application form. The application will be reviewed by Town Administration and if approved, will be brought forward to the Town of Blackfalds Council for final approval. Applicants may be asked to speak as a delegation for further information on their application. Applicants must be from a social assistance agency or healthcare organization. Applicants are encouraged to note how their request addresses needs from the Social Needs Assessment Master Plan located here through the completion of the Evaluation Form. If you require information or assistance, you can contact the Town at 403.885.4677. We are located at 5018 Waghorn Street, Blackfalds, AB.

Part A – Social Service or Health Service Agency’s Information

1. Organization's Name: _____

2. Mailing Address: _____

Postal Code: _____

3. Primary Contact Person: _____

Phone: _____ E-Mail: _____

Registered Society / Charity Number (if applicable): _____

Part B – Purpose and Need

Demonstration of Need

1. What service gap(s) has been identified that shows the social service or health service need or programming in our community?

2. How does this program/service serve to strengthen and support social serving and health services of the residents of Blackfalds?

3. Will this program/service still locate in Blackfalds without the use of Municipal provided office space?

Organization

4. Is this program/service already offered through any other organization in Blackfalds?

5. Which of the FCSS priorities are addressed?
 - ☐ Bullying/Conflict Resolution
 - ☐ Child & Youth Safety
 - ☐ Mental Health Supports
 - ☐ Parenting
 - ☐ Health Services
 - ☐ Relationship Support
 - ☐ Family & Domestic Violence Support
 - ☐ Substance Abuse
 - ☐ Intergenerational Programming

6. Describe your organization including the type, the purpose, and number of members.

7. Describe the type of program(s) and/or services offered.

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

9. What is your organization's target residents?

Part C – Issue Addressed

1. Describe the issue or priority area your organization/program proposes to address.

2. In which of the following areas does this service/program impact on social sustainability in our community:
 - ☐ Help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - ☐ Provide health services not currently offered to the residents of Blackfalds.
 - ☐ Help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - ☐ Help people and communities to assume responsibility for decisions and actions which affect them;
 - ☐ Provide supports that help sustain people as active participants in the community.

3. In what ways are the residents you intend to serve impacted? Please describe short- and long-term implications.

4. What is the impact of not addressing the identified needs?

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

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

7. Are there similar program/services offered in the community? If so, explain how yours is different.

Part D – Office Space Budget and Hours

1. If your organization were to use Municipal Office Space, would you expect to pay a subsidized rental fee? Or would you expect to use the space as a free, in-kind donation?

2. How much could your organization afford to pay per office space?

3. How many offices would you require?

4. How long would you need to use the office space for?

5. What days and hours would you plan to be in office?

Part A – Social Service or Health Service Agency's Information

Question #'s	Checklist	Yes	No	Comments
1	Organization Name:			
2	Organization contact info			
3	Is this organization a health services provider?			
4	Is this organization a social services provider?			
5	Is this organization primarily recreational in nature?			If yes, the application is ineligible
6	Is this program duplicating a current program?			If yes, the application is ineligible

Part B – Purpose & Need

Question #'s	Checklist	Yes	No	Comments
1	Demonstration of Need:			
	✓ Is there an identified service gap?			
2	✓ Does the organization strengthen & support social functioning in Blackfalds?			
3	✓ Does the organization strengthen & support health services functions in Blackfalds?			
4-6	Organization:			
	✓ Will this program/service still locate and operate in Blackfalds without the use of Municipal office space?			
	✓ Is the program/service already offered through any other organization in Blackfalds?			
7	✓ Are any of the FCSS priorities addressed? <ul style="list-style-type: none"> ○ Bullying/ Conflict Resolution ○ Child & Youth Safety ○ Mental Health Supports ○ Parenting ○ Health Services ○ Relationship Support ○ Family & Domestic Violence Support ○ Substance Abuse ○ Intergenerational Programming 			
8	✓ Is the organization described, including the type, purpose, and number of members?			
9	✓ Are the type of program(s) and/or services offered described? ✓ Are the organization's goals and objectives for this year described? ✓ Are the organization's target residents indicated in the application?			

Part C - Issue Addressed

Question #'s	Criteria	Comments	Rating
1	✓ Did the applicant describe the issue or priority area the organization/program proposed to address?		
2-3	✓ Did the applicant demonstrate how the following areas this service/program impact the social sustainability in our community: <ul style="list-style-type: none"> <input type="checkbox"/> Help people to develop independence, strengthen coping skills and become more resistant to crisis; <input type="checkbox"/> Provide health services not currently offered to the residents of Blackfalds. <input type="checkbox"/> Help people to develop interpersonal and group skills which enhance constructive relationships among people; <input type="checkbox"/> Help people and communities to assume responsibility for decisions and actions which affect them; <input type="checkbox"/> Provide supports that help sustain people as active participants in the community. 		
3-5	✓ Does the applicant describe who is impacted by the issue? ✓ Does the applicant describe in what way they are impacted? And do they describe short- and long-term implications? ✓ Does the applicant describe the impact of not addressing the issue?		
6-8	✓ Does the applicant describe how the service/program addresses the issue? ✓ Does the applicant describe specifically how they will measure the success of locating their services in Blackfalds and their expected results. ✓ Are there similar programs offered in the community?		

Part D – Office Space Budget and Hours

Question #'s	Criteria	Comments
1	✓ Will the organization pay a subsidized rental fee? Or would it require the space as a free, in-kind donation?	
2-5	✓ How much could the organization afford to pay per office space? ✓ How many offices would they require? Is this space available? ✓ How long would they need to use the office space for? ✓ Did the applicant note what days and hours they plan to be in office?	

Office Space Approved/Declined _____

MEETING DATE: November 20, 2023

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Council Policy CP 173.23 - Travel and Subsistence**

BACKGROUND

Earlier this year Council adopted the Policy Governance Framework that defines and establishes the Policies that are within Council's purview and references that Council determines standards for itself. As a result, Administration is proposing the newly drafted Council Policy - Travel and Subsistence, which is being brought forward for Council's consideration and review.

DISCUSSION

The existing Travel and Subsistence HR Policy was approved and was effective and in place for Town employees but did not address Council's travel and subsistence claims. As a result of the Policy Governance Framework, this item is being brought forward for Council consideration.

Key Points of the Policy:

- Meals and per km reimbursement are linked to CRA rates that are updated every April, which enables updates to rates without bringing the Policy back for Council's consideration each year.
- Administration surveyed the Town's comparable communities to determine what levels of meal allowance they reimburse. It was determined that the full CRA rates were substantially higher than the comparable communities. The Policy includes a reduction based on these findings.
- The per km reimbursement for personal vehicle use is recommended at CRA rates (0.68 cents per Km)

The Table below highlights the allowable rates from CRA and the recommended rates for Council.

Travel and Subsistence Policy	CRA Meal Allowances	Town Policy @ 65%
Breakfast	\$23.60	\$15.34
Lunch	\$23.90	\$15.54
Dinner	\$58.60	\$38.09
Meal Allowance Total	\$106.10	\$68.97

FINANCIAL IMPLICATIONS

The annual budget establishes Council's travel and subsistence amounts for the year. The current amounts and the current 2024 budget amount are \$5,200 for Council members and \$9,850 for the Mayor.

ADMINISTRATIVE RECOMMENDATION

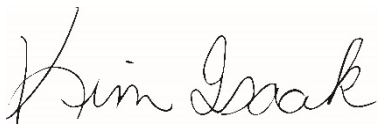
1. That the Standing Committee of Council recommends bringing forth the Council Policy - Travel and Subsistence for Council's adoption.

ALTERNATIVES

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

ATTACHMENTS

- *Council Policy - CP-173.23 – Travel and Subsistence*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

TRAVEL AND SUBSISTENCE

POLICY NO.:	CP-173.23
DIVISION DEPARTMENT	Corporate Services
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To guide employees of the Town of Blackfalds on the fair and consistent treatment of reimbursement of business expenses.

2. POLICY STATEMENT

- 2.1 This policy provides a framework of accountability and rules to guide the effective oversight of public resources in reimbursing and paying for travel, meals, and other travel-related expenses.
- 2.2 Town employees will be reimbursed for reasonable expenses incurred while representing the Town, engaging in official Town business, and attending meetings, conferences, seminars, or other training opportunities, according to the approved rates and procedures, consistent with Canada Revenue Agency requirements.

3. DEFINITIONS

- 3.1 **“Approver”** means individuals responsible for reviewing and approving expense claims.
- 3.2 **“CAO”** means the Chief Administrative Officer of the Town of Blackfalds.
- 3.3 **“Claimant”** means a person submitting a claim for eligible expenditures.
- 3.4 **“CRA”** means Canada Revenue Agency.
- 3.5 **“Employees”** means individual who are employed by the Town of Blackfalds.
- 3.6 **“Proof of Expenditures”** means an itemized receipt (with all gratuity and tax details) and the credit or debit receipt showing the full amount paid.
- 3.7 **“Per Diem”** refers to a daily allowance paid to the employee to cover costs incurred while on official Town travel.
- 3.8 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to all Town of Blackfalds employees.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:

- 5.1.1 Adopt and supports this Policy by resolution.
- 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

- 5.2 Chief Administrative Officer to:

- 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY PARTICULARS

- 6.1 All expenses reimbursed through this Policy are public funds and subject to public accountability. Expenses must be reasonable and stand up to public scrutiny when disclosed.
- 6.2 Whenever possible, cardholders shall use their corporate credit card to pay for expenses such as registrations, travel, and expenses that would be incurred by themselves or by their staff. Personal credit cards can only be used for expenses if a corporate credit card is unavailable.
- 6.3 Proof of expenditures must be submitted for reimbursement except when a meal per diem or mileage allowance is claimed.
- 6.4 An expense claim form shall be completed and submitted to the claimant's approver, along with detailed receipts (except when per diems are claimed) and other supporting documentation for all eligible expenses. Expense claims must be submitted to Finance within 60 days of the expenses being incurred.
- 6.5 Approvers are made aware of Travel, Hospitality, Conferences, and Events before the expenditure.
- 6.6 If requested by the Approver, the rationale supporting the expenditure's relation to Town Business may be required for reimbursement.
- 6.7 Travel Considerations:

- 6.7.1 Where possible and practicable, claimants shall share transportation methods to reduce cost. Claimants must consider using a Town-Owned vehicle before using personal vehicles.
- 6.7.2 The most economical means (i.e., economy or coach) of vehicle, air, bus, or train shall be approved, considering the net cost to the Town.
- 6.7.3 A claimant who needs to use a personal vehicle for business use shall be reimbursed for the distance traveled from their workplace or principal residence, whichever is a shorter distance to their destination.
- 6.7.4 When traveling on Town-related business, a claimant may claim the meal's actual cost or 65% of the CRA per diem meal allowances. The meal's actual cost eligible for reimbursement is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed 18% of the meal cost.
- 6.7.5 When a claimant travels on Town-related business, the claimant may be reimbursed at a rate equivalent to the reasonable kilometer allowance defined by CRA.
- 6.7.6 Where applicable, a claimant may opt for private accommodations in lieu of a hotel. The Town will reimburse for private accommodations at the prescribed CRA rate.

7. EXCLUSIONS

- 7.1 Purchases of alcohol, tobacco, marijuana, or similar items.
- 7.2 Meal per diem when the attended event provides the meal(s). Conference agendas are to be attached to the expense claims.
- 7.3 Rental or entrance fees for personal entertainment such as movies, concerts, recreation centers, galleries, or theatres.
- 7.4 Fines or violations.
- 7.5 Personal items.
- 7.6 Spouse or guest expenses.
- 7.7 Political Contributions.
- 7.8 Charitable contributions or any other non-business expense.

8. SPECIAL SITUATIONS

8.1 N/A

9. RELATED DOCUMENTS9.1 [Appendix B: Meal and allowances – Canada.ca](#)9.2 [Automobile allowance rates – Canada.ca](#)**10. END OF POLICY AND APPROVAL**_____
Mayor_____
Chief Administrative Officer_____
Date_____
Date**POLICY RECORD HISTORY**

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

MEETING DATE: November 20, 2023

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Bylaw 1294.23 Schedule “A” – Corporate Services Fee Schedule**

BACKGROUND

It is Administration’s intention for Corporate Services to review rates, fees, and services provided to the community and justify adequate services provided for a reasonable fee. Further, it is the intention to pass on updated fees and services to Council for approval on a regular basis.

DISCUSSION

A new Corporate Services Fee Schedule has been created to be more in alignment with services that we currently provide at an appropriate fee for those services. The Corporate Services fee schedule has not been updated for several years. Inflationary impacts and costs of providing the services have become more expensive and so our fees must increase accordingly.

Several services from the past schedule have been removed. The service is no longer provided or no longer a chargeable service such as copying fees. Property Information fees on lot size, zoning, and age, are no longer provided by Corporate Services, if required they should be included in the Planning & Development Services fee schedule.

The fees have increased on services provided for Tax Search, Tax Certificate, Tax Roll Notifications, and Assessment appeals for residential and commercial. New fees that have been added to the schedule include fees for Utility administration and NSF charges.

FINANCIAL IMPLICATIONS

The proposed rates and fees will provide revenue to help offset the expenses of operations. They are effective immediately and are included in the 2024 – 2026 Operating Budget.

ADMINISTRATIVE RECOMMENDATION

- | |
|--|
| <ol style="list-style-type: none">1. That Standing Committee of Council recommends Council give First Reading to Bylaw 1294.23 Schedule “A” – Corporate Services Fee Schedule.2. That Standing Committee of Council recommends Council give Second Reading to Bylaw 1294.23 Schedule “A” – Corporate Services Fee Schedule. |
|--|

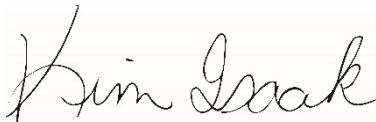
ALTERNATIVES

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

ATTACHMENTS

- *Bylaw 1294.23 Schedule A – Corporate Services Fee Schedule*
- *Bylaw 1053/07 – Rate Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



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

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

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

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

THAT Bylaw 1053/07 - Schedule "A" – Corporate Services Fee Schedule is hereby amended by this Bylaw.

PART 1 - TITLE

1.1 That this Bylaw shall be cited as the "**Schedule "A" – Corporate Services Fee Schedule**".

1.2 That Schedule "A", attached to this Bylaw, shall form part of this Bylaw.

PART 3 - DATE OF FORCE

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

READ for the first time this _____ day of _____, A.D. 20____.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D.20____.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third and final time this _____ day of _____, A.D.20____.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

**TOWN OF BLACKFALDS
BYLAW 1294.23 - SCHEDULE "A"**

CORPORATE SERVICES FEES

PROPERTY INFORMATION

Tax Search – Legal/Civic	\$ 20.00
Tax Certificate	\$ 30.00
Legal Descriptions/Street Address	No charge

NOTIFICATION FEES

Tax Roll Notification – Register	\$ 25.00
Tax Roll Notification – Discharge	\$ 25.00

- **Assessment Appeals of Land and Buildings**

Residential	\$ 50.00
Commercial	\$650.00

- If the Assessment Review Board rules in favor of the complainant, the fees paid by the complainant are refundable as per Section 481(2) of the Municipal Government Act.

Utility Administration / Account set up fee	\$ 25.00
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Non – Sufficient Funds	\$ 25.00
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Interest for late payments on Utilities	5% on unpaid arrears balance
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- Three months of unpaid utility bills, the balance is transferred to the property tax account.

Interest charged on unpaid taxes	1.5%/month on arrears balance
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TOWN OF BLACKFALDS
BY-LAW 1053/07

**A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH RATES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES
PROVIDED BY THE TOWN OF BLACKFALDS**

WHEREAS paragraph 8 of the Municipal Government Act Revised Statutes of Alberta 1994 and amendments thereto authorize a Municipality, by bylaw, to establish fees for licenses, permits and approvals, and

WHEREAS paragraph 61 (2) authorizes a municipality to charge fees, tolls and charges for the use its property, and

WHEREAS paragraph 481 authorizes a municipality to establish fees payable to a person wishing to make a complaint to the Assessment Review Board, and

WHEREAS paragraph 630.1 authorizes a municipality to establish fees for planning functions, and

WHEREAS paragraph 6 gives municipality natural persons powers, which imply the power to charge for, goods and services provided.

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

SHORT TITLE

This Bylaw may be referred to as the **Rate Bylaw** of the Town of Blackfalds.

1. That the rates specified in the Schedules attached be charged for the goods and services specified.
2. That the Schedules attached to this bylaw may be modified and amended from time to time, as Council desires, by resolution of Council.

EFFECTIVE DATE

1. This Bylaw shall come into effect January 1, 2008.

READ for the first time this 13th November day of A.D., 2007.

(RES. 107) 443/07

Melodie Stol
Chief Elected Official

Corinne Newman
Chief Administrative Officer

READ for the second time this 13th November day of A.D., 2007.

(RES. 107) 446/07

Melodie Stol
Chief Elected Official

Corinne Newman
Chief Administrative Officer




TOWN OF BLACKFALDS
BY-LAW 1053/07

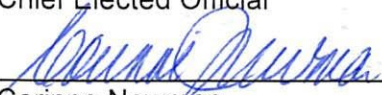
A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH RATES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES
PROVIDED BY THE TOWN OF BLACKFALDS

READ for the third time this 27th November day of A.D., 2007.

(RES. 107) 464/07



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer

**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE "A"

CORPORATE SERVICES FEES

PROPERTY INFORMATION

Tax Search/legal/civic	\$ 10.00
Tax Certificate	\$ 15.00
Lot Size	\$ 3.00
Zoning	\$ 2.00
Age	\$ 3.00
Assessment	\$ 2.00

(if order in combination all fees will apply)

Complete Property Information	
▪ legal/taxes/lot size/zoning	
Assessment/age	\$ 20.00

Legal Descriptions/Street Address	\$ 2.00
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ASSESSMENT APPEAL FEES

Assessment Appeals of land and buildings:

\$0-100,000	\$ 25.00
\$100,000 - \$250,000	\$ 50.00
\$250,000 –1 million	\$100.00
1 million & over	\$200.00

If the Assessment Review Board rules in favour of the complainant, the fees paid by the complainant are refundable as per Section 481 (2) of the Municipal Government Act.

COPY FEES

Copy Charges

Black/White copies	- Twenty-five cents (.25) – single side
Black/White copies	- Thirty-two cents (.32) – double side

Color copies	- Fifty cents (.50) – single side
Color copies	- One dollar (\$1.00) – double side

Community Groups

Black/White	- first 100 copies free
	- Ten cents (.10) – single side
	- Twenty cents (.20) – double side

Color copies	- no free color copies
	- Twenty-five cents (.25) – single side
	- Fifty cents (.50) – double side

Charges for sizes larger than 8" x 11/8" x 14 will be determined on individual basis

Services not provided to the public

Faxing
Printing documents

NSF CHARGES	\$25.00 PER
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**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE 'B'

PLANNING AND DEVELOPMENT FEES

DEVELOPMENT PERMIT FEES	Application Fees	MPC Review
Residential permits	\$50.00	+ \$50.00
<u>Multi-family</u> (Calculated by number of units)		
4-10 units	\$65.00	+ \$100.00
11-20	\$95.00	+ \$100.00
21-50	\$125.00	+ \$100.00
51 units and over	\$200.00	+ \$100.00
<u>Commercial</u> Building area based on less than:		
500 m ²	\$100.00	+ \$100.00
501 m ² – 2000 m ²	\$150.00	+ \$100.00
2001 m ² and over	\$200.00	+ \$100.00
<u>Industrial</u> Building area based on less than:		
500 m ²	\$100.00	+ \$100.00
501 m ² – 2000 m ²	\$150.00	+ \$100.00
2001 m ² – over	\$300.00	+ \$100.00
<u>Institutional</u> Under 500 m ²	\$100.00	+ \$100.00
Over 500 m ²	\$155.00	+ \$100.00

SUBDIVISION FEES	Application Fees	Endorsement Fees
1 – 2 parcels	\$815.00	\$85.00 per parcel
3 – 5 parcels	\$1,075.00	\$85.00 per parcel
6 and more parcels	\$1,075.00 for the first 5 parcels and \$160.00 per parcel	\$85.00 per parcel

STATUTORY DOCUMENT AMENDMENTS

Land Use Bylaw	\$1000.00 including advertising costs
Municipal Development Plan	\$1000.00 including advertising costs
Area Structure Plan	\$1000.00 including advertising costs

AGREEMENTS

Encroachment	\$100.00 plus legal fees
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**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE 'B'

PLANNING AND DEVELOPMENT FEES

APPEAL FEES

SUBDIVISION AND DEVELOPMENT APPEALS

Upon the service of a Notice of Appeal upon the Secretary of the Board, the Appellant shall pay to the Town of Blackfalds the followings fees:

Subdivision Application Appeal	\$100.00
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Development Permit Appeals	\$100.00
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PENALTIES

Penalty if construction has commenced prior to a building permit being approved:

First Offence & each subsequent offence	Double the Development Permit and Building Permit Fee
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CERTIFICATE OF COMPLIANCE

Regular Service

- | | |
|--|----------------|
| ▪ issued within 5 days from receipt of pertinent documents | \$50.00 |
|--|----------------|

Rush Service

- | | |
|--------------------|-----------------|
| ▪ less than 3 days | \$100.00 |
|--------------------|-----------------|

COPIES OF STATUTORY DOCUMENTS or PLANS

Per plan	\$25.00 plus GST
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SALE OF MAPS

Large size map	\$25.00 plus GST
Small Maps	\$10.00 plus GST

**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE "C"

COMMUNITY SERVICES FACILITIES

Facilities	Local & Lacombe/County Adult	Non Local Adult	Local Youth and Not for Profit	Lacombe and Lacombe County Youth	Commercial
<u>Community Hall</u>					
Per Day	\$322.00	\$501.00	\$177.00	\$257.00	\$564.00
Per hour (1-4 hrs)	\$32.00	\$38.00	\$18.00	\$25.00	\$43.00
<u>Banquet Room & Seniors Center</u>					
Per Day	\$220.00	\$264.00	\$121.00	\$176.00	\$297.00
Per hour	\$22.00	\$26.00	\$12.00	\$19.00	\$30.00
<u>Ag Room</u>					
Per hour	\$22.00	\$26.40	\$13.20	\$18.70	\$29.70
<u>Ice</u>					
Per Hour	\$120.00	N/A	\$72.00	\$102.00	\$162.00
Tournament rate	\$126.00	N/A	\$126.00	\$126.00	\$162.00
<u>Dry Arena</u>					
Dry Arena per hour	\$60.00	\$72.60	\$36.00	\$51.00	\$82.00
<u>Ball Diamonds</u>					
per game/practice	\$28.00	\$33.00	\$5.50/Child	\$23.00	\$37.00
1 day, 1 diamond	\$66.00	\$79.00	\$40.00	\$56.00	\$89.00
Friday - Sunday	\$495.00	\$594.00	\$297.00	\$421.00	\$668.00
<u>Soccer</u>					
Game/practice	\$27.50	\$33.00	\$5.50/Child	\$23.00	\$37.00

Additional Costs:

Dishes \$40.00
Liquor Dispenser \$26.00

Tablecloths

53" x 118" \$5.00
85" X 85" \$4.75
71" x 71" \$3.00

**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE "D"

COMMUNITY SERVICES ADVERTISING

ADVERTISING – MULTI-PLEX

Term of Contract	Local	Non-Local
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Multi-plex Rink Boards
(Advertising space 33" x 96")

1st year (includes sign production) (October 1 – September 30)	\$550.00/yr	\$575.00/yr
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Subsequent years (October 1 – September 30)	\$375.00/yr	\$400.00/yr
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Multi-plex Wallboards
(4' x 4' or 2'x 8')

October 1 – September 30	\$180.00/yr	\$200.00/yr
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Multi-plex Wallboards
(4' x 8')

October 1 – September 30	\$360.00/yr	\$400.00/yr
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Ice Logos

October 1 – September 30	\$500.00/yr	\$540.00/yr
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Ice Resurfacers

Three year Terms	\$500.00/side/yr \$800.00/both sides/yr \$300.00/top/yr	\$550.00/side/yr \$900.00/both sides/yr \$350.00/top/yr
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ADVERTISING – ALL STAR PARK

Term of Contract	Local	Non-Local
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Three year Terms

<u>Outfield</u>	\$150.00/yr	\$200.00/yr
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Diamonds 1 & 2
(Facing Leung Road)

\$200.00/yr	\$250.00/yr
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Entrance Fencing

\$100.00/yr	\$150.00/yr
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**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE “E”

ECONOMIC DEVELOPMENT

SALE OF PROMOTIONAL ITEMS

Town Pins	\$1.20 plus GST
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MEETING DATE: November 20, 2023

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Potential Changes to Municipal Government Act - Municipal Councillor Accountability**

BACKGROUND

Municipal Affairs is considering potential changes to the Municipal Government Act (MGA) to enhance accountability and public trust in locally elected officials. As such stakeholder engagement is sought via a survey that closes on December 6, 2023. To provide a response to the survey on behalf of the Town of Blackfalds, the Administration is seeking feedback from Council on the questions listed below. Council may wish to complete the survey individually and encourage residents of the community to take the survey. The survey can be found at the link below.

[Local elections and councillor accountability engagement | Alberta.ca](#)

DISCUSSION

The MGA sets out the requirements for Councillor accountability which includes the mandatory code of conduct bylaw, disqualification criteria and requirements to disclose financial conflicts of interests. In previous stakeholder engagement it was clear that there were concerns with enforcement, and the inability to legislate against bad behaviors. As this has been identified as an ongoing issue including the lack of requirement for pre-election disclosure to council behavior Municipal Affairs felt it imperative to commence another round of stakeholder engagement. The following questions are being asked:

1. Disqualification Rules for Councillors – The MGA outlines the criteria for Councillor disqualification which are failure to file financial disclosure statement, absence from Council meetings, or taking a position as judge of a court, a member of the Senate or House of Commons. Further the MGA requires a disqualified Councillor to resign their seat voluntarily.
 - Should the MGA be amended to make a Councillor's seat vacant upon disqualification, thus putting the onus on the Councillor to make an application to court to dispute the disqualification?
2. Councillor Training – The MGA requires that the municipality offer orientation training to Council within 90 days of the Council taking the oath of office.
 - Do you think it should be mandatory for Councillors to attend orientation training? If yes should the training be made mandatory before a Councillor takes the oath?
3. Disclosure by Council Candidates – The MGA allows municipalities to pass a bylaw that would require Councillors to disclose information about family members, employers, or corporations the Councillor may own or be a partner in. Further to this the MGA sets out the requirement

for Council members to disclose any pecuniary interest matter before Council and abstain from voting. The MGA does not have any rules for what candidates for Council must disclose.

- Other than financial information, what should candidates for municipal office disclose?
 - Should financial disclosure be mandatory for Council candidates prior to an election?
 - Should Council candidates be required to disclose other information that is not financial in nature?
 - Should financial disclosure be mandatory for all Councillors?
4. Allowing Council to Caucus in Private – The MGA requires that when Council meets they must do so at a pre-scheduled meeting and that it must be open to the public. There is no provision in the MGA for Council to meet in private to discuss broad strategic issues.
- Should Council have the ability to meet in private, beyond the current provisions for closed sessions?
 - Should there be limitations on what could be discussed in such meetings?
5. Minister's Authority to Remove a Councillor – The MGA provides the Minister with the authority to dismiss a Councillor. This can happen because of not following ministerial directives or orders following an inspection. Due to rules of procedural fairness this is not often completed in a timely manner.
- Do you think that the current process of dismissing a Council or Councillor needs to be changed?
 - What other options are there for a more streamlined process to address instances of severely inappropriate Councillor behaviour.
6. Clarifying Conflicts of Interest – The MGA requires Councillors to disclose when they or their immediate family may have a financial interest in a decision before Council. This could include votes on a subdivision or a development permit, or a zoning or other land use related bylaw that may benefit the Councillor or their family.
- Are there additional situations where a Councillor may be considered being in a conflict of interest?
7. Changes to Recall Legislation – As of April 2023, a municipal recall is a new tool that allows the public to hold Councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 percent or more of the population within 60 days.
- Should the threshold for a municipal recall petition be revisited, and if so, should it be:
 - Based on a percentage of total number of electors?
 - Based on the percentage of electors who voted in the previous election?
 - Tiered by population size?
 - Any other suggestions

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

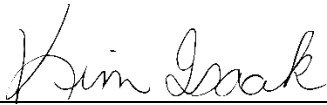
1. That the Standing Committee of Council provides feedback to the questions above under each section so that Administration can respond on behalf of the Town of Blackfalds.
2. That the Standing Committee of Council refer to Administration to post notice of the stakeholder engagement on the Town's social media outlets so that residents in the community can take part in the survey.

ALTERNATIVES

- a) That Standing Committee of Council refer this item back to Administration for additional information.

ATTACHMENTS

- *Government of Alberta – Municipal Government Act - Discussion Guide 2023*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

Municipal Councillor Accountability

Discussion Guide

Preamble

Municipal Affairs is exploring potential legislative amendments to enhance accountability and public trust in locally elected officials. Building upon the consultation done in 2022, Municipal Affairs is further engaging with stakeholders and the public on additional topics to strengthen *Municipal Government Act (MGA)* provisions related to councillor accountability.

Background

There are many requirements in the *MGA* that support councillor accountability, including a mandatory council code of conduct, councillor disqualification criteria, and requirements to disclose financial conflicts of interest.

In previous engagements, municipal stakeholders have raised concerns regarding unclear requirements, challenges with enforcement, and the inability to legislate against bad actors. The topics previously explored included council code of conduct, candidate eligibility, councillor disqualification, and ministerial authority to remove a councillor.

Municipal recall is a new tool for the public to hold councillors accountable as of April 24, 2023. The period for electors to initiate a recall petition will close on December 31, 2024, as the campaign period for the next general municipal election begins on January 1, 2025. Since recall legislation came into force, there have been six petitions initiated as of October 20, 2023. Of the four petitions, two have been completed with one of the two being successful.

Purpose

Councillor behaviour has been identified as an ongoing issue by residents and municipal councils. From a lack of mandatory pre-election disclosure to behaviour on council there are limitations to the current suite of enforcement and corrective policy tools.

The engagement will focus on developing potential legislative amendments by engaging with municipal stakeholders and Albertans on key policy questions. Feedback gathered will be summarized and used to:

- identify opportunities to more effectively hold councillors and candidates accountable for unethical behaviour;
- highlight gaps in legislation that may contribute to an erosion of public trust in councils; and
- inform the development of legislative amendments for consideration by the Minister.

Scope

In scope

- Enhanced councillor accountability:
 - Disqualification rules for councillors;
 - Councillor training;
 - Disclosure by council candidates;
 - Allowing council to caucus in private;
 - Cabinet's authority to remove a councillor;
 - Clarifying financial conflicts of interest; and
 - Changes to recall legislation thresholds.

Out of scope

- Candidate training;
- Rules for election campaign financing; and
- Requirement for a council code of conduct.

Discussion Questions

Disqualification Rules for Councillors

Section 174 of the *MGA* provides criteria for councillor disqualification, such as a councillor not being eligible for nomination as a candidate, failing to file the disclosure statement as required in the *Local Authorities Election Act (LAEA)*, absence from all council meetings for eight consecutive weeks, or taking a position as judge of a court, a member of the Senate or House of Commons.

The *MGA* currently requires a disqualified councillor to resign their seat voluntarily. If a disqualified councillor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays as well as costs for taxpayers.

1. Should the *MGA* be amended to make a councillor's seat vacant upon disqualification, thus putting the onus on the councillor to make an application to court to dispute the disqualification?

[Disqualification Rules for Councillors | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Councillor Training

Section 201.1 of the *MGA* requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking the oath of office. This is intended to ensure a councillor is informed of their responsibilities and mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. Do you think it should be mandatory for councillors to attend orientation training?
 - a. If yes, should the training be made mandatory before a Councillor takes the oath, within 90 days of taking the oath (as in the current legislation) or at some other time?

Disclosure by Council Candidates

Section 171 of the *MGA* allows municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. Section 172 of the Act sets out requirements for council members to disclose any pecuniary interest in any matter before council and to abstain from voting on any question relating to the matter. Under section 174, failure to follow the pecuniary interest requirements can result in councillor disqualification. The *MGA* does not have any rules for what candidates for council must disclose. The *LAEA* provides financial disclosure rules for candidates of what financial information must be disclosed after the election.

1. Other than financial information, what should candidates for municipal office disclose?
2. Should financial disclosure be mandatory for council candidates prior to an election?
3. Should council candidates be required to disclose other information that is not financial in nature?
4. Should financial disclosure be mandatory for all councillors?

[Disclosure by Council Candidates | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Allowing Council to Caucus in Private

Section 193 of the *MGA* requires that when council meets, they do so at pre-scheduled meetings. Section 197 and 198 of the *MGA* establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed. Some commentators have suggested that councils should be able to caucus (meet) in private to discuss broad strategic issues in another forum, and this might also provide an avenue to address interpersonal dynamics with greater privacy. All decisions of council would still need to be made in an open public meeting.

1. Should councils have the ability to meet in private, beyond the current provisions for closed sessions?
2. Should there be limitations on what could be discussed in such meetings?

[Allowing Council to meet in Private \(outside scheduled meetings\) | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Minister's Authority to Remove a Councillor

Section 602.39 of the *MGA* provides the Minister with the authority to dismiss a councillor. This can happen as the result of not following ministerial directives or orders following an inspection or a report of an official administrator. In practice, procedural fairness requirements create challenges for the Minister to provide timely decisions to remove a council or councillor.

1. Do you think that the current process of dismissing a council or councillor needs to be changed?
2. What other options are there for a more streamlined process to address instances of severely inappropriate councillor behaviour?

[Cabinet's Authority to Remove a Councillor | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Clarifying Conflicts of Interest

The *MGA* requires councillors to disclose when they or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, or a zoning or other land use related bylaw that may benefit the councillor or their family.

1. Are there additional situations where a councillor may be considered being in a conflict of interest?
 - a. If yes, what additional provisions should be added to the *MGA*?

[Clarifying Conflicts of Interest | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Changes to Recall Legislation

As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population as a whole within 60 days.

This threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

1. Should the threshold for a municipal recall petition be revisited, and if so, should it be:
 - a. based on percentage of total number of electors?
 - b. based on the percentage of electors who voted in the previous election?
 - c. tiered by population size?
 - d. Any other suggestions?

[Changes to Recall Legislation | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

Revisiting Prior Discussion Topics from 2022

During the 2022 engagement sessions, the following topics were discussed:

- Strengthening code of conduct legislation;
- Simplifying the code of conduct investigation process and responsibility to investigate;
- Role of third party in investigating code of conduct Issue;
- Enforcement of code of conduct; and
- Provincial role in code of conduct disputes.

A summary document is attached from our 2022 engagement. If you have any additional comments on these topics, please email us at ma.engagement@gov.ab.ca.

The Engagement HQ idea board links will be accessible until October 27, 2023 to provide additional feedback. You may also submit your feedback by submitting it to the Municipal Affairs, Municipal Policy and Engagement, Engagement Team at ma.engagement@gov.ab.ca by November 17, 2023.

In addition, your feedback may be sent through the survey which will be available online November 2023.

MEETING DATE: November 20, 2023

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Potential Legislative Amendments to the Local Authorities Election Act**

BACKGROUND

Municipal Affairs is continuing the public engagement initiated in 2022 on potential changes to the Local Authorities Election Act. As part of that process, ABmunis has requested that member municipalities discuss the proposed legislative amendments to provide feedback via the survey that Municipal Affairs has open until December 6, 2023, and further to encourage residents of the Town to complete the survey as well. Council, too, may wish to individually complete the survey at the following link.

[Local elections and councillor accountability engagement | Alberta.ca](#)

DISCUSSION

The Local Authorities Election Act (LAEA) is the governing legislation that Municipalities and School Boards across Alberta are required to follow when it comes to elections and sets out the procedures for election workers, candidates, and voters. In addition, the procedures are also identified within the LAEA for the nomination period, the election, and the post-election, including the reporting of campaign finances.

Following the 2021 election, Municipal Affairs engaged with stakeholders to identify potential changes to the legislation related to election integrity and procedural streamlining. To enhance this further, Municipal Affairs is seeking input from stakeholders on additional changes, including electors' privacy and elector lists, postponement of electors, municipal political parties, and third-party advertising. For the purpose of the discussion with Council and to provide direction to Administration to complete the online survey on behalf of the Town of Blackfalds, Administration is seeking Council's input on the following:

1. Proof of Eligibility – the LAEA requires that to vote, the elector must have proper identification to vote. It further identifies if an elector does not have identification that another elector could “vouch” on behalf of the elector. Based on this information, Municipal Affairs is asking the following questions as part of the stakeholder engagement.
 - Should the LAEA be amended to remove the ability for another elector to vouch on behalf another elector?
 - Are there any challenges with the current LAEA voter identification requirements?
2. Elector List – the LAEA grants authority to local authorities to prepare a list of electors via bylaw if preferred over voting day registration. It should be noted that Elections Alberta maintains a list of electors that they may provide to the local authority for use in local elections. Based on the information above the following questions are asked as part of the stakeholder engagement.
 - Should Elections Alberta be required to share a voter list for local elections?

-
- Should municipalities be required to create a municipal list of electors for local elections based on the provincial voter registry?
 - What would be the implications if a list of electors were required for local elections?
 - Should candidates have access to the municipal list of electors upon request with individual names and personal information?
3. Rules for Election Postponement in Case of Unforeseen Circumstances – As Natural Disasters and unforeseen circumstances can affect elections Municipal Affairs is asking the following questions as part of the stakeholder engagement.
- Should elections be postponed in the case of an unforeseen circumstance?
 - What considerations should be taken into account for the postponement of an election?
4. Political Parties – Currently the LAEA does not contain any provisions from prohibiting a candidate or Councillor from being part of an organization such as a political party however the LAEA does contain strict provisions for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate. Based on this information Municipal Affairs is asking the following questions as part of the stakeholder engagement.
- Should the LAEA be amended to allow political party affiliation to be listed on the electoral ballot?
 - If political parties are permitted, should they follow the same financial disclosure rules as provincial political parties?
5. Advance Voting – The LAEA requires municipalities with populations over 5,000 to provide an advance voting opportunity that can't be within 24 hours prior to the general election day. Based on this information Municipal Affairs is seeking input on the following:
- Are there any issues with the current rules for advance voting?
 - Should electors have the ability to cast a vote at a polling station outside of their ward or municipality?
6. Special Ballots – Special Ballots, which are commonly known as “mail-in ballots” provide an opportunity for an elector to vote who would otherwise not be able to attend a polling station on election day. The LAEA outlines the criteria for who is eligible to vote by special ballot.
- Should the criteria for special ballots be removed or expanded?
 - If expanded, what other criteria could be used for special ballots?
7. Runoff Elections for Chief Elected Officials – A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. Currently, the LAEA does not contain provisions for this. Municipal Affairs is seeking input on the following questions related to the above?
- Would a runoff election lead to a stronger and more accountable electoral system?
 - Are there any issues or opportunities that exist with adopting this system of election for chief elected officials?
 - If a runoff election system was adopted, should it apply to all municipalities that elect their chief elected official, or only a subset of those municipalities?
8. Elector Privacy – The engagement in 2022 asked stakeholders for their opinions on whether the LAEA should continue to provide the provision for candidates, their scrutineers, or their official

agents the opportunity to object to an elector who has shown up to vote. Based on this information the question is being asked again as part of this stakeholder engagement.

- Should candidates, their scrutineers, or their official agent continue to have the opportunity to object to an individual who has shown up to vote?
9. Third Party Advertisers – LAEA outlines the procedures for Third Party Advertisers. The engagement in 2022 asked the question of whether issue based Third Party Advertisers should follow the same financial obligations and regulations as candidate based Third Party Advertisers?
- Should issue based Third Party Advertisers follow the same financial obligations and regulations as candidate based Third Party Advertisers?
10. Ballot Recount for Elections Using Tabulators – The LAEA contains a provision that judicial recount is not available for votes collected by voting machines. The engagement in 2022 asked the following question and is being put forth again.
- Should elections conducted with electronic voting equipment be eligible for judicial recount, whereby the judge can determine how to recount ballots?

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

1. That the Standing Committee of Council provides feedback to the questions above under each section so that Administration can respond on behalf of the Town of Blackfalds.
2. That the Standing Committee of Council refer to Administration to post notice of the stakeholder engagement on the Town's social media outlets so that residents in the community can take part in the survey.

ALTERNATIVES

- a) That Standing Committee of Council refer this item back to Administration for additional information.

ATTACHMENTS

- *Government of Alberta – Discussion Guide – Local Authorities Election Act.*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

From: info
Subject: Provincial Consultations on Local Authorities Election Act and MGA – give your input before December 6

From: Tyler Gandam <president@abmunis.ca>
Sent: Wednesday, November 15, 2023 10:38 AM
To: info <info@blackfalds.ca>
Subject: Provincial Consultations on Local Authorities Election Act and MGA – give your input before December 6

Dear ABmunis Members:

This is a long email, but we encourage you to read to the end so that you are fully informed about the Government of Alberta's current consultations on matters that are particularly important to municipal governments, municipal elected officials, and municipal candidates. Last week, the Government of Alberta launched two online public surveys on:

1. **Potential changes to the *Local Authorities Election Act (LAEA)* on topics of:**
 - Supporting the use of political parties in municipal governments
 - Advance voting
 - Making voter lists available to candidates
 - Rules for postponement of local elections
 - Ability to vouch for electors without ID
 - Use of special ballots
 - Using runoff elections for the position of mayor/reeve
2. **Potential changes to the *Municipal Government Act (MGA)*:**
 - Mandating orientation training for councillors
 - Expanding the ability for councils to meet in private
 - Authority for the Minister to remove a councillor
 - Changes to recall legislation
 - Rules for councillors to disclose business interests or other personal history
 - Rules for councillor disqualification
 - Clarify councillor conflicts of interest

What is ABmunis doing?

We already know that our members do not support the introduction of political parties within municipal government and will strongly carry that message forward. That said, many of the consultation questions focus on other matters so our staff have been reaching out to members and municipal administrative associations to better understand technical aspects and potential consequences if any of the proposed changes were made. That has allowed us to develop draft positions that will go to our Board of Directors for review this week. We will be making a written submission to the Minister of Municipal Affairs before the December 6 deadline, but we also see value for you to get involved.

Call to Action

We believe it is important that municipal elected officials, municipalities, and Albertans take time to fill out the surveys so that the Government of Alberta has a clear understanding of Albertans' views on these matters. Therefore, we encourage you to:

1. Discuss the consultation questions with your council (see the attachments for background).
2. Complete both surveys by December 6, 2023. Survey links are available at <https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>
3. Consider sending additional written communication to Municipal Affairs through ma.engagement@gov.ab.ca.
4. Encourage your residents to complete one or both surveys.

Attachments

If your council wants to review the consultation questions together, we have provided the background information in two formats depending on if you plan to complete the online survey or write to the Minister.

- LAEA Consultation: Two attachments including the (1) online public survey questions and (2) Municipal Affairs' Discussion Guide for municipal stakeholders.
- MGA Consultation: Two attachments including the (1) online public survey questions and (2) Municipal Affairs' Discussion Guide for municipal stakeholders.

Note that the online public survey questions are more narrowly focused than the discussion guide questions.

As mentioned, we already know that our members and most Albertans do not support the introduction of partisan politics within local governments. This has been confirmed by the [independent public poll conducted by Janet Brown Opinion Research](#) in September 2023 and the [resolution passed by members](#) at our 2023 Convention. While we share that message with provincial leaders, please take the time to share your input before **the consultation closes on December 6, 2023**.

If you have any questions, please contact our Advocacy team at advocacy@abmunis.ca.

Thank you,

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.