TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
Civic Cultural Center – 5018 Waghorn Street
Tuesday, October 11, 2022 at 7:00 p.m.

AGENDA

1. **Call to Order**

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

3. **Adoption of Agenda**
   3.1 Agenda for October 11, 2022

4. **Delegation**
   4.1 Parkland Regional Library, *Ron Sheppard and Barb Gilliat*

5. **Public Hearing**
   None

6. **Business Arising from Minutes**
   None

7. **Business**
   7.1 Request for Decision, 2023 Parkland Regional Library Budget Request
   7.2 Request for Decision, Solid Waste Management Services Contract Extension
   7.3 Request for Decision, Family Violence Prevention Month Proclamation Request
   7.4 Request for Decision, Directors' Quarterly Reports, 3rd Quarter of 2022

8. **Action Correspondence**
   None

9. **Information**
   9.1 Womacks/Gregg St/Parking Lot Project Update (*verbal*)
   9.2 2022 CP Holiday Train – December, 8th, 2022
   9.3 Lacombe Foundation 2021 Annual Report
   9.4 Lacombe Foundation Board Meeting Minutes – June 27, 2022
   9.5 Report for Council, Enforcement and Protective Services Monthly Report - September 2022
   9.6 Report for Council, Development & Building Monthly Report - September 2022
   9.7 Report for Council, BOLT KPI Monthly Report - September 2022
   9.8 Recreation Culture and Parks Board Meeting Minutes - September 7, 2022
   9.9 Municipal Planning Commission Meeting Minutes – September 13, 2022
   9.10 County of Lacombe Highlights – September 22, 2022
   9.11 City of Lacombe Highlights – September 26, 2022

10. **Round Table Discussion**
    None

11. **Adoption of Minutes**
    11.1 Minutes from the Regular Council Meeting on September 27, 2022

12. **Notices of Motion**
    None

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

14. **Confidential**
    14.1 FOIP Section 19

15. **Adjournment**

Future Meetings/Events:

- *Standing Committee of Council Meeting – October 17, 2022*
- *Annual Organizational Meeting – October 25, 2022*
- *Regular Meeting – October 25, 2022*

Parkland Regional Library System

Proposed BUDGET 2023

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget

		Present Budget 2022	2023
	Income		
1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500
	TOTAL Income	**3,536,451**	**3,597,800**
	Support Materials & Services Direct to Libraries		
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint.Agree. Software licenses	201,885	207,512
2.5	Cooperative Collection Fund	35,835	0
2.6	eContent Platform fees, Subscriptions	78,100	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,200
2.9	Internet Connection Fees	8,820	8,820
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	4,000
	TOTAL Support Materials & Services Direct to Libraries	**1,345,787**	**1,329,492**
	Cost of Services		
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
	TOTAL Cost of Services	**2,190,664**	**2,268,308**
	TOTAL Expenses (library materials & cost of service)	**3,536,451**	**3,597,800**
	Surplus/Deficit	0	0
	AMOUNT PER CAPITA REQUISITION	**8.55**	**8.75**

Notes for the Parkland Regional Library System Budget 2023

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

8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.

8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2023, there is a twenty-cent increase to the municipal per capita requisition to $8.75. Parkland has held the requisition at $8.55 for the previous three consecutive years. For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at $4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at $5.55 per capita and based on 2016 population statistics.

Points within the budget to note include:
Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases. The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement. The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.

Cooperative Collection Fund has been discontinued as a line item but for this year will be funded from reserves, (see the Budget Supplement section). This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs.

Provincial grants amount to approximately 43.6% of PRLS' total income.

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at $219,600 which includes a wireless upgrade project for libraries. In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at $40,500). One other reserve fund transfer for 2023 is for the one-time use of funds to continue the Cooperative Collection project requested at $35,000. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 98% of the 2023 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Parkland Regional Library System

Return on Municipal Levy

Based on 2022 and 2023 Budgeted Amounts

		2022	2023
Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	$256,396	$259,362
Rural Library Services Grant		$429,742	$429,742
Cooperative Collection Fund	(from Reserves in 2023)	$35,835	$35,000
Technology	(Hardware– budget plus reserves)	$162,800	$219,600
Postage	(Reimbursement for Interlibrary Loan)	$4,500	$2,000
Software	(For computers, ILS, etc.)	$201,885	$208,205
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	$21,000	$21,000
Internet	(Connectivity provided to member libraries)	$8,820	$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	$135,600	$135,600
Vehicle Expense	($40,500 from reserves for new van plus ongoing budgeted expenses)		$99,500
Marketing/Advocacy		$20,000	$20,000
Workshop/Training		$14,000	$14,000
Cataloguing Supplies		$31,500	$32,000
Contribution to Outlet Libraries*		$800	$800
Materials Discount	(42% in 2022)	$107,686	$98,558
SuperNet	(Fiber Optic connection provided by GOA to library system members)	$370,022	$370,022
Sub-Total		**$1,800,586**	**$1,954,209**
Requisition		**$1,939,986**	**$2,001,335**
		93%	**98%**
Difference Between Levy & Direct Return		**$139,400**	**$47,126**

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

Brief Notes – September 2023

INCOME

1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at $4.70 per capita.
1.2 The First Nations grant for reserve residents is calculated at $10.25 per capita
1.3 Estimated requisition to municipalities to balance budget slight increase to $8.75
1.4 Based on statements from PLSB and calculated at $5.55 per capita
1.5 Held at 2022 level - reflects the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

2.1 Estimate, based on statement from PLSB - see 1.4 above
2.2 Reflects allotment rate of $1.13 per capita
2.3 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
2.4 Cooperative Collection Fund – has been discontinued as a line item and will be funded through reserves.
2.5 Line reduced to $45,000 due to changes in use patterns and changes in fess covered – funds shifted to 2.9 and 2.19 - for platform and library services subscriptions
2.6 Funding provided through a provincial government grant program calculated at $5.55 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
2.7 Reduced - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
2.8 Held at 2022 level
2.9 Name changed and items consolidated from line 2.5 – increased to $6,500
2.10 Newly created in 2022 -amount held - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
2.11 Based on current population at $0.30 per capita
2.12 Held at $800 - operating funding provided to PRLS' four outlet libraries
2.13 Held at $1,000 based on actual
2.14 Reduced based on actual - includes both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
2.15 Increased, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
2.16 Increased significantly – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs continuing to rise
2.17 Held at $14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

2.18 Held at 2022 amount
2.19 Increased to $87,500 to reflect use patterns – funds shifted from 2.5
2.20 Increased slightly to $11,000
2.21 Held at 2022 amount
2.22 Reduced to $2,600 – Grant Connect fee moved to line 2.5

COST OF SERVICES

3.1 Increased to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS' lawyer required for the audit process
3.2 Increased slightly to $1,700 - covers the cost of enhanced electronic banking services and cheques
3.3 Held at 2022 level of $4,700 based on review of actual over a three-year period
3.4 Increased to $21,500 - actual costs reviewed for maintaining the new building with elevator
3.5 Increased slightly to $12,750 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
3.7 Increased slightly to $35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
3.8 Increased slightly – reflects fees for photocopiers and estimated usage
3.9 Reflects current staff levels
3.10 Reflects predicted costs for staff benefits based on current staff levels
3.11 Held at the 2022 amount
3.12 Reduced slightly - based on a five-year review
3.13 Increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs
3.14 Held at 2022 level – based on 3-year review of actual expenses
3.15 Reduced to $26,000 – due to the use of virtual meetings. Includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
3.16 Based on actual in new building to date and then estimated – reduced to $36,000

Complete Notes to the 2023 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

		Present Budget 2022	2023
	Income		
1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500
	TOTAL Income	**3,536,451**	**3,597,800**

Income – line details

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

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

1.3 Membership Fees: $8.75 per capita – requisition to municipalities to balance the budget, a twenty cent increase per capita. The previous note was held at $8.55 for three consecutive years.

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

1.5 Interest Income: estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is estimated at 2022 levels.

	Support Materials & Services Direct to Libraries	2022		2023
2.1	Alberta Rural Library Services Grant	429,742		429,742
2.2	Allotment Funds issued to Libraries	256,396		259,362
2.3	Computer Maint.Agree. Software licenses	201,885		207,512
2.4	Cooperative Collection Fund	35,835		0
2.5	eContent Platform fees, Subscriptions	78,100		45,000
2.6	FN Provincial Grant expenses	78,839		78,839
2.7	Freight	1,800		1,200
2.8	Internet Connection Fees	8,820		8,820
2.9	Library Services Tools	3,000		6,500
2.10	Marketing/Advocacy	20,000		20,000
2.11	Member Library Computers Allotment	68,070		68,617
2.12	Outlets - Contribution to Operating	800		800
2.13	Periodicals	1,000		1,000
2.14	ILL Postage for libraries	4,500		2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500		19,000
2.16	Vehicle expense	46,000		59,000
2.17	Workshop/Training expense	14,000		14,000
	PRL Circulating Collections			
2.18	Audio Book	5,000		5,000
2.19	eContent	57,500		87,500
2.20	Large Print	10,000		11,000
2.21	Programming Kits	2,000		2,000
2.22	Reference	4,000		2,600
	TOTAL Support Materials & Services Direct to Libraries	**1,345,787**		**1,329,492**

Support Materials & Services Direct to Libraries - line details

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

2.2 Allotment Funds Issued to Libraries: reflects allotment rate of $1.13 per capita – held at the 2022 level.

2.3 Computer Maint. Agree. Software Licenses: line slightly increased – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system. Also includes small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection: this line has been eliminated as a budgeted item but for this year will be funded from reserves, see the Budget Supplement at the end of the budget section. This fund was designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs.

2.5 eContent Platform fees and Subscription fees: decreased from 2022 level due to the cancelation of two resources based on usage statistics and feedback from local library staff - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume and Grant Connect.

2.6 FN Provincial Grant Expense: funding provided through a provincial government grant program calculated at $5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight: vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – reduced based on actual.

2.8 Internet Connection Fees: for internet service provision to member libraries and HQ – held at 2022 level.

2.9 Library Services Tools: name changed from Cataloguing Tools, also consolidates all in-house subscriptions into one line – based on actual costs – includes resources previously in this line (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly and LibraryData which were previously in eContent Platform fees line (2.5).

2.10 Marketing/Advocacy: newly created in 2022, amount held at the same level – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

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

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

2.13 Periodicals: held at 2022 level - based on actual, includes professional development publications and library journals.

2.14 ILL Postage Reimbursement for Libraries: reduced based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.

2.15 Supplies purchased Cataloguing/Mylar: increased slightly - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense: increased significantly - estimates for fluctuation in fuel prices are the major reason, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2022 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2022 level– used to support the physical audiobook collection.

2.19 eContent: increased from 2022 with funding shifted from the eContent Platform fees line (2.5) - based on feedback from local library staff and usage statistics - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, as well as Overdrive eMagazines and potentially other eContent.

2.20 Large Print Books: slight increase from 2022 level to help refresh the collection.

2.21 Programming Boxes: held at 2022 level - to refresh and build new programming kits for programming in member libraries.

2.22 Reference Materials: decreased due to moving Grant Connect costs to the eContent Platform fees line (2.5) – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

	Cost of Services	2022		2023
3.1	Audit	16,500		20,000
3.2	Bank expenses	1,600		1,700
3.3	Bank Investment Fees	4,700		4,700
3.4	Building-Repairs/Maintenance	18,000		21,500
3.5	Dues/Fees/Memberships	12,200		12,750
3.6	Insurance	19,000		20,500
3.7	Janitorial/Outdoor maintenance expense	34,000		35,000
3.8	Photocopy	4,000		4,300
3.9	Salaries	1,588,659		1,666,962
3.10	Salaries - Employee Benefits	349,505		353,396
3.11	Staff Development	20,000		20,000
3.12	Supplies/Stationery/Building	32,500		29,000
3.13	Telephone	8,000		8,500
3.14	Travel	8,000		8,000
3.15	Trustee expense	35,000		26,000
3.16	Utilities	39,000		36,000
	TOTAL Cost of Services	**2,190,664**		**2,268,308**

Cost of Services – line details

3.1 Audit: increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.

3.2 Bank Expenses: increased slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.

3.3 Bank Investment Fees: fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2022 level.

3.4 Building-Repair/ Maintenance: increased slightly – costs are based on actual in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

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

3.6 Insurance: this line has increased slightly and accounts for cyber insurance, the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime employee drivers abstracts and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor Maint. Expense: increased slightly to $35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal.

3.8 Photocopy: reflects fees for photocopiers and estimated usage with a slight increase, based on actual.

3.9 Salaries: to reflect the current staffing level.

3.10 Salaries-Employee Benefits: to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.

3.11 Staff Development: funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at $20,000.

3.12 Supplies/Stationery/ Building: based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies - reduced slightly. Based on a five year review.

3.13 Telephone:	increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs.
3.14 Travel:	includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at $0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at $8,000.
3.15 Trustee Expense:	reduced due to virtual meetings - accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes $100 half day/$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf).
3.16 Utilities:	based on actual since moving into the new building in October 2020 and then estimated for a full year – reduced slightly.

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget

	Present Budget 2022	Proposed Budget 2023
TOTAL Income	**3,536,451**	**3,597,800**
TOTAL Support Materials & Services Direct to Libraries	**1,345,787**	**1,329,492**
TOTAL Cost of Services	**2,190,664**	**2,268,308**
TOTAL Expenses (library materials & cost of service)	**3,536,451**	**3,597,800**
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	**8.55**	**8.75**

Budget Supplement

Explanation points to the 2023 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

Parkland will be purchasing one new vehicle in 2023 (estimated at $40,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

As described elsewhere in the budget document, Parkland will continue to fund the Cooperative Collection project in 2023 using funds from the Unrestricted Reserve ($35,000).

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

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2023

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will be purchased from reserves.

1	MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2023	
	Amortization Reserve		
	Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	$72,720	**A**
	(actual amount will be affected by asset disposals during the year)		
	Vehicle Reserve		
	Anticipated funds required to purchase new vehicles	$40,500	**B**
	(actual amount will be based on exact purchase price in the year)		
	Technology Reserve		
	Anticipated funds required for Technology purchases	$219,600	
	(may include Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)		
	*(Estimated capital PRL assets - 2023, **$40,600 -B**)*		
	Unrestricted Reserve		
	Funds to purchase library materials for Cooperative Collection project	$35,000	**D**
		$367,820	

2	INCOME FROM THE SALE OF CAPITAL ASSETS		
	Anticipated vehicle selling price	$5,000	**C**
	(actual amounts will be based on exact selling price in the year)		
		$5,000	

3	MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
	Amortization Reserve		
	Residual Amortization anticipated - PRLS assets	$46,620	**B**
	Current Year Amortization estimated - PRLS Assets	$34,480	**B**
	(actual amounts will be based on exact purchase amounts in the year)		
	Vehicle Reserve		

Proceeds from the sale of vehicles	$5,000	**C**
(actual amounts will be based on exact selling price in the year)		
Technology Reserve		
Budgeted for member library computers	$68,617	
	$154,717	

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	$72,720	**A**
(actual amount will be affected by asset disposals during the year)		
Amortization expense anticipated for building	$78,939	
(actual amount will be affected by asset disposals during the year)		
	$151,659	

MEETING DATE: October 11, 2022

PREPARED BY: Justin de Bresser, Director Corporate Services

SUBJECT: **2023 Parkland Regional Library Budget Request**

BACKGROUND

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

DISCUSSION

Parkland Regional Library has submitted a proposed budget document for the 2023 fiscal year. It is anticipating a 20-cent increase to the per capita rate for its member Municipalities. From $8.55 to $8.75 per capita.

Provincial grants are expected to remain the same at $4.70 per capital for regional systems and $5.55 per capita for rural library services. Overall, the 2023 Regional Library has a budget of $3.6 million which has a slight increase of $61,349 over 2022.

The proposed 2023 budget document provides information regarding each line item of the budget. The changes in expenditures are very limited throughout the 2023 budget.

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

The PRL uses the Alberta Treasury Board population estimates for calculating the requisitions. The current estimated population of Blackfalds is 11,530.

FINANCIAL IMPLICATIONS

The historic per capita requisition is as follows:

2018	$8.12
2019	$8.25
2020	$8.25
2021	$8.55
2022	$8.55
2023	$8.75

The 2023 requisition equates to $98,581 with a population of 11,530.

ADMINISTRATIVE RECOMMENDATION

1. That Council move to accept the Proposed Budget 2023 by the Parkland Regional Library with the 2023 membership requisition at $8.75.

ALTERNATIVES

a) That Council does not accept to adopt the Proposed Budget 2023 by the Parkland Regional Library with the 2023 membership requisition at $8.75.

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

ATTACHMENTS

- *Parkland Regional Library Proposed 2023 Budget*
- *Parkland Regional Library Full Budget Notes*

APPROVALS

CAO Myron Thompson

Department Director/Author

MEETING DATE: October 11, 2022

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

SUBJECT: **Solid Waste Management Services Contract Extension**

BACKGROUND

Since 2019, the Town of Blackfalds has been utilizing Environmental 360 Solutions (E360s) as its solid waste management provider. Solid waste management services under the existing residential service agreement and commercial service agreement include the following services:

- Residential Services:
  - Residential solid waste
  - Residential recycling
  - Seasonal yard waste (May through October)
- Commercial Services:
  - Commercial solid waste
  - Commercial recycling
  - Transfer Station solid waste disposal (roll off bins)

Recently, E360s has transitioned from operating their Material Recovery Facility (MRF) located in Chiles Industrial Park in Red Deer County, as a depot dedicated to sorting and processing recyclables, to a transfer station. Recycling materials are now brought to the MRF where they are loaded on to trailers and shipped to Capital Paper Recycling Ltd. in Edmonton. From there, materials are sorted and distributed or sold. Transitioning from the traditional sorting and selling from E360s' MRF to Capital Paper Recycling Ltd. Has allowed the Town to expand the types of materials that can be recycled in resident's blue bins.

DISCUSSION:

Since 2020, Administration has worked to maintain the current levels of service and improved communication with E360s. Through defined lines of communication, internal and external management and operational practices, meeting discussing requirements and responsibilities of the contractor, service levels have been maintained.

All solid waste complaints are received by the Town's Utility Clerk, where they are then communicated with E360s dispatch team for resolution. The majority of complaints are related to missed pick-ups, and driver complaints. When complaints are received, the contractor is quick to remedy the issue.

The current service agreement stipulates a contract extension of either 1 or 2 years, based on contractor performance. The current service agreement end date is January 10, 2023. With the possibility that the Town would need to onboard and train a new solid waste service contractor during the winter months, Administration has worked with E360s to come up with alternative contract extension of 6 months and 18 months. This change in dates will facilitate a smoother transition during the summer months with a new service provider (if required) or allow us time to procure the required fleet and manpower to take the service on internally.

Overall, Administration is satisfied with the customer service, and level of service E360s provides to Blackfalds, and recommend extending their existing service agreement by 18 months. The internal/contracted service review will be completed over the first part of 2023, with detailed information and recommendations coming forward to Council for consideration.

FINANCIAL IMPLICATIONS:

As per the existing contract, collection rates are set to increase based on annual CPI. The following options offered by E360s have been presented to the Town for Council's consideration:

	6 MONTH	**18 MONTH**
Municipal Solid Waste Collection -Residential Recycling -Residential Yard Waste -Residential Waste	Increase of 2% plus annual CPI	Increase of annual CPI
Commercial Collection - Frontload Recycling - Frontload Waste Collection Roll Off Bin Hauling Services	No change	No change
Fuel Service Charge	Exempt	Exempt

With the increased costs in fuel, many municipal solid waste contractors have been adding a fuel surcharge. E360s has advised that the Town of Blackfalds will be exempt from this surcharge. There will be no change to any pickup schedules.

ADMINISTRATIVE RECOMMENDATION

1. That Council authorize Administration to extend the current solid waste contract with Environmental 360 Solutions (E360s) for the provision of residential and commercial municipal solid waste services for an additional 18 months from January 10, 2023 to June 10, 2024.

ALTERNATIVES

a) That Council authorizes Administration to extend the current contract with Environmental 360 Solutions (E360s) for the provision of residential and commercial municipal solid waste services for an additional 6 months from January 10, 2023 to June 10, 2023.

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

ATTACHMENTS

- *E360s Letter for Contract Extension*

APPROVALS

CAO Myron Thompson	Department Director/Author

TOWN OF BLACKFALDS
Box 220, 5200 Duncan Avenue
Blackfalds, Alberta T0M 0J0

September 21, 2022

Re: Waste Collection Contract Extension

Environmental 360 Solutions (Alberta) Ltd. would like to thank the Town of Blackfalds (the Town) for the opportunity to provide options for the extension of the current waste collections services contract which currently expires January 10, 2023. We have enjoyed servicing the Town and look forward to continuing working to provide innovative waste management solutions.

As requested, we are able to offer the following options as a potential addendum to the existing contract:

	6 MONTH	18 MONTH
Municial Solid Waste Collection *Residential Recycling* *Residentail Yard Waste* *Residential Waste*	Increase of 2% plus CPI	Increase of Annual CPI
Commercial *- Frontload Recycling* *- Frontload Waste Collection* *Roll Off Bin Hauling Services*	No change	No change
Fuel Service Charge	Exempt	Exempt

E360S looks forward to further engagement with the Town and hope you will contact us with any further questions.

Regards,

Leanne Bertram | Municipal Relations

C (403) 596-6904 | lbertram@e360s.ca

MEETING DATE: October 11, 2022

PREPARED BY: Sue Bornn, FCSS Manager

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Family Violence Prevention Month Proclamation Request**

BACKGROUND

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

Today their legacy continues; hundreds of Alberta communities and thousands of individuals are actively involved in preventing family violence by providing public education and services. In Canada during 2019 there was an increase in family violence by 13% compared to prior years. By providing education and services we hope to reduce that percentage and spread awareness regarding family violence.

The color purple has been used for many years, all over the world, in support of family violence prevention. It's also the color of our campaign here in Alberta.

DISCUSSION

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

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

- Trees lit up purple in the Municipal offices accompanied by Red Silhouettes. The Red Silhouettes are a symbol of domestic abuse and family violence.

- Information available with banners and brochures at the Abbey Centre.

- All Municipal Staff and Council are invited to participate in Worlds Child Day on Friday, November 18th by wearing the color blue. National Child Day is celebrated on November 20th each year. National Child Day has been celebrated across Canada since 1993 to commemorate the United Nations' adoption of two documents centered on children's rights:

the United Nations Declaration of the Rights of the Child on November 20, 1959, and the United Nations Convention on the Rights of the Child on November 20, 1989.

- During Bullying Awareness Week, November 14th – 18th, FCSS is sharing messaging with all the local schools for inclusion in their regular activities.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

ALTERNATIVES

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

ATTACHMENTS

- *2022 Family Violence Prevention Month Proclamation*

APPROVALS

CAO Myron Thompson

Department Director/Author

Proclamation

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

WHEREAS, the effects of family violence may be carried on from generation to generation;

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

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

November to be **Family Violence Prevention Month**

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

Proclaimed on Tuesday, _____, 2022

_____

Mayor Jamie Hoover

BLACKFALDS
ALBERTA

DRAFT

MEETING DATE: October 11, 2022

PREPARED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: **Directors' Quarterly Reports, 3rd Quarter of 2022**

BACKGROUND

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

DISCUSSION

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

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATION

1. That Council accept the Directors' third quarter reports for 2022 as information.

ALTERNATIVES

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

ATTACHMENTS

- *Corporate Services Director's Quarterly Report, 3rd Quarter of 2022*
- *Community Services Director's Quarterly Report, 3rd Quarter of 2022*
- *Infrastructure and Property Services Director's Quarterly Report, 3rd Quarter of 2022*

APPROVALS

CAO Myron Thompson

Department Director/Author

MEETING DATE: October 11, 2022

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Corporate Services Director's Quarterly Report, 3rd Quarter of 2022**

FINANCE & ADMINISTRATION:

- Received the findings of LWA Consulting, GST review. The review examined our records for the past four years and identified any GST that was not claimed. The report found approximately $7,000 of unclaimed GST, which we have now claimed. We reviewed the trends and updated our processes to ensure the GST is not missed in the future. The GST missed is related to items that are deemed to include GST on personal expense reimbursements.

- We welcomed Jordan Bauman to the Corporate Services team. He was hired as a Financial Analyst and will be a huge support with the accounting analysis, reporting, year end and budget processes.

- Our Payroll and Benefits Coordinator worked diligently to add and adjust all the retroactive settlement items to the employees pay on the last pay period.

- Quarterly Financial Reports for the period ending June 30, were prepared. The Operating Statements and Variance Analysis, Capital Project and Council Expenditure Reports will be presented as information at the Regular Council Meeting on July 26.

- The Budget Survey questionnaire was prepared and will be presented to Council at the Regular Council Meeting on July 26.

- Development of the 2023 – 2024 Capital Plan as well as the 10-year Capital Plan.

- Statistical Information Return is nearly completed and will be filed this month.

- Municipal Sustainability Plan review and update.

- Working with the Property Assessor regarding an assessment complaint.

- Moving forward with Budget Planning and keeping the process on track. Various budget meetings were scheduled with senior administration and finance staff, as well as arranged training sessions and Questica access dates – for single use users. Reviewed salaries & benefits that have been updated by Payroll for 2023 salary grids, position changes, and modifiers for 2023. Reviewed the work that was completed by the Financial Analyst for allocations of insurance, utilities, telephone, and cell phone – entered by the Analyst. Questica is set up to allow the budget

managers to input budget items, the budget model is available for budget managers through to the end of August.

- Budget Survey reviewed and modified, once approved by Council, Corporate Services worked with MarComm to finalize the survey content and set up for residents use. The Budget Survey will launch August 22 – September 11.

- Rebalanced the investment portfolio and established an interest projection for the investments. Based on the nature and timing of tax collections and funding, it is typical to rebalance the cash levels in operating and investment accounts. The Town strives to maintain approximately 20% of holdings in operations, 50% in short-term investments (used within one year) and 30% in Long term investments (over one year). Increased interest rates, this period also initiated a review of the current investment vehicles and ensures we capitalize on the best interest rates available to serve our short term, and long-term goals.

- Provided support to IT on the retention and file clean-up project; reviewed files held in the archive folder to eliminate files that are redundant or become obsolete. There is a huge history in this folder that will require more effort to complete.

- Finance was active in the supporting Council Engagement activities. The Budget 2023 Survey was launched August 22 – September 11. Finance Manger prepared the final report for Council, with the support of Marketing who launched the survey, promoted the survey and after closing the survey compiled the results.

- Finance Manager and Financial Analyst attended the Community Information Expo along with six - Council members. We set up the Council display with the budget survey prizes, budget board displays, QR code and budget banner, along with some giveaways. The event was a terrific opportunity for Council to address any citizen concerns and engage with the community.

- Throughout the last few weeks, the finance budget team organized, scheduled, and attended operating budget review meetings. As part of the budget preparation timelines, the meetings were held with the CAO, Division Directors, and the Department Managers. This is a comprehensive review of each cost centre expenses and revenue for 2023 – 2025 operations. Service levels are reviewed in depth and used to prioritize and validate requirements for the budget. Additionally, the budget team reviewed with Directors and CAO the capital budget and ten-year capital plan. This also requires prioritizing the plan and balancing with access to available funding and grants of the future requirements.

- Finance also attended a group meeting with a utility's consultant. This meeting supported an in-depth review of the current and future utility requirements for the town. The purpose of this review was to establish an equitable utility rate, that would cover the costs of service, and contribute to future reserves for utility capital projects.

- Finance Manager, and Financial Analyst attended a two - day virtual conference with Questica. This free event allowed opportunities to update knowledge and skills in using the budget planning software.

INFORMATION TECHNOLOGY & RECORDS MANAGEMENT:

- Continuing the Installation of Wireless Access Points throughout the town facilities to provide a secure Wi-Fi network for all staff.

- Continuing to work on the file de-duplication project to organize and clean up files on our network shares

- Published the RFP for Council chambers upgrades and scheduling in site visits for July 25 to 28th.

- Continuing new computer replacement configuration and rollout for 2022 and new employee setups.

- The Town received 5 bid submissions for the Council Chambers Upgrades RFP. IT is analyzing the proposals received to finalize and award the winning bid.

- The Council Chambers Audio Video Upgrade RFP has been awarded to Matrix Video Communication Corp. IT will need to coordinate a 1-week uninterrupted installation date with Council. Although we can't confirm dates until we have visibility on hardware delivery, we will need to tentatively book the Council Chambers for 1-week in January of 2023.

- Completed file plan review with CAO and Records Management.

- Working on an effective detailed IT budget to deliver value to the Town of Blackfalds.

- Working on an anti-virus software project to expand and improve endpoint & cyber security solutions.

MARKETING & COMMUNICATIONS:

- MarComm Team is going around to all facilities and finding signage with the old logo, or not designed to our brand guidelines. The signage will be replaced as needed. The website is continually being monitored for outdated documents and information with the old logo.

- Preparing for the changeover to SharePoint and assisting the IT department in the removal of duplicate files in our MarComm documents.

- Prepping for the Fall Program/Activity Guide. It was decided to keep this next addition online only to determine the accuracy of the information post-Covid-19 before printing

once again. We are also looking at bringing back advertisers for the Winter Program Guide to help reduce costs.

- The next phase of the Gregg Street Realignment Project starts on July 28, the MarComm team has prepared a public notice, and social media posts for the change.

- Assisting FCSS with the marketing and communications for the upcoming Blackfalds Culture Days including posters, social media posts, and the drive-in movie poll.

- Uploading and promoting the Fall Program Guide as well as the programs that will be coming up in the fall. With the Winter Guide creation coming up, we will be looking at the Advertising Rates and approaching business to see the interest in advertising once again in the Guide which may be going back to print after 2 years.

- Assisting Corporate Services in the creation of the public facing Budget Survey that will be going live on August 22nd. We will be encouraging the public to watch the Budget Videos from 2020 to get some background on each department and what they do for the Town. MarComm is also creating posters, and advertisements so that the budget survey is easy to find on their utility bill, and at the Info Expo.

- Blackfalds Culture Days will feature a full week of events from all around Town, including the Abbey, Library, Town of Blackfalds, and more. We finalized the itinerary which will be promoted along with the Program Guide. We have been creating specific posters for the departments to showcase at the Community Info Expo regarding upcoming programming and opportunities and assisting them in any way possible.

- After a successful launch of the Fall Program Guide with no large changes, it has been decided to print the Winter Guide for the first time since 2019. With that, we have prepared and sent out the 2023 Winter Guide Advertising Rates to businesses so they can once again be a part of the guide. We are looking forward to the process!

- MarComm has been designing and measuring a permanent sign for the Bike Skills Park. The design is similar to all the pedestrian wayfinding with wood and metal. MarComm will be working with Lacombe SignMasters to have the sign created and installed by Spring 2023.

- MarComm is working with the OH&S Committee & the Deputy Fire Chief to update our safety procedures and ensure they are readily available in all facilities for staff to review. We plan to bring back the "**safety moment**" after each Post Council Meeting which will cover different hazards staff may encounter in the workplace to ensure they are remaining alert and proactive on the job. Once the safety audit has been completed, we will work with the respective departments to update all materials accordingly.

- With Christmas approaching the Marketing Coordinator is working with the Projects, Events & EBC Manager, and the CS Administrative Assistant to plan a Christmas party for the Town of Blackfalds staff. The event will be held on Saturday, December 10. More information will be released at the beginning of October as we finalize the details.

- MarComm has recently taken over the duties of procuring swag and corporate apparel for the Town. They have began conducting preliminary research on more efficient user-friendly ways to streamline these processes while taking into consideration the different needs each department has. The current swag in our inventory is outdated with the old logo and does not represent the branding (vibrant, fun) that has been created for the Town.

- With an abundance of changes taking place around Town over the past few years, the MarComm team will be working to revamp our "Welcome to Blackfalds" brochure. This will help make important information to new residents or people visiting our community easily accessible.

July 2022

Projects

- Playground Passport
- BOLT Brochure Updates
- Wildlife on Roadway Sign
- Chalk Up Broadway
- Facility Signage Audit
- Soper Natural Area BBQ
- Vision and Mission Statements
- Wadey Centre Welcome Sign

Social Media Promotions

- Job postings
- Throwback Thursdays
- Council Meetings
- National Volunteer Week
- Road Closures – Leung / Laurel
- Summer Culture Series
- Yard Waste/Clean Up Blackfalds
- National Drowning Prevention Week
- Community Markets
- Spring Round Up
- Heritage Day office closures
- Fitness Towel Reminder
- Playground passport winners
- RCMP Weekly news
- BOLT Route Additions
- Library Bottle Drive Fundraiser
- Thrifty Thursday
- Fitness Focus
- Canada Day Celebration

Events

- Canada Day Dog Walk
- Summer Culture Series
- Summer Flourish Market

Design Requests

- Fall Program Guide
- Try it Free: Field Hockey
- Community Warmth Fundraiser
- Closure Signage
- Welcome Brochure

Website Updates

- Permits
- Notice of Development
- Request for Proposals
- Programs Calendar
- Public Notices
- Web home page slider
- Slo-pitch League schedule
- Inner photos
- Land Use Bylaw Updates
- Document Updates
- RCMP weekly news
- Permit Applications

Blogs

- Mayors Blog - review and edit where applicable

Media Releases

None

Newsletters

- Abbey Centre
- Talk of the Town – Review/Edit Councillor's Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- Canada Day
- Summer Culture Series
- Chalk Up Broadway
- Blackfalds Market

Administration

- Credit Card reconciliation
- Staff ID Cards

August 2022

Projects

- Website development Audit/ready for launch
- Budget 2022 Survey
- Town Board & Committees Survey
- Drive-in Movie Poll
- Alberta Day Celebration
- Org Charts

Social Media Promotions

- Summer Culture Series
- Office closures
- Throwback Thursdays
- Blackfalds Fall Market
- Throwback Thursdays
- Job Postings
- Council Meetings
- Drive-In Movie Poll
- Mary & Cliff Soper Natural Area BBQ
- Power Outage
- Back to School Fundraiser
- RCMP Weekly Updates
- Boards & Committees Deadline
- Budget 2022 Survey
- Fall Program & Activity Guide
- Road closures
- Roll e-scooters
- Parkwood Trail Extension
- Maintenance Work
- FCSS Social Needs Assessment
- School Bus Message
- Last week of pool operations
- Winter Warmth Fall Fundraiser Tickets

Events

- Summer Culture Series
- Summer Flourish Market
- Mary & Cliff Soper Natural Area BBQ

Design Requests

- 50+ Fall Activities
- Alberta Day Celebration
- Budget 2023
- Social Needs Assessment
- Summer Culture Series Banner
- Talk of the Town Ad

- Back to school Fundraiser

Website Updates

- Public Notices
- Web home page slider
- Job Postings
- Road closures
- Events Calendar
- Programs Calendar
- Bylaws
- Highlights
- Budget 2022
- Roll
- Volunteer Nomination Forms
- Youth Summer Programming

Blogs

- Mayors Blog - review and edit where applicable
- News Blog – media releases

Media Releases

- E-Scooters Rolling into Blackfalds

Newsletters

- Abbey Centre
- Talk of the Town – Review/Edit Councillor's Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- Summer Culture Series

Administration

- Credit Card reconciliation
- Staff ID Cards

September 2022

Projects

- Railway Safety Week
- Marketing Audit
- Staff Apparel and Swag
- AJHL Showcase
- Ops Centre Signage
- Bike Skills Park Signage
- Abbey Centre Signage Audit
- Winter Program Guide

Social Media Promotions

- Throwback Thursday
- Council Meetings
- Job Postings
- Blackfalds Culture Days
- Labour Day Office Closure / holiday hours
- Community Info Expo
- FCSS Social Needs Assessment
- Budget Survey
- Road closures
- Roll Helmets
- WWFF Tickets
- Fitness class / youth program registration
- Drive-in movie / Fireworks
- Rail safety week
- Youth Culture Programs
- Queen's Death
- Business Award Voting
- Fireworks
- Day of Mourning
- National Day for Truth & Reconciliation
- Fitness Sampler
- Youth Program Registration
- AJHL Showcase
- Snow Angel Invite
- Monster Bash Tickets
- Fall Clean Up

Events

- Blackfalds Culture Days
- Drive In Movie
- Fireworks
- AJHL Showcase

Design Requests

- Fitness Sampler
- Terry Fox Run Route Poster
- Community Info Expo posters
- Budget banner
- Volunteer poster
- Fitness Instructor Posters
- Budget Open House presentation boards
- Program Guide updates
- Budget Survey Report
- Blackfalds Culture Days Itinerary

Website Updates

- Fitness program registration
- Town Notices
- Events calendar
- Opening Photos
- Abbey Centre documents
- Request for Proposals
- Planning documents

Blogs

- Mayors Blog - review and edit where applicable
- News Blog – media releases

Newsletters

- Abbey Centre
- Talk of the Town – Review/Edit Councillor's Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- Summer Culture Series
- Info Expo
- Fitness Instructor Head Shots
- Winter Warmth Fall Fundraiser
- Alberta Day

Administration

- Credit Card Reconciliation
- Staff ID Cards

Department Director/Author

MEETING DATE: October 11, 2022

PREPARED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Community Services Director's Quarterly Report, 3rd Quarter of 2022**

OVERVIEW

Camp Curious saw an overall fill rate of 92% while Aquatics Lessons were 72% filled. The Abbey Centre attracted 19,313 daily admissions and 20,334 member visits in this quarter. As of September 30th, we had 366 annual members, 479 monthly members and 1720 punch pass holders.

FCSS saw 502 visitors between July 1st and September 30th. Along with donations from local organizations, we were able to provide 125 students with back-to-school supplies. The Winter Warmth Fundraiser was a success and raised over $6250 for the Winter Coats for Kids program.

Summer Culture Series was a big hit as the community members continue to appreciate access to fun, free and interactive activities. The end of September brought about the Alberta Junior Hockey League showcase, hosted at the Eagle Builders Centre. NHL and NCAA scouts were in attendance all weekend and we received many accolades for Town participation and the exceptional quality of the arena.

Ten events were hosted in All-Star Park during Q3, and the parking lot expansion has been completed. Facilities staff received many accolades for their attention to detail and the quality of the ice during the AJHL Showcase. Bike Skills Park will remain open until the first snowfall. Contractors were hired to complete some much-needed tree maintenance in the community.

As of September 30th, we had 366 annual members, 479 monthly members and 1720 punch pass holders.

PARKS AND FACILITIES OPERATIONS:

All-Star Park

- This quarter was busy at All-Star Park and the Park hosted ten events.
- The parking lot project and compound were completed at All-Star Park.

Eagle Builders Centre

- Arena #1 ice was installed at the beginning of August with Arena #2 being installed at the beginning of September.

- Operations staff worked really hard over the September 29 - October 2 weekend for the AJHL Showcase. Operations staff received many accolades for their attention to detail and the quality of both sheets of ice.

Bike Skills Park

- The Bike Skills Park was busy this season. There were limited closings as there was limited precipitation.
- The Park will stay operational until the first snow fall.

Facility Operations

- Facility Operators continue to do general maintenance to all Town facilities

Parks Operations

- Contracted weed control was utilized at open spaces, transfer site, and PUL's.
- Staff watered trees, shrubs, annuals, hanging baskets, and flower beds quite a lot this summer and fall due to the hot summer.
- Downtown edible planters are producing carrots, lettuce, swiss chard, and cucumbers. Parks staff took some of the harvest to the Food Bank.
- Closed and winterized Tayles Water Spray Park and Lekos.
- Contractors were hired to do tree maintenance (Abbey Centre, Panorama Dr., Westridge Dr, Valley Ridge Diamond 5, etc.)
- Parks summer staff are working hard maintaining our green spaces (grass cutting and trimming) although it has slowed down a bit with the drier conditions. The mowing and trimming crew are supporting other Parks duties (mulch be maintenance, Bike Skills Park maintenance, post and cable fence repairs, and some mowing/trimming where growth is continuing. We had a great crew of summer staff this season!
- Performed some non-evasive weeding at Centennial Park, playgrounds with sand, Wadey Centre, and Bike Skills Park. We utilized our hot steam machine (Aquacide) to do this.
- 2A Trail asphalt trail connection project was completed.

Abbey Centre

- Following the re-tiling of the hot tub, staff were able to open it for the season on July 1st.
- Through the months of July and August we held our "Thanks for Being Awesome" campaign where coupons for free slushies were given to youth 17 years old and under who staff witnessed doing an act of kindness, treating someone with respect, or if a youth was having a rough day and needed a bright spot.
- July 4th saw the launch of our Camp Curious season. The eight weeks of weekly camps saw a final fill rate of 98% and a substantial waitlist.
- As part of our Camp Curious season, we had our first ever Camp Curious garden boxes which were a huge success with our campers. We were able to have these boxes due the generous support of the Blackfalds Ag Society and in partnership with Pnewko.

- The hot weather of July and August saw our Outdoor Aquatic Centre being very well utilized and staff were kept very busy hosting our own community members as well as those from around north, central, and southern Alberta.
- Total fill rate for our aquatics lessons was 72% and we are facing a substantial change of service delivery for 2023. All Red Cross swim lessons cease on December 31st, and we will be adopting the National Lifesaving Society lesson structure for next summer.
- The long-awaited pump was finally received, and our Spray Park was able to open August 17th. A Lacombe County Grant application was submitted for this capital project as well.
- Several Try-It Free sport sessions have been held including Field Hockey and Pickleball with more scheduled for the fall • Thrifty Thursdays continue the first Thursday of each month. These offer cost savings on a variety of Abbey Centre services, and we look forward to continuing with these this fall/winter.
- Interviews, hiring and training of an assortment of permanent positions (Fitness Programmer, Custodial, Children's Services Attendant I) was ongoing throughout the summer and fall.
- The Abbey Centre was the site for our second staff BBQ of the season which bid a fond farewell to a lot of our summer staff.
- The Summer Culture Series that was held at the Blackfalds Ag Society Amphitheater every Thursday was completed in early September and hosted over 2500 people.

SEPTEMBER

- Abbey Centre staff hosted a table at the September 7th Community Info Expo which gave us a great opportunity to interact with members of the community.
- We held our first ever Fitness Sampler on September 8th and 10th which had close to 50 people attend. Participants were able to trial a 30-minute free class of their choosing of any of our fall fitness programs.
- The Abbey Centre was the host facility for the Alberta Day activities on September 3 which included performers, a teepee raising and toonie swim.
- We were the host facility for the always popular Blackfalds Community Market on September 17th and 18th.
- We attracted 19,313 daily admissions and 20,334 member visits in this quarter. Membership revenues for this quarter were $104,173, facility/program room rental fees were $23,167 and day admission sales were $183,669. As of September 30th, we had 366 annual members, 479 monthly members and 1720 punch pass holders.

FCSS OPERATIONS:

JULY

- FCSS Office had 145 visitors in the month of July.
- Blackfalds Interagency Meeting continue to happen on a bimonthly basis. July's Interagency was hosted online with 12 individuals in attendance from 12 agencies. Also in attendance was Mayor Jamie Hoover as well as Shelby Craig our Marketing and Communications Team Lead.
- Seniors Programming:
    - Cheemo Club: Volunteer Programmer continues to work closely with the Cheemo Club as they break for the summer after record breaking attendance in June. Their booking contract in the Multi-Purpose Room for September – December has been finalized as they look forward to starting back up in September.
    - Fall Programming planning: Drop-In 50+ Walking Club & Skating, 50+ Yoga, 50+ Fit & Functional classes, monthly It's More Than a Movie events
- Town of Blackfalds volunteers were utilized at the following programs and events:
    - July 9: Chalk Up Blackfalds (2 volunteers, totaling 4.25 volunteer hours)
- One Seed at a Time: Grant Money in the amount of $2,500 was received from Alberta Blue Cross under their Grassroots Funding Program which was used to purchase seeds, plants, and a new plant box. Even with the very hot weather we had some success growing tomatoes, lettuce, herbs, rhubarb and raspberries and our food bank families were encouraged to take as much as they would like.
- In July the office was joined by a new AHS Staff, Darcie Flanders – Clinical Supervisor, Child & Adolescent Services. AHS has changed their referral process through an intake service. Children and youth are assessed through the process and provided referrals or set up with appointments to see Darcie in Blackfalds. Currently Darcie works every second Friday to meet with her Blackfalds clients.

AUGUST

- FCSS Office had 168 visitors in the month of August.
- Town of Blackfalds volunteers were utilized at the following programs and events:
    - Summer months: McKay Ranch Outdoor Aquatic Centre Volunteer Program (6 volunteers, totaling 321 volunteer hours)
    - Aug 13: BBQ at Mary Soper (3 volunteers, totaling 3.5 volunteer hours)
    - Aug 19-23: Back to School (8 volunteers, totaling 20 volunteer hours)
    - Summer months: Summer Culture Series (Thursday evenings in July-August) Events were held at the Ag Society Amphitheatre located at the Abbey Centre. Volunteer Programmer attended when needed; and 8 volunteers attended the 9 dates and volunteered a total of 58 hours. This year there was just over 2500 attendees with the highlight event being Global FMX with over 800 attendees.
- Back to School Program: The following donors supported this program: ME Global with a donation of $1,000, CA Victim Services donated $1,262.95, Cosmos Bottle Depot donated $590.35, and Stephen Splane donated $300. Working with

Staples, supplies were ordered the end of June. FCSS supported 125 students with back-to-school supplies.

- Working closely with HR the recruitment process for the Community Engagement Programmer and Youth Programmer roles took place.

SEPTEMBER

- FCSS Office had 189 visitors in the month of September.
- Blackfalds Interagency Meeting continue to happen on a bimonthly basis. September's Interagency was hosted in person with 16 individuals in attendance from 15 agencies.
- Community Info Expo: FCSS hosted the event on September 7th in conjunction with the Celebrating Diversity Food Truck Festival. The event provides residents an opportunity to meet Blackfalds' community groups, get information about services and learn how to register for programs they offer. Organizations and groups in attendance included:
    - Abbey Centre & FCSS staff,
    - Blackfalds Chamber of Commerce,
    - Blackfalds Fire Department,
    - Blackfalds Servus Credit Union Public Library,
    - Blackfalds Skating Club,
    - Big Brothers Big Sisters,
    - Central Alberta Youth Unlimited,
    - Cheemo Club,
    - Community Legal Clinic,
    - Dancer Edge Studio,
    - Functional Mobility and Health,
    - Golden Circle,
    - Kids Konnection,
    - KidSport Lacombe County,
    - Lacombe Minor Football,
    - Lionheart Martial Arts,
    - Lifelong Learning,
    - McMan Central - Lacombe Family Resource Network,
    - Moorhouse & Associates Consulting Inc
    - Optimist Club of Blackfalds,
    - Red Deer Polytechnic,
    - ROLL E-Scooters, and
    - Town of Blackfalds Town Council
- Seniors Programming:
    - Drop-In 50+ Walking Club and 50+ Yoga
    - NEW! Fall Programming: Try It Free-Pickleball, Drop-In 50+ Skating, and 50+ Fit & Functional classes
    - Monthly It's More Than a Movie events
- On September 13th we welcomed the new Community Engagement Programmer, Jan Pocock, who comes to us from Lacombe FCSS with over 15 years of FCSS experience.
- Board/Committee Appointments: The Volunteer Programmer is preparing recommendations for the upcoming Annual Organizational Council Meeting in

October; where Council will appoint members at large to fill the 20 vacancies with a minimum of 16 needing to be filled.
    - This year the vacancies include:
        - Economic Development & Tourism Advisory Committee (6+ vacancies)
        - Family Community Support Services (up to 2 vacancies)
        - Municipal Library Board (up to 2 vacancies)
        - Recreation, Culture & Parks Board (1 vacancy)
        - Policing Committee (2 vacancies and 1 may include a youth between the ages of 16-18 who attend school)
        - Municipal Planning Commission (2 vacancies)
        - Subdivision & Development Appeal Board (5+ vacancies)
- Town of Blackfalds volunteers were utilized at the following programs and events:
    - Sep 18: Terry Fox Run (21 volunteers, totaling 29 volunteer hours)
    - Sep 23: Drive-In Movie Double Feature (10 volunteers, totaling 36.5 volunteer hours)
    - Sep 24: Fireworks (6 volunteers, totaling 47 volunteer hours)
    - Sep 29: Community Winter Warmth Fall Fundraiser (5 volunteers, totaling 14 volunteer hours)
- Winter Coats Program: Arrangements have been made again this year with Mountain Warehouse who will accept vouchers handed out to families that qualify and have children ages newborn to under 18. Currently 136 children will receive vouchers for one winter jacket not exceeding the amount of $52.99 between September 15th and October 31, 2022.
- Community Winter Warmth Fall Fundraiser:
    - Guests were welcomed into the Community Hall which had been decorated in harvest creams, gold, and burgundy. After the initial Welcome and Land Acknowledgment, guests enjoyed the groovy live music supplied by the Memphis Mafia Band. Guests also enjoyed the many delicious appetizers created by Milly Oak Cafe & Catering and sampled beer from RedHart brewing. Guests could also purchase a glass of wine or a beer from our volunteer-staffed bar. At 7:30 pm, the main event began. Local auctioneer Rick Horn treated us to his masterful skills and auctioned all 16 desserts to the generous community members in attendance. The action was fast and furious and so much FUN! We are thrilled to report that one cake brought in over $1000.00 as a result of a double sale!
    - The night was a success!
    - Total funding raised for the Winter Coats for Kids Program - $ 6,256.00
- On September 26th, in partnership with the Library & Anam, the Blackfalds Pride Community, a youth LGBTQ2S+ support group, hosted their inaugural meeting with 14 youth in attendance.
- FCSS Manager participated in a Community Engagement Session to discuss the status of healthcare in Alberta, the session featured the Minister of Health and saw great participation from Blackfalds representatives.

<u>ONGOING INITIATIVES</u>

- Blackfalds Youth Crew:

  - This program was offered on Thursdays from July 7 - August 25 for grades 4-6 and 7-12. A total of 39 attended during July and 44 during August. BYC partnered with Camp Curious for three field trips to Carnival Theatre, Discovery Canyon, and Kerrywood Nature Centre with just under 100 youth participating.
- Summer Youth Programming:
  - Youth Wellness – ran four sessions: Hula Hoop with 10 attending, Fitness Games had 10, Pound had 11 and Boogie Bounce had 9.
  - Inspiring Virtues Workshops - Turmoil at the Talen Show had 13, Wellness & Self Care Workshop had 5 attending.
  - Youth Expressive Arts – a new offering for 2022, 11 youth participated in 2 sessions, Superhero Dolls and Building Community through Art Mandala and Mural Painting.
- Friendly Caller Program – working on partnership opportunities with the Golden Circle
- Intergenerational Pen Pal Program
- The monthly FCSS Volunteer Newsletter continues to see increased subscriptions. The newsletter is a great opportunity to promote upcoming TOB volunteer opportunities, as well as non-profit groups/organizations in our community looking for volunteers. People interested can sign up for the monthly newsletter by checking it off 'email correspondence' on their Volunteer Application or subscribing at https://www.blackfalds.ca/p/volunteer-services-recognition
  - In July the newsletter was emailed to 251 contacts with the 'Open Rate' of 55%
  - In August the newsletter was emailed to 251 contacts with the 'Open Rate' of 56%
  - In September the newsletter was emailed to 253 contacts with the 'Open Rate' of 57%
- The monthly FCSS Vibrant Living 50+ newsletter keeps our seniors informed about what is going on in the community, future opportunities, events, programming, and resources available to them. People interested can sign up for the monthly newsletter by subscribing at https://www.blackfalds.ca/p/vibrant-50
- In July the newsletter was emailed to 108 contacts with the 'Open Rate' of 76% and mailed to 26 residents.
- In August the newsletter was emailed to 110 contacts with the 'Open Rate' of 72% and mailed to 27 residents.
- In September the newsletter was emailed to 117 contacts with the 'Open Rate' of 57% and mailed to 30 residents.
- Employment support & job board
- Food Bank Lunch Box Program continued support of the program through sending weekly sign-up emails to those accessing the program.
- Numerous Collaborations:
  - Volunteer Programmer continues to work closely with the Cheemo Club to ensure their space requirements have been met
  - Continued involvement with the 16 communities IMPACT / Regional Vision for Non-Violence Coalition, quarterly meetings taking place over Zoom.
  - Central Alberta Rural Communities Coalition: Members include representatives from Sylvan Lake, Eckville, Delburne, Elnora, Rimbey, Bentley and Blackfalds.

- Continued work with the Lacombe Regional Emergency Management collaboration to plan for the October Lacombe Regional Emergency Social Services Plan walkthrough exercise.
- The Dow/MeGlobal Summer Social event took place on August 29th at the Ellis Bird Farm.

PROJECTS, EVENTS & EAGLE BUILDERS CENTRE OPERATIONS:

JULY – SEPTEMBER 2022

Projects

- The food bank renovations were going well in the summer, we had a few changes with stoves and painting that will be addressed right away so we can see this project completed by mid-October.
- The Civic Centre renovations are nearing completion as the SEAL construction team worked hard the last 3 months to get this project completed. The office furniture is now being put in all the offices and meeting rooms. Staff will be moving in by the third week of October.
- The EBC plaza was retendered, and better pricing of the project came forth. Construction of the Plaza will take place early October.

Events

- Summer Culture Series was a huge success as crowds after Covid-19 came out in large numbers. One event saw approximately 1000 people. The Community loves these events as they are fun, free and interactive.
- Alberta Day took place on September 3rd at the Ag Society Amphitheatre as the Government of Alberta provided grant funding to us to host activities for the community.
- Our FCSS team did a great job with Culture Days on September 23rd & 24th

Eagle Builders Centre

- During July/August there was lacrosse and ball hockey games in Arena 2 while the acoustics panels were being put up in Arena 1. The new acoustics resulted in a much better sound quality throughout the arena.
- August was busy with the Bulldogs hockey school and then their tryout camps. Minor Hockey started tryouts the third week of August
- The AJHL showcase was this past weekend, and it was a huge success. The Scouts from the NHL and NCAA were extremely impressed with the facility. The volunteers, our staff and the Bulldogs pulled together to put on a great show. A meeting will take place to discuss the future showcases at the Eagle builders Centre.

Department Director/Author

MEETING DATE: October 11, 2022

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

SUBJECT: **Infrastructure and Property Services Director's Quarterly Report, 3rd Quarter of 2022**

OVERVIEW:

As recommended for all Town employees, the majority of department employees have taken ICS 100 emergency management training. Thank you to Manager Morrison for coordinating this training. Department members will be participating in the Regional Emergency Management Full Scale Exercise at the end of this month.

Budget 2023 operational areas have been completed for the department. The Director will attend the budget workshop the first weekend of November along with the other Senior Management team members.

The department has been short-staffed due to injuries and sickness but were able to hire a new Public Works Operator and we recently hired a Department Clerk to help assist across the department. We are also in the process of hiring a Temporary Public Works Operator for the winter season.

OPERATIONS:

1. Staff are gearing up to relocate to the new office expansion at the Civic Centre. We look forward to settling into the new space and welcoming IT staff and FCSS staff into the lower level with us.

2. A draft Certificate of Compliance Policy with accompanied Procedures is being finalized to provide guidance to staff and the public on the issuance of certificates of compliance and non-compliance to ensure transparency and consistent applications. The department has identified other policy gaps and will be working on developing those over the next few years to provide greater transparency and consistency in practice.

3. An amendment to the Land Use Bylaw is expected to come before Council in a few months. This amendment will reflect the recent consolidation of various provincial subdivision and development regulations along with clarifications on setbacks to wastewater treatment plants, landfills, and some various housekeeping amendments noted by staff.

4. As of the first week of October 2022, Planning & Development staff have processed 196 permits at the value of $16,788,657.48 with residential and commercial permitting leading the pack. For comparison, staff had processed 204 permits by the end of October 2021 at a value of $20,492,253. While permit processing numbers appear to be slightly down, please note the October 2021 permit numbers include the entire month of October and our year-to-date October 2022 numbers are calculated to October 5, 2022.

5. The annexation process for the NE 24-39-27-W4M (except Lot 1 Block 1 Plan 032 0195) is withdrawn, a detailed report will come forward to Council later this year.
6. The *Municipal Development Plan* review has been scheduled for 2023 based on priorities and human resources.

7. Various Area Structure Plans (ASPs) have been discussed over the last few quarters:
    a. Preparations on the Good Acre draft ASP for the quarter section legally described as NW 36-39-27-W4M, immediately east of Greystone Ranch, have ceased and the property has been sold.
    b. Work continues on the amendments to the Aspen Lakes West ASP, which is necessary to accommodate the new Catholic elementary school. Internal reviews of the updated concept plan have been completed and some additional amendments are needed before the amending Bylaw will be ready for the formal approval process.
    c. The Rolling Hills developer and their consultants have advised that updated plans will be forthcoming for the remainder of the development. To date, these updated plans have not been received.
    d. Staff have had preliminary discussions with a few developers who may be interested in pursuing ASP preparations.

8. Operational items completed by Public works crews this year include hydrant maintenance, curb line paining for hydrant zones, parking and signage revisions at the Eagle Builders Centre parking area. Public works have completed pumping rolling hills pond, water metre installations, crack sealing, catch basin cleaning, asphalt patching, calcium of gravel roadways and pothole filling. Completed signage installs, completed the street water valve exercising and sweeper has been put away for the year. Scheduled grading of alleys and roads are 95% complete.

9. In anticipation of upcoming winter snow removal, two Expressions of Interest (EOI), the Parking Lot Snow Removal EOI, and the Snow Equipment for Roadways EOI, were posted to APC on September 14th, with a close date of October 14th. Upon closing date, each EOI will be reviewed, and qualified vendors advised they are qualified to participate in snow removal activities for the Town.

10. The department has conducted sidewalk repairs on all sidewalks with the two worst priority ratings (4 & 5). Repairs were done with internal resources and have greatly improved the safety and accessibility of the Town's sidewalk network.

11. Our two Operator III's, Josh Barnard & Phil Howes, have successfully completed the AB Public Works Association Supervisor Program - Level 1 this year. Successful completion of this training is an important part of the department's succession planning and for building our future leaders. Congratulations to Josh & Phil!

12. The department welcomed a new Infrastructure and Property Services Clerk, Amanda Partridge, to the team on September 26th. Amanda replaces Candice Hilgersom who was promoted to Development Officer I in December 2021.

CAPITAL UPDATE:

13. The Gregg Street and Womacks project is ongoing, with the season and final work coming to completion, we are expecting the concrete, paving, signals and paintwork to be completed over the next 3 weeks depending on labour and material availability. CP Rail have removed the extra concrete panels from the new pedestrian crossing location. It is of note that there will be a two day period without signalized poles. At this time, Highway 2A and Womacks/Panorama intersection will become a 4 way stop. Mail out notices are being prepared for the roadway changes.

14. The Leung Road and Duncan Avenue Project along with the All-Star Parking lot work is completed.

15. The McKay Ranch Lift Station was not awarded this year, due to lack of development and excessive cost overruns, the project will be retendered in the fall and capital dollars are proposed for construction in the 2023 budget.

16. Reviewing the Capital projects and servicing plans for the 10 year capital has also been a large part of the department's time.

PROGRESS ON PROJECTS/PROGRAMS:

17. Fall Clean up is scheduled for week after Thanksgiving. Leaf and yard waste program pick-up ends the last full week of October.

18. Utility Bylaw rates were reviewed, discussed, and updated as per the 2022 budget plans, but no increases were approved. The utility rate review has been going well, with the consultant coming to present at the October standing committee meeting.

19. The Asset Management Policy has been updated and will be brought forward to the October Standing Committee for first draft review. The department is currently in the process of drafting up an Asset Management Strategy for the community. This AM Strategy will set the strategic goals for how Blackfalds will manage its assets in a long-term, sustainable manner.

20. Parkland Geo completed the annual Fall sampling program for the old landfill on October 4th. After lab results are received, and analyzed, Parkland Geo will provide a report that will include both the spring and fall survey results. 2022 is the first year a semi-annual sampling program has been done and data collected will serve as an important baseline for future monitoring events.

21. The existing RCMP land site will be expanded to the east to allow for a future expansion of the building. The subdivision of the remaining commercial parcel will be coming forward soon to Council.

22. Working on revisions to the Dangerous Goods Bylaw and Traffic Bylaw to conform with new regulations and the Transportation Master Plan.

23. We are looking at odor control options for the Stanley Street Lift station to mitigate the odour around the Border Paving Plaza. The Plaza work has started by TimCon.

24. Off-Site Levies internal reviews are underway with Council and Public Engagement input to follow in the first and second part of 2023.

Department Director/Author

Subject: 2022 CP Holiday Train

October 4, 2022

Mayor Jamie Hoover
Town of Blackfalds
PO Box 220
Blackfalds AB T0M 0J0

via email: jhoover@blackfalds.ca

Dear Mayor Hoover:

The Canadian Pacific Holiday Train returns to the tracks this year visiting communities across the CP network.

The 2022 CP Holiday Train will stop in Blackfalds on Thursday, December 8 at 12:45pm.

Thanks to the generous support of great communities like yours, the Holiday Train has raised more than $21 million and collected more than 5 million pounds of food since 1999 to help those in need. With your help, we can continue to raise food, money and awareness for hunger issues and food insecurity in communities across North America.

FOOD BANK DONATION
In our messaging leading up to your stop and at the event itself, CP will encourage people to donate to the local food bank. In the past, the **Blackfalds Food Bank Society** was your community's chosen organization.

CP HAS HEART
CP Has Heart is our community investment program aimed at improving the heart health of people in communities across North America through partnerships, sponsorships, activities and contributions that fund cardiovascular research and the best equipment and care for cardiac patients.

Prevention is key to eliminating the effects of heart disease. Because quality nutrition is one way to prevent heart disease, we encourage those attending the events to donate heart healthy food items or money. Regardless of circumstance, we believe that everyone should have access to healthy, nutritious food.

HOSTING A SAFE AND FUN EVENT

Safety is always our top priority, and our goal is to continue to make the Holiday Train event safe and fun for everyone. We ask that your office manage any road or crossing blockages related to this event, including marking a safe perimeter around the Holiday Train for the duration of the show.

We have found that something as simple as "Do Not Cross" tape works well for this purpose. However, our preference is erecting barricades that clearly mark the area. This offers a safe zone for lowering the stage door, a clear space for people to board and leave the train, and helps to prevent people from trying to cross through the train. Additionally, we encourage police or security presence at the event and nearby crossings to help ensure safe passage for the train into and out of the event.

Members of the CP Police Service will be on hand to help manage crowds. Still, we do appreciate your continued support – including the involvement of your local enforcement officials – in keeping the Holiday Train event in your community a safe one.

CP continues to follow the national COVID-19 situation and abides by all federal requirements.

SOCIAL MEDIA

We use social media to invite community members to the event and encourage food bank donations. Follow us on Facebook, Twitter and Instagram and share our message by using #CPHolidayTrain and #HealthyDonations.

EVENT INFORMATION

We will be in touch with you within the next few weeks to discuss additional event information such as the stop location, how to promote the event and confirm you can join us on stage to help present a donation to your local food bank. At this time, we are finalizing a possible rider program and will provide details soon.

Your CP contacts for this year's CP Holiday Train are Christine Brown and Brenda Land. They will be contacting you soon with further information and can be reached at Holiday_Train@cpr.ca.

I look forward to your community's participation in this year's CP Holiday Train.

Sincerely,

Mike LoVecchio
Director Indigenous Relations and Government Affairs
Canadian Pacific
General Yard Office
1670 Lougheed Highway
Port Coquitlam BC V3B 5C8
778 772-9636
mike_lovecchio@cpr.ca

2021 Annual Report

LACOMBE FOUNDATION

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Message from the Board Chair

On behalf of the Lacombe Foundation, I am pleased to share this annual report to the community.

As our communities emerge from the global pandemic, and we all adapt to this new state of normal that is particularly challenging within the seniors housing sector, I want to express my gratitude for the exceptional job done by the Lacombe Foundation board and staff, but also by the residents and their families. It has been and will continue to be, a collective effort in retaining a safe, healthy living and workplace at all our facilities.

Although this year will be my first as the Chair of the Board of Directors for the Lacombe Foundation, I am bringing my experience as a past director on the board, and I am excited about my opportunity to help oversee the governance and strategy for the coming year. In the past number of months, I have noted some significant activity from the Federal and Provincial governments that indicate a higher level of prioritization, and commitment to improving and increasing access to affordable, safe, and greater variety of senior and social housing. The Lacombe Foundation continues to be engaged in the consultation processes that are being held through these significant initiatives, and we will diligently work to maximize the housing benefits for seniors and low-income families in our region. In particular the Foundation is continuing to work with the province to fund the future rebuild for the Lacombe Lodge as well as increasing the affordable housing options for seniors and low-income families in Blackfalds, both of which will benefit the entire Lacombe Foundation region.

Through this annual report we hope to provide you an understanding of the ongoing effort and commitment we have to provide safe, high-quality, well managed, fiscally responsible, and forward thinking operating and planning of our facilities.

Jamie Hoover

Our Thanks

The Municipal Elections in 2021 brought many changes to our board. We would like to extend our thanks to the outgoing members:

Helen Posti

Paula Law

Cora Hoekstra

Cora Knutson

Will Taylor

Board Members as of November 2021

Jamie Hoover — Chair

Barb Gilliat — Vice Chair

Barb Shepherd

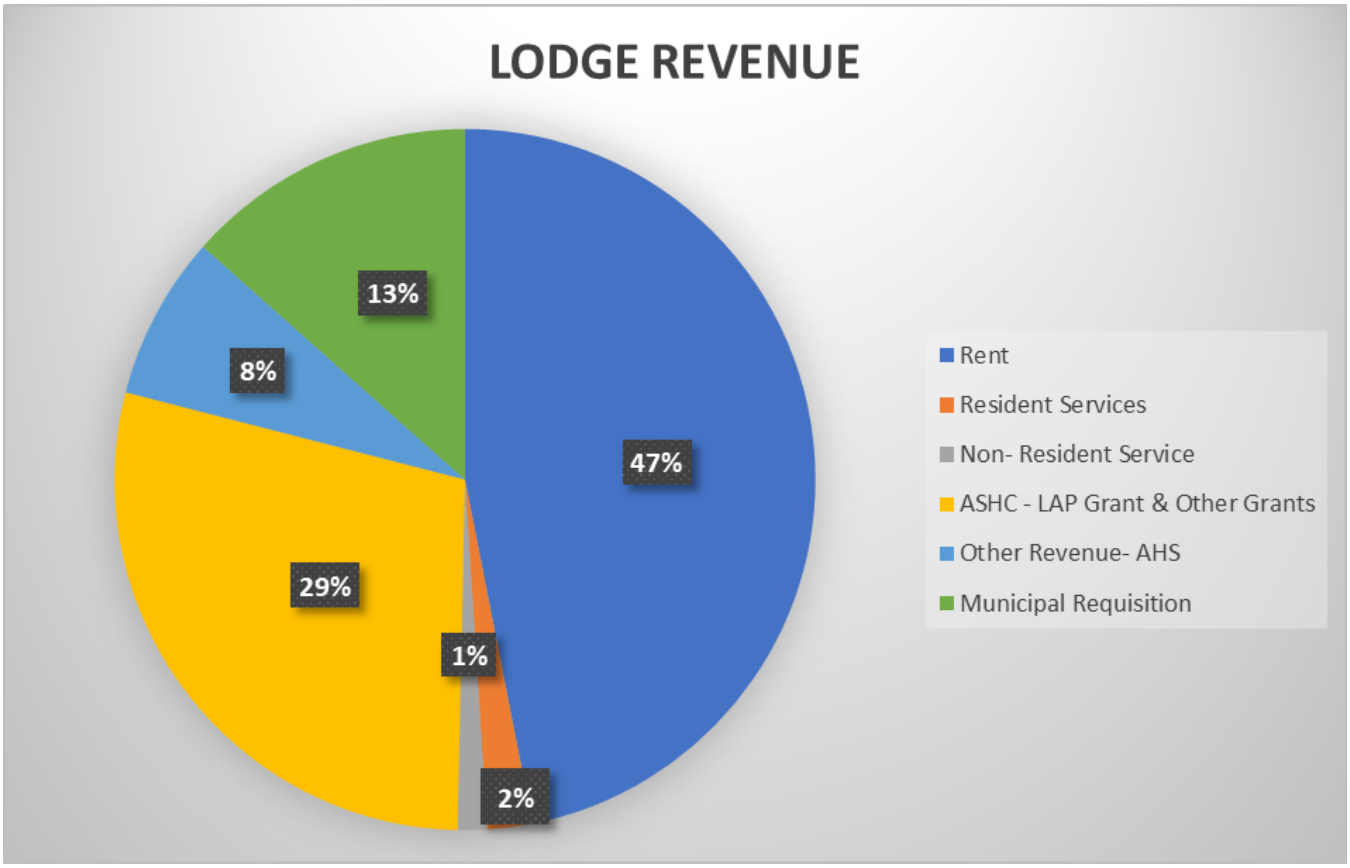
Reuben Konnik

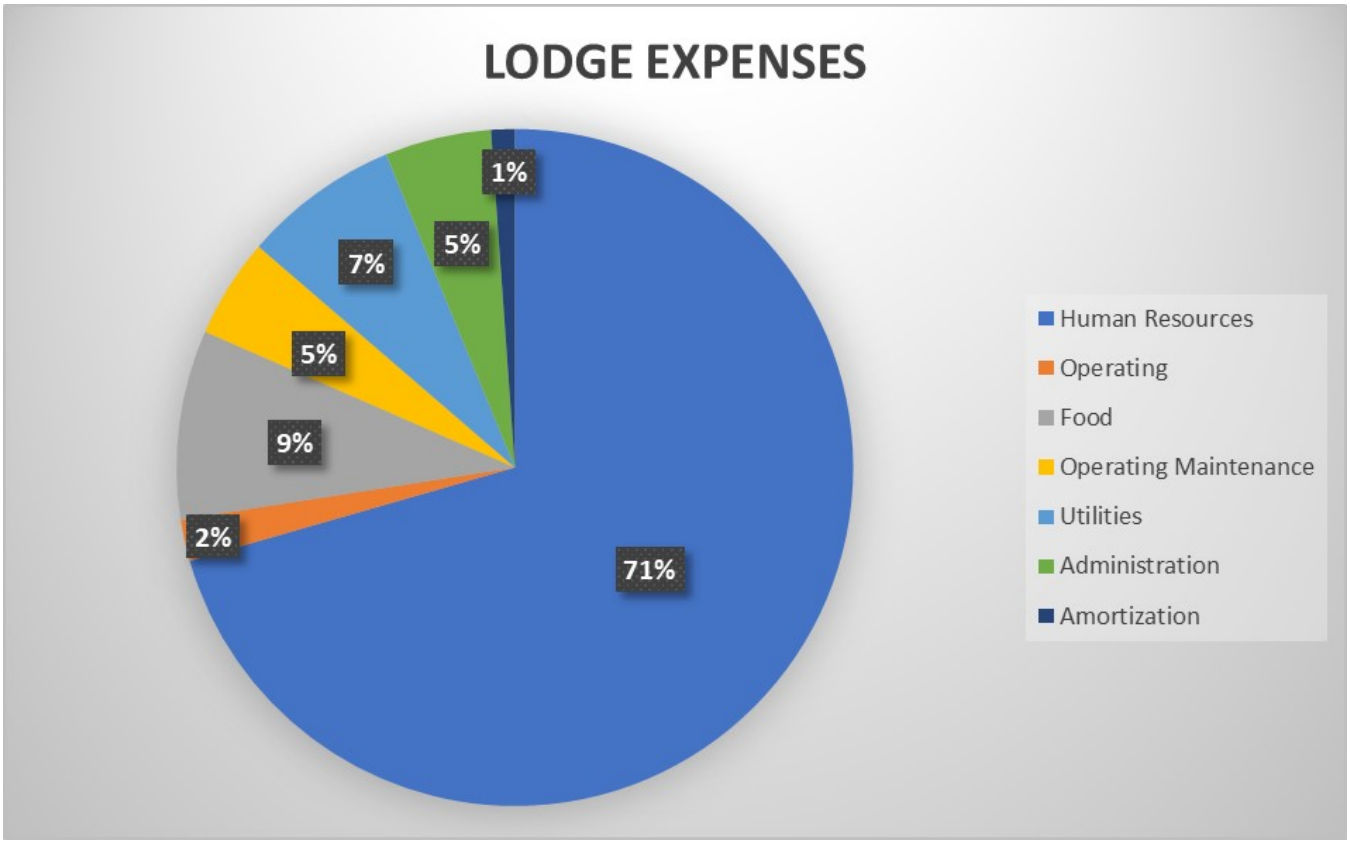
Colleen Ebden

Tracy Hallman

Lenore Eastman

Financials *from the December 31, 2021 Financial Statements*





Captions

Top Special treats prepared for a celebration at Lacombe Lodge.

Bottom A "Unicorn" visit brings laughter and hugs to residents.

Business Plan Highlights

Outcome #1 – Investing Now and in the Future

- Eckville Manor received $75,000 for Roof Replacement and Interior repairs. These projects were funded by the Ministry of Seniors and Housing and have been completed.
- $85,000 for the make up air unit replacement at Lacombe Lodge was approved and funded internally from reserves. The project was completed June, 2021.
- The service area did receive funding for projects in the Seniors Self Contained and Community Housing portfolio managed by The Bethany Group: $488,500 was allocated for 13 projects in Alix, Bentley, Blackfalds, Eckville, Lacombe and Mirror. These projects included window replacements, sewer line repairs, fire alarm systems upgrades and suite renewals.
- No approvals were received for Major Capital Projects (Lacombe Lodge Redevelopment and Blackfalds Affordable Seniors proposal). The projects remain under consideration with the Ministry of Seniors and Housing.

Outcome #2 – Integrated Housing and Supports

- In April 2020, the City of Lacombe allotted funds from their Affordable Housing initiative to Tricon Developments. Why Corp, a subsidiary of Tricon, and Lacombe Foundation have entered into a service agreement to provide application review to ensure the suites are rented to low income and in-need tenants. Construction of the units was well underway in 2021, with project completion in 2022.

Outcome #3 – Transitions and Aging in the Community

- The Government of Alberta is working on a home care re-design project in conjunction with the Facility Based Continuing Care review. The Bethany Group is currently involved in meetings and has offered to pilot any projects that are approved.

Outcome #4 Fair and Flexible

- The Government of Alberta has provided Lodge Assistance Grant funding of $463,577 in each of the past three years. This support stabilizes operational funding as rents that are charged fluctuate based on individual incomes.
- All expenses and revenue loss directly related to Covid-19 are being tracked. Funds are provided on a recovery basis from the Ministry of Seniors and Housing with monthly submission for reimbursement. The total 2021 Covid funding received was $856,222. This is the combined total for Lacombe Lodge, Eckville Manor Lodge and the Designated Supportive Living spaces in Eckville.

Outcome #5 A Sustainable System

- The approved 2021 budget continues to reflect administrative costs within provincial benchmarks.
- Requisition in the Lacombe Foundation service area remains at $624,600. Annual surplus funds have been directed to reserves with $2,264,000 currently being held for the Lacombe Lodge Redevelopment project. Advocacy work is ongoing to secure capital funding from the province to move the project forward.

Left: Residents of Eckville Manor House enjoying a Halloween themed game, October 2021

LACOMBE FOUNDATION

THE BETHANY GROUP

Lacombe Foundation Board Meeting
Monday June 27, 2022 @ 1:00pm
Lacombe County Council Chambers

MINUTES

In Attendance:	Colleen Ebden	Town of Eckville
	Lenore Eastman	Town of Bentley
	Barb Gilliat	Village of Alix
	Barb Shepherd	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe
	Jamie Hoover	Town of Blackfalds
	The Bethany Group	Carla Beck, Shannon Holtz, Melodie Stol (recorder)
	Lacombe Foundation	Ann Hultink

1.	**Call to Order**	
	The meeting was called to order at 1:02pm by Jamie Hoover, Board Chair.	
2.	**Approval of Agenda**	
	B. Gilliat moved to accept the Agenda as presented.	*CARRIED*
3.	**Approval of Minutes**	
	C. Ebden moved to approve the Regular Meeting Minutes of May 16, 2022 as presented.	*CARRIED*
4.	**Correspondence**	
	a.	Seniors and Housing – HMB Board Skills Requirements
	b.	Complaints and Concerns Process
	L. Eastman moved to accept the Correspondence as information.	*CARRIED*
5.	**Reports**	
	a.	Financial Reports Review of financial statements and explanatory notes for the 5 months ending May 31, 2022 Lodges: Revenue still down related to lower occupancy. Outbreak restrictions impact those waiting to move in. Health orders changing June 30, unknown when Covid funding support will end. Maintenance dollars spent at Lacombe Lodge to replace electrical circuits that are failing due to age. $13,200 utility funding grant received, DSL rooms were not included in the grant amount.

LACOMBE FOUNDATION

THE BETHANY GROUP

		Affordable Housing: Revenue remains strong with higher occupancy. Maintenance expenses include pest control, contract painting of two units and appliance replacement. Budget 2023 will need to include additional dollars for appliance replacement as the equipment is aging.
	b.	Occupancy Stats to May 31, 2022 Affordable: units that were being repaired are now ready and rented out for August 1. Lodges: Vacancy is high. Covid 19 restrictions will be lifting on June 30, this may increase viewing and interest in moving in.
	c.	CAO Report (verbal) Outbreak at Lacombe Lodge since June 16 projected closure date of July 8. June 30 will see changes to Covid 19 restrictions and anticipating updates to outbreak protocols and preventive measures. Admin is researching options to use space in the lodge for offices, looking at the rooms that are small and have no exterior facing windows. Tricon project at the Lacombe Hotel will open in July, Lacombe Foundation will screen the applications using the social housing point scoring system. Home Care Request for Expression of Interest released, application for adult day support at Lacombe Lodge will be pursued. Home care for lodges REI will be released in the Fall 2022.
	R. Konnik moved to accept the Reports as information.	*CARRIED*
6.	**New Business**	
	a.	2023-2025 Business Plan The 2023 Business Plan was reviewed and discussed. Updates to performance measures will be made as recommended. Appendix E Capital Priorities will be updated in the new template and circulated to the board. A letter to the local MLA will be drafted, to stress the importance of the Lacombe Lodge redevelopment. *R. Konnik moved to accept the 2023-2025 Business Plan as amended for submission to the Ministry of Seniors and Housing.* *CARRIED*
7.	**Next Meeting Date** - Monday September 26, 2022 at 1:00 pm at Lacombe Lodge, with tour to follow.	
8.	**Adjournment** The June 27, 2022 Lacombe Foundation meeting was declared adjourned at 2:30 pm.	

Barbara Gillis

Jamie Hoover, Board Chair / B. Gilliat Vice Chair
Lacombe Foundation

Carla Beck

Carla Beck, CEO or Shannon Holtz, Director
The Bethany Group

Sept 26, 2022
Date

Sept 26, 2022
Date

MEETING DATE: October 11, 2022

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

SUBJECT: **Enforcement and Protective Services Monthly Report - September 2022**

BACKGROUND

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

DISCUSSION

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

ATTACHMENTS

- *Municipal Enforcement: statistics, September 2022*
- *RCMP Weekly News Report, September 27th to October 3rd*

APPROVALS

CAO Myron Thompson

Department Director/Author

Protective Services

Town of Blackfalds Municipal Enforcement:

September was a time for officers to focus on school zones. There continues to be issues within the community with some drivers not complying with the rules of the road. Passing of school busses is concerning, with 9 violation tickets being issued during the month. Our senior officer has met with the Wolf Creek school bus drivers and provided some training relating to this issue. In preparation for the school year a social media post was prepared, in hopes of bringing awareness to this continual problem. October will see a similar post to draw further awareness to this issue. Officers have focussed much of their attention on enforcing the rules of the road within school zones and will continue to do so, ensuring our children are safe going to and leaving school.

With winter and Halloween coming soon, information articles will be posted on winter driving safety as well as Halloween safety to ensure drivers are reminded of the need to take extra caution during these times.

Officers proactively enforced the Traffic Safety Act and other provincial regulation during month, with the intent of encouraging drivers to follow the rules of the road, making our streets safer.

Blackfalds Municipal Enforcement conducted four traffic enforcement operations during the month, one of which was organized by Ponoka Traffic unit. These operations which include many of our partner agencies have proven very successful with many violation tickets being served on drivers failing to obey the rules of the road. They have further assisted in removing “Unsafe vehicles” from the road.

There were 206 Provincial Violation Tickets issued and 30 Municipal fines issued with fines totalling $57,979.00.

Violation tickets issued.

Act	Tickets	Fine Total	Average Fine
Traffic Safety Act	132	$32,960.00	$249.69
UHRR	37	$12,231	$330.56
Vehicle Equipment Reg.	29	$4,779.00	$164,79
Community Standards Bylaw	19	$4,555.00	$239.73
Operator Licensing and Vehicle Control Regulation	7	$1,134.00	$162.00
Smoking & Vaping of Cannabis & Tobacco Products	3	$750.00	$250.00
Land Use Bylaw	3	$750.00	$250.00
Traffic Bylaw	4	$600.00	$150.00
Tobacco, Smoking and Vaping Reduction Act	1	120.00	120.00
Animal Control Bylaw	1	100.00	100.00

Officers were also busy during the month with 83 operational files being opened on top of the violation tickets issued. 44 of these files related to the Community Standards bylaw, with officers proactively enforcing our bylaws through education and in some instances enforcement.

Officers have been playing an active role within the schools, participating in an open house at the Junior Campus at the beginning of the month, as well as working closely with the SRO and youth. The department is also taking an active role with the Youth Action Coalition, comprised of many partner agencies focussing on the youth in our community.

September 14th the Policing Committee had its quarterly meeting. Currently the Committee is two members short and is seeking volunteers to fill these positions, with one of these positions being a youth position. The committee is currently writing their policy which is a requirement through the Solicitor General. Committee members have been provided the link to sign up for online training on Police Committee's.

Our Animal Control was active this month assisting Municipal Enforcement along with doing many proactive patrols within the community. We continue to see many complaints of pet owners walking dogs off leash and cats roaming freely throughout the town.

Violation tickets issued.

- *Municipal Enforcement Month End Report attached.*

Blackfalds Fire Rescue

During the month of September, we received a generous donation from City of Red Deer Emergency Services of a Lucas2 Machine (approximate value of $15,000 US). This CPR machine has been put into serviced and has already been used the first day.

The department took advantage of the outdoor pool at the Abbey Centre to hone our skills with our Ice/ Water rescue suits and equipment.

We had a good response at the Community Expo on the 7th with a table setup in the community hall and our static display outside in the parking lot with Engine 3 displayed. Mini competitions were held where the public tried turnout gear on and then raced department members for prizes from McDonalds and 7Eleven.

We received two applications while we were at the Expo.

We continue to work with all the town departments in the preparation for the C.O.R audit this September.

The NFPA 1001 Level 2 course final practical exam was held down at the Red Deer Training Grounds running the class through Petroleum fire and industrial scenarios.

September call volume was steady with the department responding to thirty incidents.

A summary of the types of incidents for August is included.

Fire Department – August 2022 – INCIDENT SUMMARY – PAGE 1 of 1

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0141	2	Medical	202209021912	Lacombe County	N/A	EMS
0142	2	Motor Vehicle Incident	202209022255	Lacombe County	Yes	EMS
0143	4	Alarm	202209040904	Corp Limits	N/A	N/A
0144	5	Fire Structure	202209051400	Corp Limits	N/A	N/A
0145	5	Motor Vehicle Incident	202209051920	Lacombe County	Yes	EMS
0146	6	Fire Grass/Brush	202209061636	Corp Limits	Yes	N/A
0147	9	Alarm	202209091230	Corp Limits	N/A	N/A
0148	10	Alarm	202209101543	Corp Limits	N/A	N/A
0149	12	Alarm	202209121254	Corp Limits	N/A	N/A
0150	12	Alarm	202209121609	Corp Limits	N/A	N/A
0151	13	Medical	202209130742	Corp Limits	Yes	EMS
0152	13	Fire Structure	202209132104	Corp Limits	N/A	Yes
0153	14	Medical	202209141709	Corp Limits	N/A	EMS
0154	14	Investigation Fire	202209141757	Lacombe County	N/A	N/A
0155	15	Alarm	202209150657	Corp Limits	N/A	N/A
0156	15	Alarm	202209151458	Corp Limits	N/A	N/A
0157	15	Alarm	202209151758	Corp Limits	N/A	N/A
0158	20	Alarm	202209201005	Corp Limits	N/A	N/A
0159	19	Haz-70 Public Hazard	202209202229	Corp Limits	Yes	EMS
0160	21	Alarm	202209210810	Corp Limits	N/A	N/A
0161	22	Alarm	202209221220	Corp Limits	N/A	N/A
0162	23	Mutual Aid	202209231205	Lacombe County	Yes	N/A
0163	23	Alarm	202209231221	Corp Limits	N/A	N/A
0164	24	Mutual Aid	202209241556	Lacombe County	N/A	N/A
0165	24	Alarm	202209241709	Corp Limits	N/A	N/A
0166	27	Investigation Fire	202209270859	Corp Limits	N/A	N/A

0167	29	Fire Structure	20220929200	Corp Limits	N/A	N/A
0168	30	Motor Vehicle Incident	202209301500	Lacombe County	Yes	EMS
0169	30	Alarm	202209301906	Corp Limits	N/A	N/A
0170	30	Alarm	202209302006	Corp Limits	N/A	N/A

Occupational Health & Safety

The Auditor began the COR audit mid September, various staff, managers, and upper managers have been interviewed to date. The final Audit report is not expected to be complete until the end of October early November. All departments have been working with her to ensure she has access to documentation and staff when needed.

The Near miss program is continuing to be successful with few incidents being reported but it is providing a venue where these can be reported anonymously.

RCMP

The RCMP has continued to see positive response to their weekly News reports, which serves to provide residents an incite into some of the work they are doing.

Officers have participated in traffic operations along with Municipal Enforcement. The integrated traffic unit has been taking a very active role in these valuable traffic initiatives, ensuring our streets are safe.

Emergency Management

The town hosted an ICS 300 course September 27-29th, put on through our LREMP partners, with instructors from Lacombe County, AEMA as well as Rocky View County.

On the 15th of September the LCMAO meeting was held, in which discussion continued relating to the ICS training planned for early November. Industry partners presented a small tabletop exercise assisting in the understanding of how the partnership would come together to assist in an emergency.

Managers Morrison and Bornn have continued to prepare for the Oct. 26th LREMP exercise, which will be a true test of our ESS draft plan.

Ken Morrison

Royal Canadian Mounted Police

BLACKFALDS Detachment

Blackfalds RCMP provide policing service to a large geographical area surrounding the cities of Lacombe and Red Deer. The area stretches from Township Road 412 in the north, Highway 42 in the south, Range Road 240 in the east and Range Road 10 in the west. The jurisdiction encompasses the communities of Blackfalds, Tees, Clive, Joffre, Haynes, Gull Lake, Gasoline Alley, and Springbrook.

For additional information on the Blackfalds RCMP view https://www.rcmp-grc.gc.ca/detach/en/d/439#Blackfalds

September 27th, 2022 to October 3rd, 2022

News

The Blackfalds RCMP Detachment received 151 calls for service during the week of September 27th to October 3rd, 2022. These calls included 1 Assault with Weapon, 3 Break & Enters, 2 Roadside Suspensions, 7 Thefts, 5 Mischiefs, 3 Theft of Motor Vehicle, and 19 Motor Vehicle Collisions.

September 27th, 2022

- Calls were received of a possible impaired driver in Blackfalds. Police attended the location and a roadside stop was conducted on a female driver. Two breath samples were taken resulting in a “Fail” reading. She was issued an IRS Suspension and the vehicle was towed.
- One male attended the Blackfalds front counter to turn himself in on an outstanding warrant. He was arrested and released on an Appearance Notice.

September 28th, 2022

- Multiple calls were received of an erratic driver in Lacombe County. The vehicle was located and a roadside stop conducted on one female driver. Two breath samples were taken with a “Fail” reading. The female was issued an IRS Suspension and charged with Careless Driving.

- A business in Lacombe County reported a suspicious package that was making a beeping noise. Staff evacuated as per their safety plan. The Explosives Disposal Unit was contacted but upon further investigation were not required to attend. With the owners' approval the package was opened and determined to be a dogs E-collar that had turned on.

September 29th, 2022

- Police are investigating the theft of a motor vehicle out of a residential garage in Blackfalds. The vehicle was later recovered in Turtleford, Saskatchewan.
- Multiple complaints were received of two males having a dispute on an overpass in Red Deer County. One male stated he had been cut off by the other driver. Police attended. The situation was mediated and both drivers were sent on their way.

September 30th, 2022

- Police received a call that a Commercial vehicle was stolen from the driveway of a residence in Blackfalds. The vehicle was later recovered in Camrose.
- A call was received of a single vehicle collision. A female lost control of her vehicle southbound on Highway 2 near Lacombe. When she entered the median, the vehicle caught the culvert causing it to become airborne and land in NB traffic. No other vehicle damaged. The female driver and her passenger were transported by EMS.

October 1st, 2022

- A female caller requested Police attend her residence in Red Deer County to remove her son. The male was high on drugs and acting erratically. Police attended. The male was arrested on outstanding warrants and held for a JIR Hearing.
- It was reported to Blackfalds Detachment that a trailer was broken into at a compound in Springbrook. A large number of items were stolen out of the trailer. The matter is still under investigation.

October 2nd, 2022

- Police are investigating theft of fuel from multiple locations in Red Deer County. They appear to be done by the same individuals.
- A hotel in Gasoline Alley reported a possible overdose. One male received CPR. Police administered doses of Narcan nasal spray until the male was responsive.

October 3rd, 2022

- An irate man called Blackfalds front counter staff advising he had been locked in a business compound in Lacombe County. Police contacted the business and it was determined the male complainant was refusing to pay for services. A different solution was identified.
- A motorcycle turned left in front of a car and was struck. Police attended. The motorcyclist received non-life threatening injuries and was transported the hospital.

MEETING DATE: October 11, 2022

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Development & Building Monthly Report – September 2022**

BACKGROUND

Attached is the September 2022 Development & Building Permit Report and Comparison for 2020-2022 year to date. We also have shown the comparison for the year-to-date figures for 2021 on the comparison report.

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

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

ATTACHMENTS

- *September 2022 Development/Building Permit Report*
- *2020 – 2022 Development/Building Comparison Report*

APPROVALS

CAO Myron Thompson

Department Director/Author

179-22	1-Sep-22	53 Murphy Close	R-1M	Residential	Basement Reno
180-22	8-Sep-22	33 Murphy Close	R-1M	Residential	Rear yard projection relaxation x2
181-22	9-Sep-22	6017 Parkwood Road Unit 305	C-2	Commercial	Temporary Signage
182-22	12-Sep-22	69 Ash Close	R-1L	Residential	Deck extension and addition of stairs
183-22	13-Sep-22	5 Coachman Way	R-1S	Residential	Basement Reno
184-22	13-Sep-22	20 Broadway Village MHP (4922 Womacks Road)	R-MHP	Residential	Detached Carport / Shelter
185-22	14-Sep-22	5461 Vista Trail	R-1M	Residential	SFD
186-22	16-Sep-22	5109 Indiana Street	C-1	Commercial	Dental Office
187-22	20-Sep-22	5717 Panorama Drive	R-1M	Residential	Hot Tub
188-22	26-Sep-22	5 McKelvey Close	R-1L	Residential	Basement Reno
189-22	26-Sep-22	34 Coleman Crescent	R-1L	Residential	Hot Tub
190-22	27-Sep-22	274 Westridge Drive	R-1M	Residential	Front Door Platform & Stairs to accommodate wheelchair lift
191-22	28-Sep-22	6037 Parkwood Road Unit 100	C-2	Commercial	Change in Occupancy
192-22	28-Sep-22	4758 Aspen Lakes Boulevard	R-1M	Residential	SFD
193-22	28-Sep-22	5302 Broadway Avenue	PF	Public Facility	Grading

Town of Blackfalds Development/Building Permit Comparison 2020 to 2022

2021 YTD

	2020		2021		2022		September	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	*Number of Permits*	*Dollar Value*
Residential								
SFD	24	$ 5,965,780.00	29	$ 7,854,460.00	16	$ 4,722,825.00	*25*	*$ 6,908,460.00*
Duplexes	12	$ 3,053,876.00	0	$ -	4	$ 800,000.00	*0*	*$ -*
Manufactured Home	1	$ 55,000.00	0	$ -	3	$ 300,000.00	*0*	*$ -*
4-plex	1	$ 300,000.00	0	$ -	0	$ -	*0*	*$ -*
8-plex	0	$ -	0	$ -	0	$ -	*0*	*$ -*
Townhouses	0	$ -	4	$ 883,340.00	10	$ 2,513,600.00	*4*	*$ 883,340.00*
Apartment	0	$ -	0	$ -	0	$ -	*0*	*$ -*
SFD w/Accessory suite	0	$ -	0	$ -	0	$ -	*0*	*$ -*
Total Res. Dwellings	**38**	**$ 9,374,656**	**33**	**$ 8,737,800**	**33**	**$ 8,336,425**	**29**	**$ 7,791,800**
Garage	23	$ 556,400.00	15	$ 471,000.00	24	$ 924,000.00	*12*	*$ 386,000.00*
Deck	8	$ 32,400.00	4	$ 18,500.00	9	$ 68,010.00	*3*	*$ 15,500.00*
Basement Reno	58	$ 1,067,750.00	50	$ 1,120,400.00	46	$ 891,550.00	*36*	*$ 822,400.00*
Addition	0	$ -	1	$ 25,000.00	1	$ -	*1*	*$ 25,000.00*
Accessory Suite	1	$ -	0	$ -	0	$ -	*0*	*$ -*
Home Business	30	$ -	26	$ -	9	$ -	*23*	*$ -*
Other	58	$ 989,561.17	55	$ 1,986,318.00	33	$ 691,557.73	*36*	*$ 531,150.00*
Commercial	15	$ 679,700.00	27	$ 738,735.00	29	$ 4,313,600.00	*12*	*$ 733,735.00*
Industrial	5	$ 459,900.00	3	$ -	3	$ 12,093.75	*5*	*$ -*
Institutional	3	$ 29,260,000.00	1	$ 3,000.00	0	$ -	*3*	*$ 3,000.00*
Agricultural	3	$ 31,000.00	2	$ 25,000.00	0	$ -	*3*	*$ 13,000.00*
Public Facility	12	$ 25,613,528.50	17	$ 8,791,500.00	6	$ 1,548,421.00	*10*	*$ 8,768,500.00*
TOTAL PERMITS	**254**	**$ 68,064,895.67**	**234**	**$ 21,917,253.00**	**193**	**$ 16,785,657.48**	***173***	***$ 19,090,085.00***
General Yearly Notes:		1 - 24,600,000 Multi-Plex expansion		1 - 2,500,000 East Area Linear Wetland Ph. 2		1 - 2,500,000 Vista Trail Commercial		
		1 - 29,000,000 Wolf Creek High School		1 - 5,500,000 Womacks/Gregg St. Alignment Project		1 - 1,000,000 Dental Office		

MEETING DATE: October 11, 2022

PREPARED BY: Laura Thevenaz, Infrastructure Services Manager

SUBJECT: **BOLT KPI Monthly Report – September 2022**

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds and Lacombe as well as local bus service within Blackfalds and Lacombe. Unfortunately, a notice of motion passed at the City of Lacombe Council meeting on September 23, 2020 ultimately ending the BOLT regional partnership ceasing operational service on August 28th, 2020. Fortunately, the Town of Blackfalds was able to quickly move forward with procurement of a service contractor, purchase of a wheelchair accessible van and finalized an on-demand transit service model for our Town. This new BOLT 2.0 allows for five-day service from 6:00 am to 8:00 pm with many more boarding options for our residents and visitors within town and one stop at the Kingston Hub at the north end of Red Deer.

Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 service as an on-demand digital community commuter service. Our new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

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

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

DISCUSSION

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

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

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

The Town has seen significant ridership with the Red Deer Polytechnic stop with 21 pickups, and 33 drop offs in September. This amount of new ridership is encouraging given how new the stop is. During the last 30 days there has been no ridership for Asplund Industrial Park; however, Administration anticipates this service will pick up with over the year, especially during summer months with increased temporary staffing at Eagle Builders.

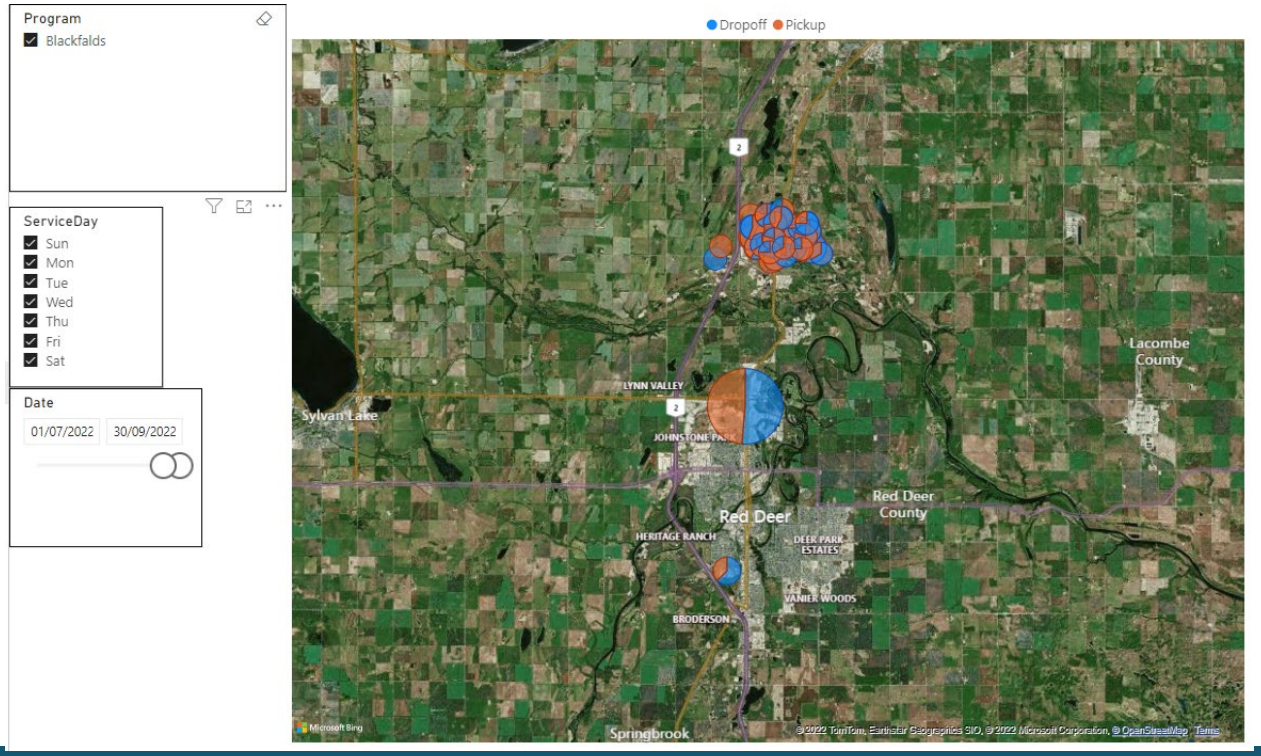
ATTACHMENTS

- *September 2022 Monthly Report and Yearly Trending Report*

APPROVALS

CAO Myron Thompson

Department Director/Author



Monthly KPI Metric Summaries Report

Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)
Sep 2022	44	12	32	11.8	591	520	56%	2.4	77%	4.9	0%	0	4%	3%	44	2.1
Aug 2022	40	8	32	7.7	330	306	51%	2.2	74%	4.9	0%	0	3%	0%	8	1.0
Jul 2022	26	4	22	9.5	294	248	33%	2.3	74%	4.9	0%	0	2%	1%	4	1.0
Jun 2022	36	9	27	10.3	421	371	36%	2.4	83%	4.8	0%	0	2%	1%	12	1.3
May 2022	30	3	27	12.8	442	384	43%	2.3	84%	4.8	0%	0	1%	0%	4	1.5
Apr 2022	40	6	34	9.0	442	361	39%	2.3	84%	4.7	0%	0	3%	1%	6	1.6
Mar 2022	34	5	29	15.5	591	527	56%	2.4	92%	4.8	0%	1	6%	2%	16	1.8
Feb 2022	31	4	27	12.6	419	390	50%	2.6	86%	4.9	0%	0	1%	1%	8	1.6
Jan 2022	31	9	22	11.1	363	344	40%	2.3	83%	4.9	0%	0	2%	1%	3	1.2
Dec 2021	29	3	26	9.9	326	286	36%	2.3	74%	4.9	0%	0	2%	2%	4	1.0
Nov 2021	31	5	26	13.3	450	412	46%	2.5	84%	4.8	0%	0	1%	0%	3	1.5
Oct 2021	32	8	24	9.4	344	301	45%	2.5	82%	4.9	0%	2	1%	0%	2	1.2
Sep 2021	27	7	20	9.1	280	247	45%	2.4	74%	4.9	0%	0	1%	1%	2	1.0
Aug 2021	28	8	20	5.0	164	141	27%	2.1	71%	4.8	1%	0	2%	0%	1	0.6
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9	0%	0	0%	0%	0	0.6
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9	0%	0	1%	1%	1	0.8
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9	0%	0	1%	0%	1	0.7
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9	0%	0	1%	0%	3	0.8
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0	0%	0	2%	0%	1	1.0
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0	1%	0	1%	0%	0	0.7
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0	0%	2	0%	1%	0	0.9
Dec 2020	21	4	17	8.4	203	177	26%	2	82%	5.0	0%	0	1%	1%	0	0.7
Nov 2020	30	11	19	9.2	299	276	40%	2.2	87%	5.0	0%	2	3%	1%	2	1.1
Oct 2020	27	12	15	9.2	266	249	43%	2.2	78%	5.0	0%	3	6%	4%	1	0.9
Sep 2020	36	33	3	5.9	228	212	44%	2.2	69%	4.9	0%	5	3%	4%	7	0.8
Aug 2020	3	3	0	1.3	4	4	0%	-	43%	4.7	0%	0	0%	0%	0	0.1

Program

- [x] Blackfalds

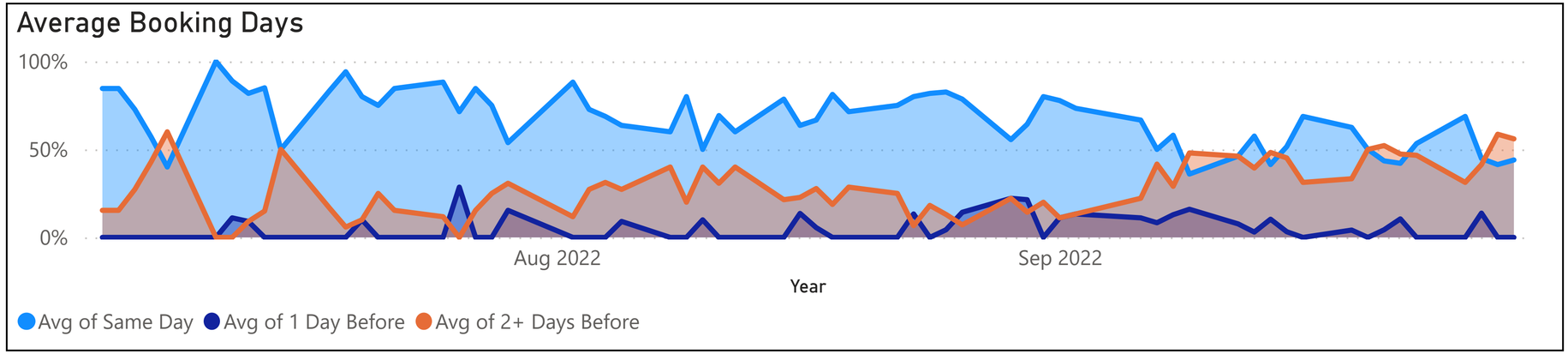
ServiceDay

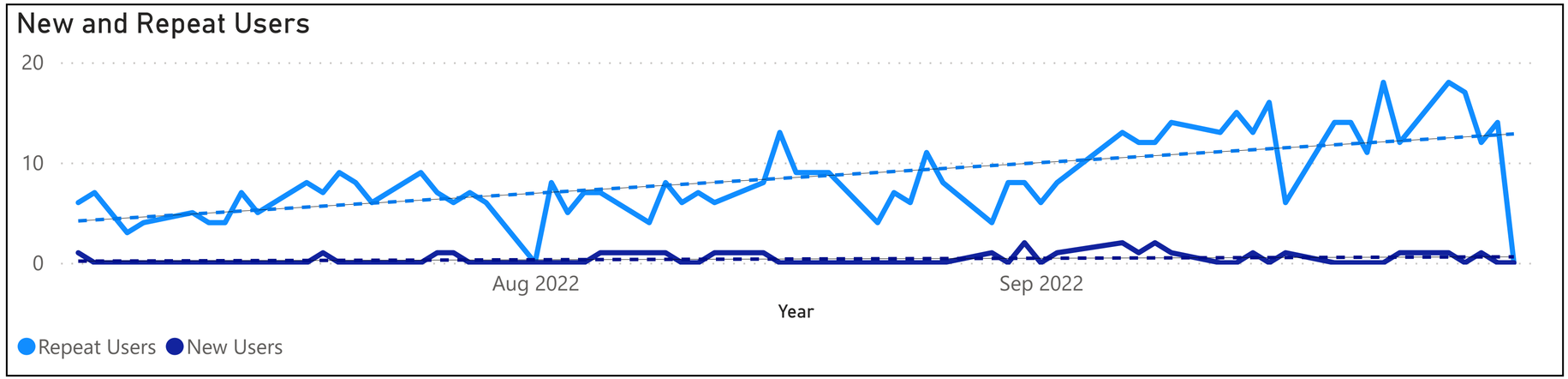
- [x] Sun
- [x] Mon
- [x] Tue
- [x] Wed
- [x] Thu
- [x] Fri
- [x] Sat

Date

01/07/2022

30/09/2022





11.19

Avg Actual Trip Duration (min)

Year	2022				
Month	September				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	52.3%	6.3%	41.3%	12	258
Total	**52.3%**	**6.3%**	**41.3%**	**12**	**258**

Program

- [x] Blackfalds

ServiceDay

- [x] Sun
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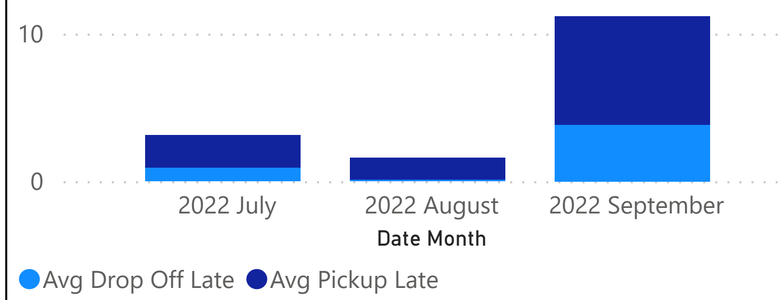
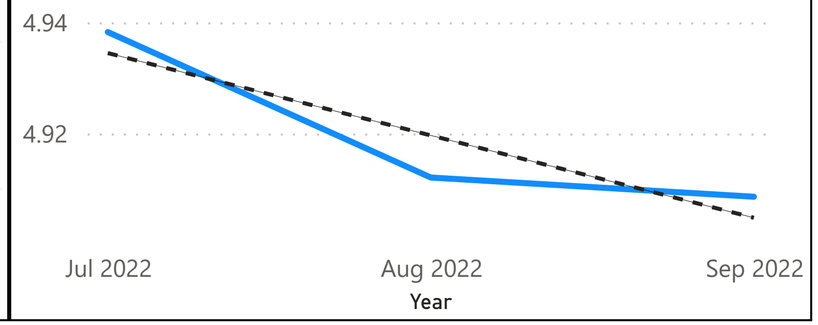
30/09/2022

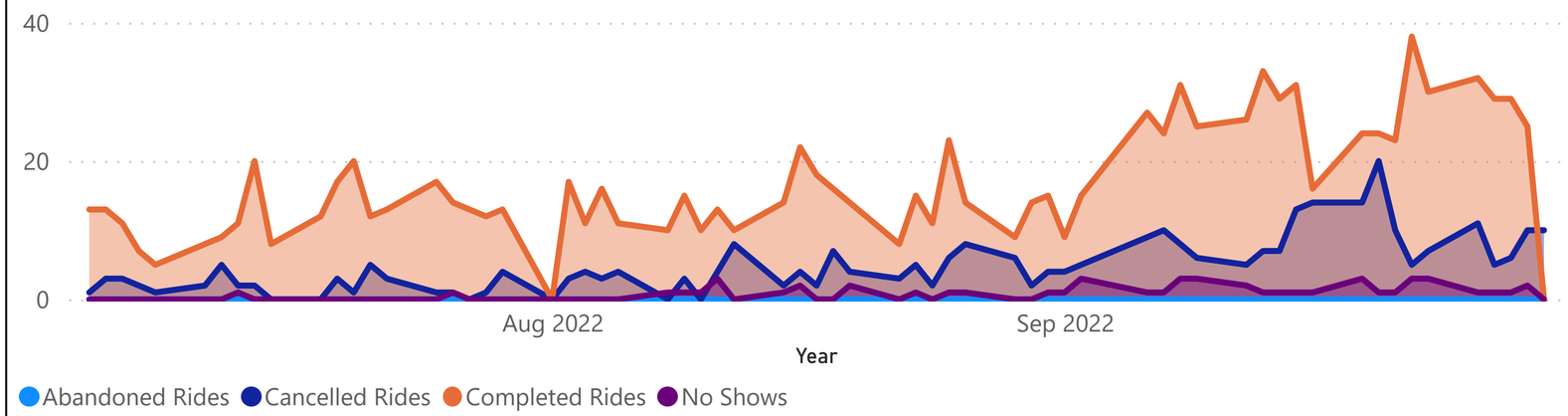
Avg Late Pickup and Drop Off



Avg Ride Rating



Ride Status Types



1074

Completed Rides

4.92

Avg Ride Rating

Year	2022						
Month	September						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	3.82	7.35	4.91	0	186	520	34
Total	**3.82**	**7.35**	**4.91**	**0**	**186**	**520**	**34**

Program

- [x] Blackfalds

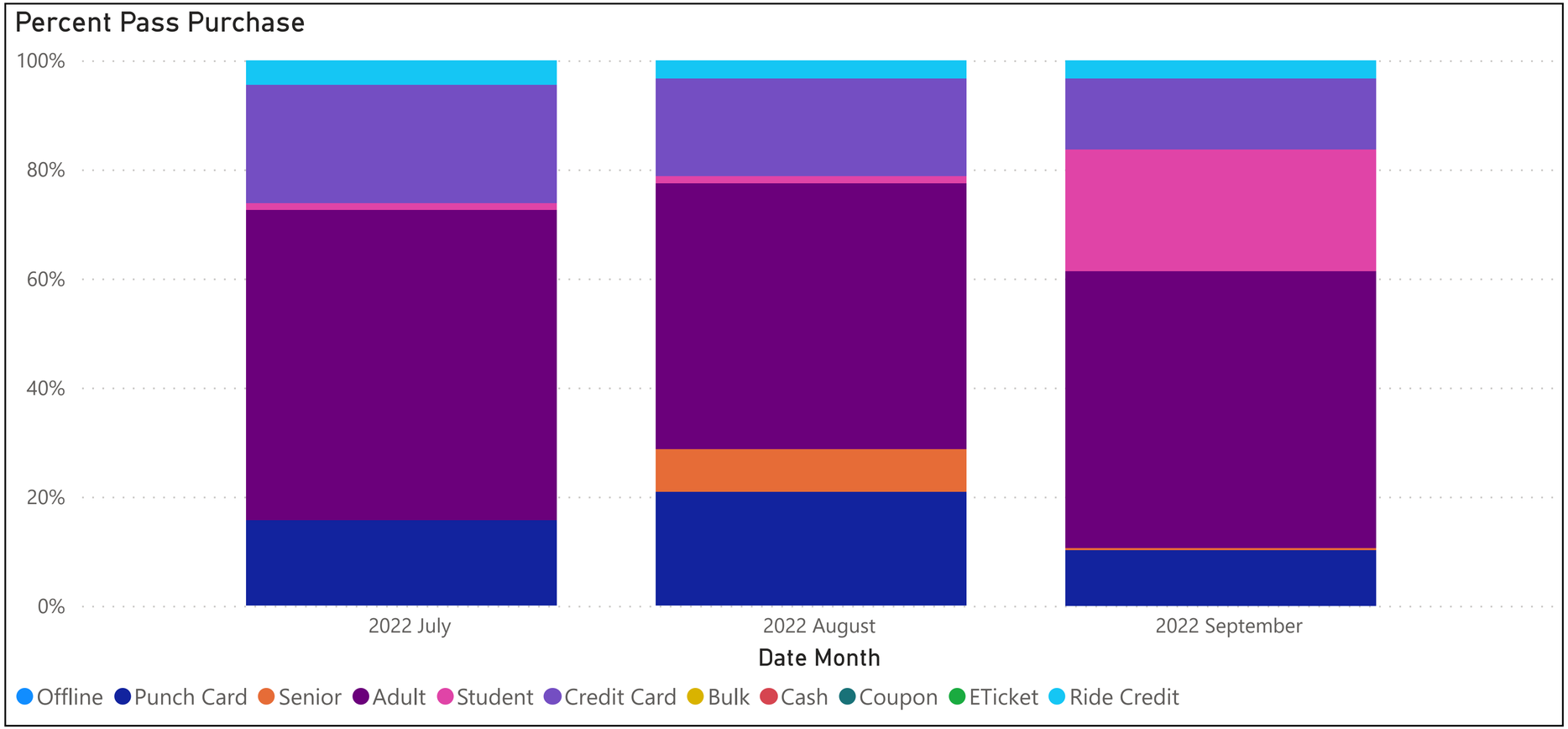
ServiceDay

- [x] Sun
- [x] Mon
- [x] Tue
- [x] Wed
- [x] Thu
- [x] Fri
- [x] Sat

Date

01/07/2022

30/09/2022



Year	2022											
Month	September											
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket
Blackfalds	0%	10%	0%	51%	22%	13%	0%	0%	0%	0%	3%	0%
Total	**0%**	**10%**	**0%**	**51%**	**22%**	**13%**	**0%**	**0%**	**0%**	**0%**	**3%**	**0%**

Program

- [x] Blackfalds

ServiceDay

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- [x] Wed
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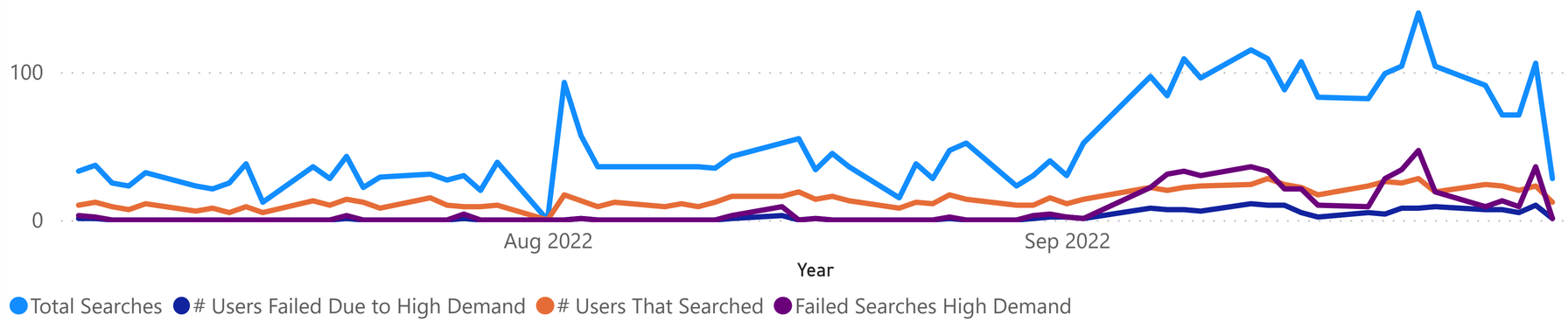
- [x] Fri
- [x] Sat

Date

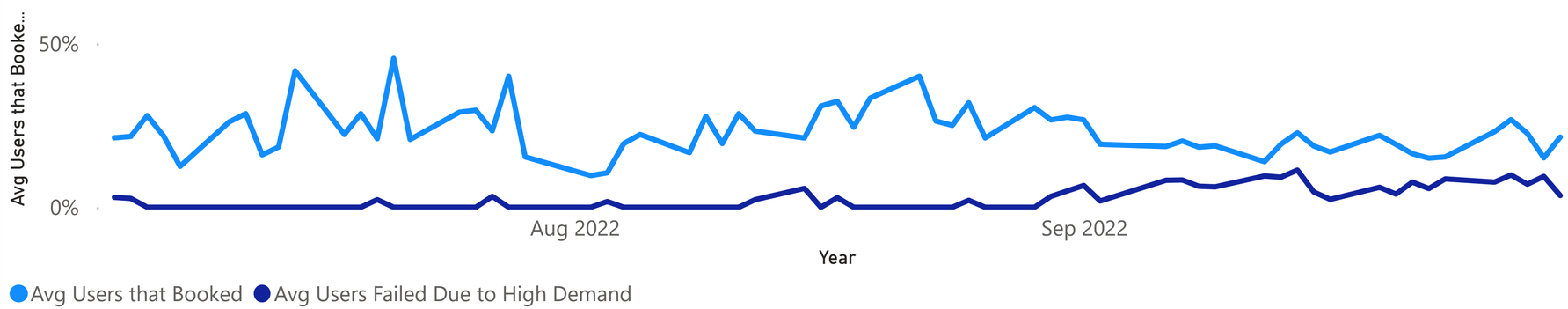
01/07/2022

30/09/2022

Total Searches to Failed Searches



% Bookings to Failed Searches



Year	2022				
Month	September				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	1866	133	450	19%	7%
Total	**1866**	**133**	**450**	**19%**	**7%**

Program

- [x] Blackfalds

ServiceDay

- [ ] Sun
- [ ] Mon
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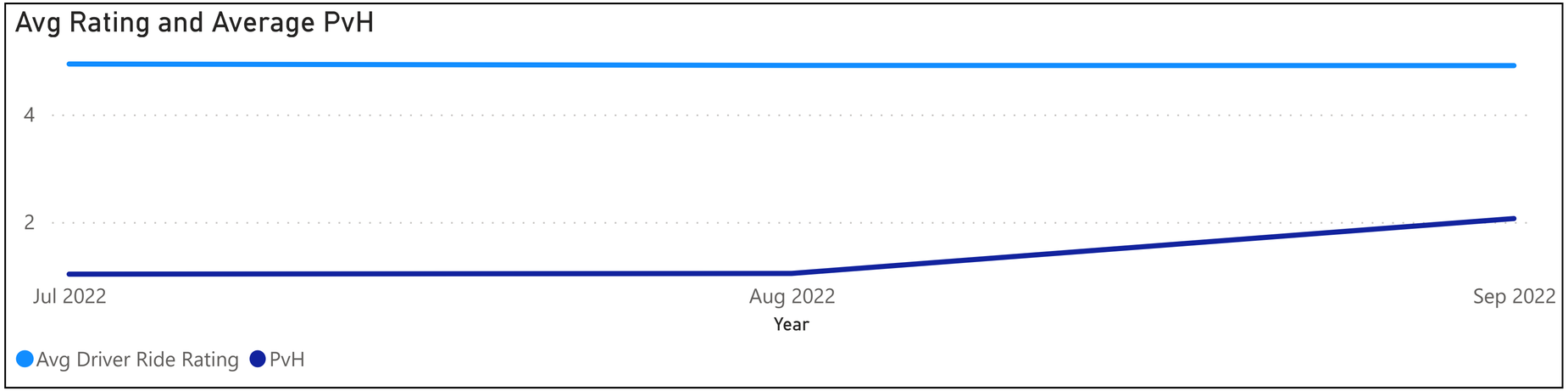
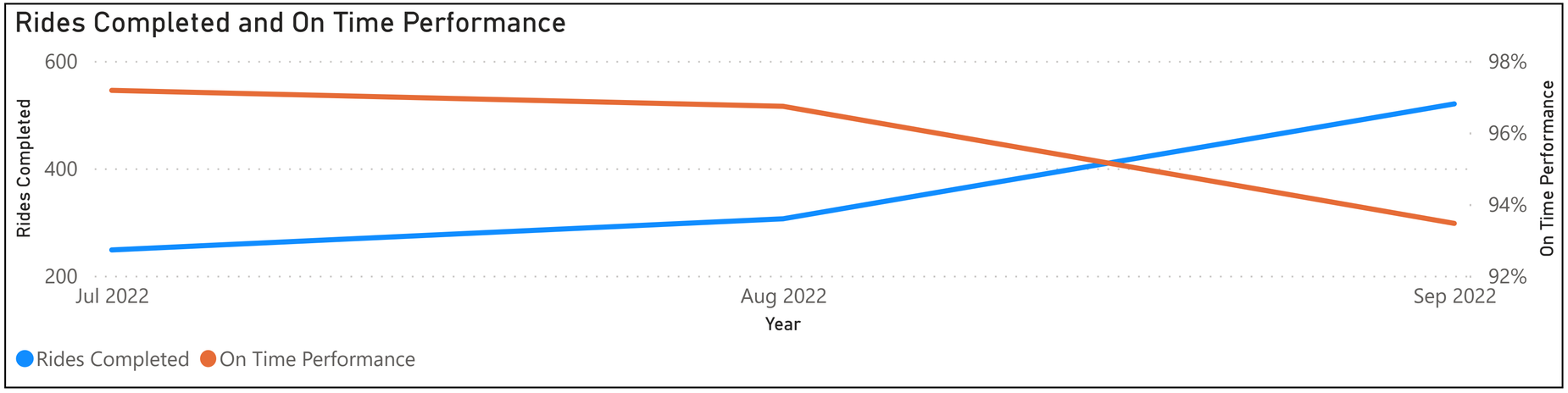
Date

01/07/2022

30/09/2022





95.25%

On Time Performance

Year	2022			
Month	September			
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance
Blackfalds	520	4.91	2.06	93.46%
Total	**520**	**4.91**	**2.06**	**93.46%**

Program

- [x] Blackfalds

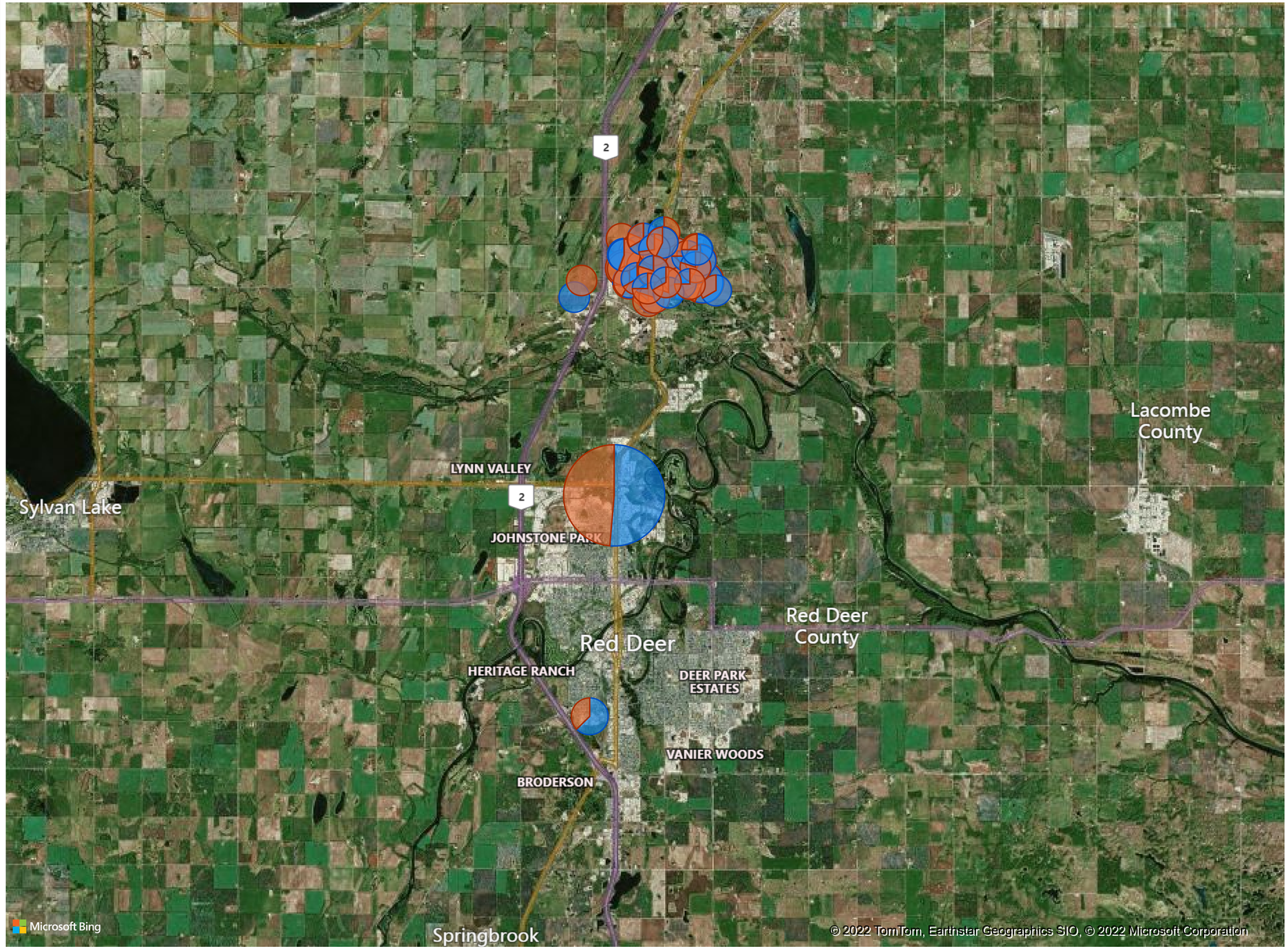
ServiceDay

- [x] Sun
- [x] Mon
- [x] Tue
- [x] Wed
- [x] Thu
- [x] Fri
- [x] Sat

Date

01/07/2022 30/09/2022

Dropoff Pickup



Program

- [x] Blackfalds

ServiceDay

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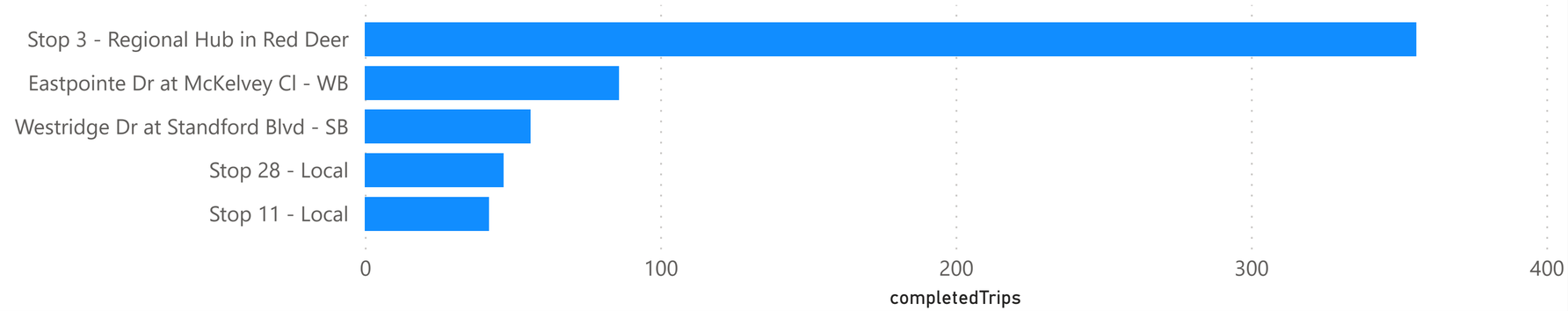
- [ ] Fri
- [ ] Sat

Date

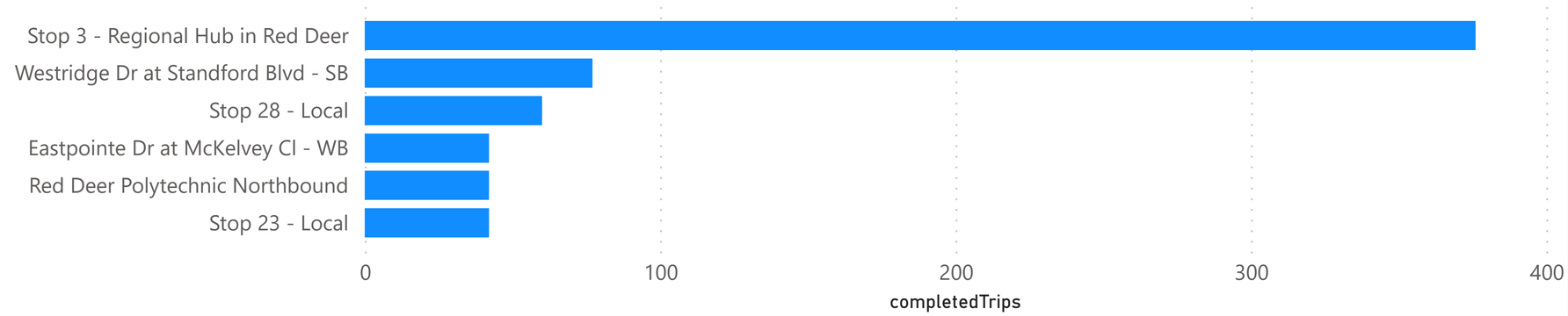
01/07/2022

30/09/2022

Top 5 Pickup Locations



Top 5 Drop Off Locations



stopName	Dropoff	Pickup	**Total**
Aspelund Industrial Park	2		**2**
Aspen Lakes at Ash Cl - Eastside	10	5	**15**
Aztec Cr - Northside	2	10	**12**
Blackfalds Bottle Deport - Southside	4	1	**5**
Buy Low Foods Stop	1	6	**7**
Casecade at Cooper St - Southside	4	3	**7**
Eagle Builders		1	**1**
Eastpointe Dr at McKelvey Cl - WB	42	86	**128**
Highway Ave at Queen Cr - NB	12	7	**19**
Total	**1074**	**1074**	**2148**

TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
September 7, 2022

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held in person on September 7, 2022 at the Eagle Builders Centre – Ag Society Room commencing at 6:30 pm.

MEMBERS PRESENT:

Public at Large:	Kimberley Sommerville, Trent Kroetsch, Kala Pandit
Town of Blackfalds Council Appointee:	Councillor Rebecca Stendie, Councillor Laura Svab, Mayor Jamie Hoover
Regrets:	Barb Shepherd, Jill Bried

ATTENDING:

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

PUBLIC ATTENDING:

ABSENT:

AGENDA

1. **RECREATION, CULTURE AND PARKS BOARD MEETING**
   1.1 CALL TO ORDER **– 6:30 PM – IN PERSON**
   - The regular meeting was called to order by Chair Sommerville at 6:37 PM.

2. **LAND ACKNOWLEDGEMENT**
   - Chair Sommerville gave the acknowledgement.

3. **AGENDA APPROVAL**
   3.1 AGENDA FOR THE SEPTEMBER 7, 2022 RECREATION, CULTURE AND PARKS BOARD MEETING

RES. 39/22
Councillor Svab moved to approve the agenda for the September 7, 2022 meeting as presented.

MOTION CARRIED UNANIMOUSLY

4. DELEGATION

N/A

5. BUSINESS ARISING FROM MINUTES

N/A

6. BUSINESS

6.1 FEES & RATES

- Director Kreklewich gave a brief background.
- Manager Simpson discussed Abbey Centre.
    - Cottonwood Running Track fee to be included in fee guide.
    - Adding a rate category of Senior+
    - Changing definition of family to: Maximum of 5 per household (with a maximum of 2 adults).
        - Additional members (teen, child, youth) at 50% of day rate. Additional fee for children under 3, $1 per child
    - Slight increase to the rate for monthly memberships.
- Manager Heindel discussed facility rates/booking periods
    - Community Centre
        - Day rate to end at midnight, additional hours for additional fee
    - Eagle Builders Centre
        - Determine ice rates based on comparisons to regional communities and bring to council.
    - All Star Park
        - Adjusting All Star Park rates from per player to a facility rental fee, per hour, flat rate from 7-9. Fee schedule to come.
    - Community Garden
        - Reducing community garden small plot fee by $5.00 so that 2 small plots are the equivalent of 1 large.

RES. 40/22

Councillor Stendie moved that the Recreation, Culture, and Parks Board moves to accept the rates and fees as proposed.

MOTION CARRIED UNANIMOUSLY

6.2 SUPERVISORY WRISTBANDS AT ABBEY

- Manager Simpson gave verbal update.

- People coming into facility and using capacity space (fire safety regulations maximum occupancy and per staff member) requiring additional staffing life guarding, suggested that only Indoor Play Space utilize the supervisory wristbands, everywhere else is paid admission.

RES. 41/22

Councillor Stendie moved that the Recreation, Culture, and Parks Board moves to accept as outlined above.

MOTION CARRIED UNANIMOUSLY

7. ACTION CORRESPONDENCE

N/A

8. INFORMATION

8.1 ALBERTA DAY – UPDATE

- Director Kreklewich and Administration Assistant Borix gave verbal update.
  - Attendance 200-250 throughout the day, mostly for ice cream truck
  - Toonie swim saw 571 admissions from 12-4pm
  - Heat and smoke a factor in attendance, as well as preparation time.

8.2 ALL STAR PARK PARKING LOT – UPDATE

- Director Kreklewich gave verbal update.
  - Stantec and Border Paving have confirmed the project has wrapped up below budget.
  - Might add directional signage for traffic.

8.3 BLACKFALDS CULTURE DAYS ITINERARY

- Director Kreklewich gave verbal update.
  - Array of activities throughout, including drive-in movie and fireworks.

8.4 MINI GOLF APPLICATION

- Director Kreklewich gave verbal update.
  - Economic Development Officer and Ag Society partnered to apply for the UFA Rural Communities Foundation grant, max of $100,000.
  - Course to be built just North of Wadey Centre
  - If grant received, will move forward with additional CFEP funding.

8.5 ABBEY CENTRE – UPDATE

- Manager Simpson gave verbal update.
  - Hosted 43K+ visitors, June through August.
  - Camp Curious fill rate of 98.5%

- Thanks for Being Awesome campaign, recognizing youth for good deeds
- Fitness Sampler running on Sept 8 & 10

8.6 EAGLE BUILDERS CENTRE – UPDATE

- Director Kreklewich & Manager Heindel gave verbal update.
  - Summer staff done for the season
  - Arena 1 at 80% occupancy
  - Arena 2 ice going in
  - Discussing with Delnor regarding timelines for repairs/automation system access
  - Working on correcting the yellow lines on ice from lighting
  - New ad in lobby of Arena 1
  - Acoustics making a huge difference in sound quality
  - Plaza tenders extended to September 12
  - Parking lot progress slowed due to having to lower the fibre optic line

8.7 PARKS & FACILITIES – UPDATE

- Manager Heindel gave verbal update
  - Couple of ball tournaments left in the season
- Possible Pickle Ball courts on outdoors rinks during summer
- Issue of dirty garbage can lids. Could add a lever or handle to the doors or remove doors altogether

9. APPROVAL OF INFORMATION ITEMS

RES. 42/22
Member Pandit moved that the Recreation Board accept the information items as presented.

MOTION CARRIED UNANIMOUSLY

10. APPROVAL OF MINUTES

RES. 43/22
Member Kroetsch moved that the Recreation Board accept the minutes as presented for June 1 meeting.

MOTION CARRIED UNANIMOUSLY

11. ADJOURN

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

RES. 44/22

Meeting adjourned at 8:42 PM.

MOTION CARRIED UNANIMOUSLY

KIMBERLY SOMMERVILLE, CHAIR

RICK KREKLEWICH, DIRECTOR OF COMMUNITY SERVICES

Next meeting scheduled for October 5, 2022 @ 6:30pm

BLACKFALDS
ALBERTA

TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
September 13, 2022, Commencing at 6:15 P.M.

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on September 13, 2022, commencing at 6:15 p.m.

MEMBERS PRESENT:

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

REGRETS:

Trish Willis

PUBLIC ATTENDING:

None

ATTENDING:

Billie Scott, Planning & Development Officer II

REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:

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

AGENDA APPROVAL:

Resolution 20-22

Member Dennis moved to approve the September 13, 2022, agenda as presented.

BUSINESS ARISING FROM MINUTES:

None

BUSINESS:

5.1 Application 169-22
Deck – Rear Yard projection setback relaxation
5 Adina Close
Residential Single Dwelling Medium Lot District

Administration provided background information on the proposed development.

Resolution 21-22

MOVED by Member Sands that the Municipal Planning Commission APPROVE the application for the rear yard projection setback relaxation of 1.08 m for the construction of deck as presented in Development Permit 169-22, at 5 Adina Close (Lot 28, Block 3, Plan 082 4628) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties,

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

1. The proposed development shall be undertaken and completed in accordance with the approved plans.
2. The applicant shall ensure that the rear yard relaxation does not exceed 1.08m approved by the Development Authority.
3. Applicant is responsible for ensuring that all development is outside active utility right of ways.
4. Any changes to the approved application shall require a separate permit application.

The Town has attempted to be as accurate as reasonably possible; however, it does not guarantee the quality, accuracy or completeness of any information contained in the minutes until they receive final approval at the next Municipal Planning Commission meeting. The minutes may include inaccuracies or typographical errors and the information is provided without warranty or condition of any kind.

Notes:

1. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.

2. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.

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

4. Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.

5. In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all federal, provincial and other legislation.

CARRIED UNAMIMOUSLY

ADOPTION OF MINUTES

6.1 Minutes of July 27, 2022

Resolution 22-22

Member Garcia moved to approve the minutes of July 27, 2022, as amended.

CARRIED UNAMIMOUSLY

ADJOURNMENT

Chairperson Svab adjourned the meeting at 6:22 p.m.

CHAIR

SECRETARY

The Town has attempted to be as accurate as reasonably possible; however, it does not guarantee the quality, accuracy or completeness of any information contained in the minutes until they receive final approval at the next Municipal Planning Commission meeting. The minutes may include inaccuracies or typographical errors and the information is provided without warranty or condition of any kind.

LACOMBE COUNTY

WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING
SEPTEMBER 22, 2022

NATURAL INFRASTRUCTURE FUND – GULL LAKE EASTERN ENHANCEMENT PROJECT

The County Manager was directed to submit grant applications to the Natural Infrastructure Fund and Watershed Resiliency and Restoration Program for the restoration and enhancement of reserve lands adjacent to Gull Lake.

This project would provide for the development of a designated walking and cycling trail along the eastern shore of Gull Lake. It would include the restoration of wetland habitat, utilizing “kissing gates” to inhibit motor vehicle access, as well as the use of natural barriers to protect the sensitive wetland habitats located on these reserve lands. Interpretive signage would also be installed to educate the public about the unique plant and wildlife species in the area, and the environmental benefits of these lands.

POLICY RC(6) LIBRARY FUNDING

A review of Policy RC(6) has provided amendments for an updated funding model that provides predictable and stable funding for all libraries currently funded directly. Funding has been increased to bring all libraries up to a consistent level. Policy RC(6) was approved as amended.

POLICY RC(1) RECREATIONAL CAPITAL FUNDING

As per Policy RC(1) Lacombe County will contribute $1,948 to the Town of Blackfalds’ Spray Park pump repair project at the Abbey Centre. This contribution to be funded from the Recreation Capital Assistance Reserve.

ASB MEETING SEPTEMBER 8, 2022 - RECOMMENDATIONS

The following recommendations from the September 8, 2022 Lacombe County Agriculture Service Board were approved:

- That the Agricultural Operations Practices Act Update be received for information.
- That the County Manager be directed to prepare a report for the January 10, 2023 ASB meeting to advise on the uptake and feedback from the soil erosion educational campaign and the September 22, 2022 Shelterbelt Webinar.
- That the Central Alberta Weather Modification Activities be received for information.
- That the Alternative Land Use Services Update be received for information.
- That Lacombe County Council send a letter to all School Boards within Lacombe County regarding the programming offered by Inside Education; and further, that a copy of that letter be sent to all schools within Lacombe County.
- That Mr. Wilson be appointed to sit as the representative on the ASB Regional Resolution Committee; and further, that Mr. Ireland be appointed as the alternate.

RMA RESOLUTION - IMPROVED CROP INSURANCE FOR MARKET GARDENS ADVOCACY

As per Council approval Lacombe County will second the emergent resolution by Red Deer County regarding advocacy for improved crop insurance for market gardens.

RURAL RED DEER RESTORATIVE JUSTICE GRANT PROPOSAL

Lacombe County will provide a letter of support to the Rural Red Deer Restorative Justice for their grant application for the Alberta Crime Prevention Grant.

Grant funding would enable Rural Red Deer Restorative Justice to develop a Restorative Justice Hub and Spoke Model of service delivery for Central Alberta. This initiative would engage rural communities in Central Alberta to discuss, plan, develop and implement a hub and spoke model for restorative justice services.

LACOMBE COUNTY

WHERE PEOPLE ARE THE KEY

STARS AIR AMBULANCE PRESENTATION

Glenda Farnden, Municipal Relations Liaison, STARS Air Ambulance provided a presentation to Council regarding STARS operations, the missions undertaken by STARS in Lacombe County and neighboring Counties and funding initiatives. The County was requested to join the Municipal Partners Initiative, at a cost of $2 per capita annual commitment. The County Manager was directed to prepare a report on this matter to be presented at a future Council meeting.

Next Regular Council Meeting is
Thursday, October 13, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
October 4, 2022 – 9:00 a.m.

Lacombe County Administration Building

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

City of Lacombe
COUNCIL HIGHLIGHTS

September 26, 2022

2. Review of Agendas

2.2 Consent Agenda

Council approved the consent agenda package, which included Commission; and Board, Committee Reports and Minutes. The Consent Agenda included:

- Information
  - Asset Management Working Group Participation
- Commission, Board, Committee Reports and Minutes
  - Heritage Resources Committee Minutes March 23
  - Heritage Resources Committee Minutes May 18
  - Lacombe Police Commission Minutes June 16

Council endorsed the City of Lacombe's participation in the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP) small group learning communities' cohort.

Council also approved the previous meeting's minutes.

6. Requests for Decision

6.1 Offsite Levy Stakeholder Consultation Strategy

The proposed 2023 Offsite Levy Update represents a change in levy rates for Lacombe.

The rates increase between 10-350 percent, with the average rate rising by 46 percent. The increase is attributed to:

The proposed updated levies are 14 percent lower than the average levies in Central Alberta comparators.

Administration prepared an engagement plan to inform the public and consult with landowners and developers before presenting the first reading of the updated Offsite Levy Bylaw for the Council's consideration.

Council directed Administration to proceed with the proposed Public Engagement Plan before presenting the Offsite Levy Bylaw for first reading.

6.2 Metcalf Ridge Phase 1B Pilot

Starting in 2022, GS Communities (Metcalf Ridge) proposes to pilot a small 11-lot residential phase (Phase 1B) that involves the consolidation of several existing R1 (Residential Detached) lots into "double-wide" lots for single-family homes.

According to GS Communities, the wider lots allow for bungalows with room for an attached and detached garage – a product that is not common in Lacombe that GS Communities is interested in testing out.

While the proposed lot size is uncommon in new developments, it will stand out as a potentially desirable product in the southeast of Lacombe

Council endorsed the Metcalf Ridge Phase 1B density deviation "pilot" as proposed.

6.3 Len Thompson Accessible Dock

The Lacombe Fish & Game Association (LFGA), a non-profit volunteer group, has applied for a Community Builder Partnership Grant of $75,000.00.

LFGA plans to construct an expanded, fully accessible, and pedestrian-friendly fishing dock at the popular Len Thompson Fish Pond. Construction would commence in February of next year, with a target completion date of June 2023. The expansion will not only improve accessibility for the dock but also lower maintenance and enhance safety.

Len Thompson Fishpond is home to the World's Largest Fishing Lure; the addition of this improved dock will assist efforts to establish the site as a feature tourism destination for the City of Lacombe and the greater Lacombe region. The Province of Alberta recently approved LFGA's accessible dock project for a Community Facility Enhancement Program Grant for $80,000.00.

Council approved a grant of $75,000 from the Community Builder Partnership fund to the Lacombe Fish & Game Association for their Accessible Fishing Dock Project.

6.4 Bylaw 78 Update - Municipal Police Commission Bylaw

Administration requested Council's input on two matters:

- Endorsement of a process to review the Municipal Police Commission Bylaw, and
- Direction on whether to forge ahead with a review of the existing Municipal Police Commission Bylaw or defer the review until completion of the provincial review of the Alberta Police Act.

Council directed Administration to defer the review of the Municipal Police Commission Bylaw until the Province of Alberta has completed its review of the Alberta Police Act.

Council then endorsed the proposed process to review the Municipal Police Commission Bylaw.

6.5 Capital Projects Update

Administration presented an update on the status of projects in the 2022 Capital Plan.

Council received the update as information.

****The next scheduled Council Meetings:***
-Tuesday, October 11, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall
-Monday, October 24, 2022 – Organizational/Regular Council Meeting at 5:30 p.m. – City Hall

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on September 27, 2022, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover – *via remote platform*
Deputy Mayor Laura Svab
Councillor Edna Coulter
Councillor Brenda Dennis
Councillor Jim Sands

ATTENDING

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

REGRETS

Councillor Marina Appel
Councillor Rebecca Stendie

MEDIA

None

OTHERS PRESENT

Austin Weaver, Lacombe Regional Tourism
Merry Kuchle, Lacombe Regional Tourism
Kevin Hallet, Blackfalds & District Chamber of Commerce

DRAFT

CALL TO ORDER: Deputy Mayor Svab called the Regular Council Meeting to order at 7:00 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

Community Warmth Fall Fundraiser Dessert Auction was added to Business for the Good of Council.

256/22 Mayor Hoover moved That Council adopt the September 27, 2022, Agenda as amended.

CARRIED UNANIMOUSLY

DELEGATION

Lacombe Regional Tourism – *Austin Weaver and Merry Kuchle*

Austin Weaver and Merry Kuchle provided a presentation to Council on the membership benefits of the Lacombe Regional Tourism Association.

Blackfalds & District Chamber of Commerce - *Kevin Hallet*

Kevin Hallet provided a presentation to Council on the recent efforts of the Blackfalds & District Chamber of Commerce and requested a continuation of grant monies to the Chamber.

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS

CAO Report

CAO Thompson reviewed the various organizational operations and activities during the month of September 2022.

257/22 Councillor Sands moved That Council accept the CAO Report as information.

CARRIED UNANIMOUSLY

Request for Decision, Gregg Street Renaming of Roadways

Director Weran presented to Council a proposal to rename the road names for the Gregg Street realignment.

258/22 Mayor Hoover moved That Council approve the re-naming of the east-west segment of Gregg Street extending from the railway tracks east to Highway 2A to Womacks Road.

CARRIED UNANIMOUSLY

259/22 Councillor Sands moved That Council approve the re-naming of the segment of Gregg Street that runs along the western boundary of Tayles Spray Park and links onto Broadway Avenue to Grigg Way.

CARRIED UNANIMOUSLY

Request for Decision – Citizen Engagement Budget 2023 Survey Results

Director de Bresser brought forward a report of results from the Citizen Engagement Budget 2023 Survey.

260/22 Councillor Dennis moved That Council accept the Citizen Engagement Budget 2023 Survey Report as Information.

CARRIED UNANIMOUSLY

Request for Decision – Blackfalds & District Chamber of Commerce Business Awards Gala

CAO Thompson brought forward to Council attendance options for the Blackfalds & District Chamber of Commerce Business Awards Gala on October 20, 2022.

261/22 Mayor Hoover moved That Council direct Administration to secure the 5-Star-$1,200 Sponsorship Option with 8 tickets, full table to support the Blackfalds Chamber of Commerce Business of the Year Awards for 2022.

CARRIED UNANIMOUSLY

Request for Decision – Town Flag Design

Director de Bresser brought forward for decision the ordering of new Town Flags to come into compliance with the new Wordmark and Corporate Branding Policy 154.22.

DRAFT

262/22 Councillor Sands moved That Council approve the redesign and ordering of the new Town Flags.

CARRIED UNANIMOUSLY

263/22 Councillor Coulter moved That Council approve the removal and appropriate disposal of all Town Flags with the old logo and slogan.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

Letter to Council from Klass Werkema

Council received a letter from Klass Werkema regarding the challenges he faces with utility costs.

Nominations for Queen Elizabeth's II Platinum Jubilee Medals

Council received correspondence requesting nominations for the Queen Elizabeth's II Platinum Jubilee Medals.

INFORMATION

- FCSS Meeting Minutes – May 12, 2022
- Municipal Planning Commission Meeting Minutes – July 27, 2022
- Lacombe County Highlights – September 8, 2022
- City of Lacombe Highlights – September 12, 2022

264/22 Councillor Dennis moved That Council accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE DISCUSSION

Mayor and Council shared meetings and events attended from August 16 – September 15, 2022

265/22 Councillor Sands moved That Council accept the Round Table Reports as information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

266/22 Councillor Coulter moved That Council accept the Regular Council Meeting Minutes from September 13, 2022, as amended.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF COUNCIL

Community Warmth Fall Fundraiser Dessert Auction is in support of our Winter Coats for Kids program and will take place on Thursday, September 29, 2022. It is a great opportunity to show support for the low income subsidy programs that Blackfalds FCSS offers to the community.

DRAFT

CONFIDENTIAL

None

ADJOURNMENT

Deputy Mayor Svab adjourned the Regular Council Meeting at 8:40 p.m.

Laura Svab, Deputy Mayor

Myron Thompson, CAO

DRAFT