



**Town of Blackfalds**  
**Regular Council Meeting**  
5018 Waghorn Street  
January 11, 2022 at 7:00 p.m.

## **AGENDA**

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**1. Call to Order**

**2. Land Acknowledgement**

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

**3. Adoption of Agenda**

3.1 Agenda for January 11, 2022

**4. Delegation**

4.1 RCMP Year-end Report – S. Sgt Dan Martin (*verbal*)

**5. Public Hearing**

None

**6. Business Arising from Minutes**

None

**7. Business**

7.1 Request for Decision, Alberta Regional Rail Letter of Support

7.2 Request for Decision, Authorized Overdraft Bylaw 1264.22

7.3 Request for Decision, Procedural Bylaw 1265.22

7.4 Request for Decision, Utility Rates Bylaw 1266.22

7.5 Request for Decision, Solid Waste Management Bylaw 1267.22

**8. Action Correspondence**

None

**9. Information**

9.1 Municipal Planning Commission Meeting Minutes – November 9, 2021

9.2 FCSS Minutes – October 14, 2021

9.3 Economic Development and Tourism Advisory Committee Minutes – September 13, 2021

9.4 Report to Council, Building and Development Permit Report – December 2021

9.5 Report to Council, Enforcement Services Monthly Report – December 2021

9.6 BOLT Transit Report – December 2021

9.7 Lacombe County Council Meeting Highlights – December 16, 2021

**10. Round Table Discussion**

None

**11. Adoption of Minutes**

11.1 Minutes from Regular Council Meeting on December 14, 2021

**12. Notices of Motion**

None

**13. Business for the Good of Council**

None

**14. Confidential**

14.1 FOIP S. 24

**15. Adjournment – Verbal**

**Future Meetings/Events:**

• Standing Committee Meeting – January 17, 2022



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

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**MEETING DATE:** January 11, 2022

**PREPARED BY:** Chris Johnson, Economic Development Officer

**SUBJECT:** Alberta Regional Rail Letter of Support

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**BACKGROUND:**

Alberta Regional Rail is the vision of an integrated travel system offering residents and visitors within the Calgary to Edmonton corridor, links to Local Transit and Alberta's international airports via an affordable regional rail network. The scenery is superb en route and the regional rail network stops at communities that offer cool attractions, entertainment, and hospitality options.

**DISCUSSION:**

The Calgary - Edmonton corridor is the most urbanized area in the province of Alberta, and one of the densest in Canada. The busiest stretch of highway in Alberta, the QE2, spans the corridor. The region also has two major international airports and the corridor is one of Canada's busiest commuter flight sectors. The ARR plan would combine facets of the flights and intercity bus systems, with standard commuter trains that service all towns in the corridor, and fast express trains that service Calgary, Red Deer and Edmonton.

The office of Economic Development believes that an integrated travel system connecting municipalities along the Calgary to Edmonton corridor will benefit the region by providing a sustainable system of innovative, affordable, reliable and safe mobility options for riders that enhances the quality of life and stimulates economic development.

The request for Council to support this endeavor is a non-committal request in that Alberta Regional Rail must show due diligence when seeking to further the project and seek private and public funding.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this Letter of Support.

**ADMINISTRATIVE RECOMMENDATION:**

1. For Council to express their support of the Alberta Regional Rail Integrated Travel System as outlined through approval of the attached Letter of Support to Alberta Regional Rail.



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


**ALTERNATIVES:**

- a) That Council does not express their support and approval of the Letter of Support.

**Attachments:**

- *Letter of Support from Council to Alberta Regional Rail.*

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson

## Letter of Support for Alberta Regional Rail

December 14, 2021

Dear Mr Fryer

On behalf of Council for the Town of Blackfalds, please accept this Letter of Support to Alberta Regional Rail Inc in their endeavour to establish a passenger rail service in the Calgary – Edmonton corridor.

Alberta Regional Rail is a regional passenger rail service that aims to connect all of the communities, towns and cities in the Calgary – Edmonton corridor, with a frequent, fast, efficient, sustainable, reliable and safe mode of transportation that is accessible to, and by, everyone in their respective communities.

Alberta Regional Rail believes passenger rail service through the Calgary – Edmonton corridor will generate economic activity and opportunity, as well as create jobs.

Alberta Regional Rail will use CFR compliant, freight compatible rolling stock, that can operate on the existing Canadian Pacific Right of Way. The Right of Way passes through the principal communities, towns and cities in the Calgary – Edmonton corridor, and Alberta Regional Rail plans to locate stations, with the help of the local community, within the urban area in order to integrate into the existing transportation networks.

We support the proposed regional passenger rail service as it aligns with the goals of Town of Blackfalds.

Sincerely,

{Signature}

{Organization Representative Name and Position}

{Organization Name}

{Organization Address line 1}

{Organization Address line 2}



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

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**MEETING DATE:** January 11, 2022

**PREPARED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** Bylaw 1264.22 – Authorized Overdraft

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**BACKGROUND:**

Administration has prepared Bylaw 1264.22, which will authorize the Town to make use of overdraft protection if needed. Bylaw 1241.19 is currently set to expire at the end of the month. Therefore, Administration recommends that Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds be given all three readings.

**DISCUSSION:**

Administration has updated the Authorized Overdraft Bylaw for a new, three-year term. Throughout 2022, Finance will be aggressively seeking a better return from investments through Guaranteed Investments Certificates (GIC) and increases to the bond portfolio.

Capital spending in the 2022 budget is significantly less than previous years and as a result, Administration will seek higher returns from longer term investments. By seeking higher returns, the Town will be carrying a lower cash balance each month. The Authorized Overdraft will be in place to ensure payments to vendors are not interrupted.

**FINANCIAL IMPLICATIONS:**

It is the intent of Administration not to use the overdraft. It is in place for protective measures to ensure vendors are paid in a timely manner. Currently, the Town's short term investment returns are ranging around 1% annually. With active investment strategies, the Finance team will maximize investment returns through moving funds to longer terms.

The Authorized Overdraft Bylaw has no cost to the Town unless it is utilized. If utilized, the interest rate attached is prime less .25% or 2.2%. Prime is currently 2.45%.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council give First Reading to Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.
2. That Council give Second Reading to Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.
3. That Council agrees to proceed with Third and Final Reading of Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.
4. That Council give Third and Final Reading of Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.



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

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**ALTERNATIVES:**

- A) That Council not move to accept the recommendation of Administration to give all three readings to Bylaw 1264.22 being the Authorized Overdraft for the Town of Blackfalds.
- B) That Council Proceed with First and Second Reading of Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.
- C) That Council refer Bylaw 1264.22 back to Administration

**Attachments:**

- *Bylaw 1264.22 – Authorized Overdraft*
- *Bylaw 1241.19 – Authorized Overdraft*

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson

  
\_\_\_\_\_  
Department Director/Author



**TOWN OF BLACKFALDS  
BYLAW 1264.22**

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**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO  
AUTHORIZE TEMPORARY BANK BORROWING FROM THE SERVUS CREDIT UNION IN  
THE TOWN OF BLACKFALDS.**

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A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, to provide for the purpose of financing operating expenditures of the municipality;

WHEREAS, The Municipal Council deems it necessary and expedient to borrow and expense the sum of up to One Million Dollars (\$1,000,000) to meet the current expenditures and obligations of the Town of Blackfalds (hereinafter called the "Town") until such time as the taxes levied or to be levied therefore as foresaid can be collected.

AND WHEREAS the amount of taxes estimated to be levied by the Town is in excess of Ten Million Dollars (\$10,000,000) this year and, therefore; the amount of the proposed temporary borrowing will not exceed the amount of taxes estimated to be levied.

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

**PART 1 – AUTHORIZED OVERDRAFT**

1.1 The Council does authorize the borrowing from time to time from Servus Credit Union (hereinafter referred to as "Servus") of a sum or sums not exceeding the aggregate amount of One Million Dollars (\$1,000,000) which the Council deems necessary to expend to meet the current expenditures and obligations of the City until such time as the taxes levied or to be levied therefore can be collected.

1.2 The Council does agree to pay interest thereon, or on so much thereof as remains from time to time unpaid, such interest not to exceed 6% per annum.

1.3 Such borrowing shall be made by promissory note or notes under the seal of the Town duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer or Designated Officer thereof.

1.4 Term of repayment of the borrowing shall be repaid as soon as possible by taxes levied and shall not extend beyond December 31, 2024

**PART 2 – REPEAL OF BYLAW 1241.19**

2.1 Bylaw 1241.19 – Authorized Overdraft, and any amendments thereto, are hereby repealed.

**PART 3 - DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_.

(RES. )

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**MAYOR JAMIE HOOVER**

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**CAO MYRON THOMPSON**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_.

(RES. )



TOWN OF BLACKFALDS  
BYLAW 1264.22

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MAYOR JAMIE HOOVER

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CAO MYRON THOMPSON

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_.

(RES.            )

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MAYOR JAMIE HOOVER

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CAO MYRON THOMPSON





TOWN OF BLACKFALDS  
BYLAW 1241/20

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO  
AUTHORIZE TEMPORARY BANK BORROWING FROM THE SERVUS CREDIT UNION IN  
THE TOWN OF BLACKFALDS.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, to provide for the purpose of financing operating expenditures of the municipality;

WHEREAS, The Municipal Council deems it necessary and expedient to borrow and expense the sum of up to One Million Dollars (\$1,000,000) to meet the current expenditures and obligations of the Town of Blackfalds (hereinafter called the "Town") until such time as the taxes levied or to be levied therefore as foresaid can be collected.

AND WHEREAS the amount of taxes estimated to be levied by the Town is in excess of Ten Million Dollars (\$10,000,000) this year and, therefore; the amount of the proposed temporary borrowing will not exceed the amount of taxes estimated to be levied.

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

**PART 1 – Authorized Overdraft**

1. The Council does authorize the borrowing from time to time from Servus Credit Union (hereinafter referred to as "Servus") of a sum or sums not exceeding the aggregate amount of One Million Dollars (\$1,000,000) which the Council deems necessary to expend to meet the current expenditures and obligations of the City until such time as the taxes levied or to be levied therefore can be collected.
2. The Council does agree to pay interest thereon, or on so much thereof as remains from time to time unpaid, such interest not to exceed 6% per annum.
3. Such borrowing shall be made by promissory note or notes under the seal of the Town duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer or Designated Officer thereof.
4. Term of repayment of the borrowing shall be repaid as soon as possible by taxes levied and shall not extend beyond January 20, 2022

**PART 2 - DATE OF FORCE**

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

READ for the first time this 28 day of January, A.D. 2020.

(RES. 024/20)

R Poole  
MAYOR RICHARD POOLE

Myron Thompson  
CAO MYRON THOMPSON

READ for the second time this 11 day of February, A.D. 2020.

(RES. 039/20)

R Poole  
MAYOR RICHARD POOLE

Myron Thompson  
CAO MYRON THOMPSON



TOWN OF BLACKFALDS  
BYLAW 1241/20

READ for the third and final time this 11 day of February, A.D. 2020.  
(RES. 040/20)

R Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON



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

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**MEETING DATE:** January 11, 2022

**PREPARED BY:** Kalina Van Winssen, Executive Assistant

**SUBJECT:** Procedural Bylaw 1265.22

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**BACKGROUND:**

A Procedural Bylaw establishes rules of procedure for governing processes related to Council and Committee meetings, and as well to regulate the conduct of Councillors and members of committees established by Council. Both the bylaw and the agenda are an integral part of efficient council meetings and are important to the integrity of a municipality's operations. It also ensures a level playing field for anyone attending Council or Council Committee meetings and consistent treatment of residents if any issues arise in a meeting that requires a standard procedure.

A consolidated Procedural Bylaw was brought to Council for their feedback at the November 15, 2021 Standing Committee Meeting. The amendments on November 15 included a new Part 8 - Electronic Participation at Meetings in Extenuating Circumstances. This update has been included to formalize this practice to adhere to safety measures imposed due to the COVID-19 virus. Additional amendments include that of the inclusion of a delegation application form that will streamline the process for those attending Council as a delegation. Finally, a provision of timelines for the public posting of minutes has been included under Part 16.

Further changes have been made based on feedback from Council at the November 15 Meeting and are listed below.

**DISCUSSION:**

The following referenced section numbers below refer to the marked-up copy of Procedural Bylaw 1237.19, and may be changed in the clean copy presented (Procedural Bylaw 1265.22).

In part 2 S. ff – Presiding Officer – in the case of Standing Committee, it is the deputy Mayor.

In part 2 S. kk – Special Meeting – Added: that one can also be called by 2/3s of Council.

In part 4 S. 8 and part 3. 4 they are the same for the most part – deleted part 4 S. 8.

In part 8 – Meeting Through Electronic Communications, the following information was added:



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REGULAR COUNCIL MEETING  
REQUEST FOR DECISION**

32. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.

33. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

34. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.

36. When a Council member attends a Closed Session, they will be required to confirm that they are attending the Closed Session alone.

S. 45 – Added: Land Acknowledgement.

S. 79. Added: A member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the decision of the Presiding Officer shall be final.

S. 80 – Added: Speaking Twice

- i. Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking is referring to when a Council Member debates a motion.

S. 96 Added: A member who wishes to submit a motion in excess of 25 words shall do so “in writing to the Presiding Officer and Recording Secretary”.

S. 111 Added: There shall be a maximum of three motions on the floor at a time, the main motion, and up to two amending motions.

This is advised per Robert’s Rules of Order.

S. 125 Added: Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the Freedom of Information and Privacy Act.

**FINANCIAL IMPLICATIONS:**

None.



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

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council give First Reading to Bylaw 1265.22, a Bylaw to regulate the proceedings and conduct of Council and Council Committee Meetings.

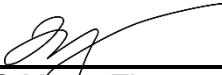
**ALTERNATIVES:**

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

**Attachments:**

- *Draft Procedural Bylaw 1237.19 – Marked Up*
- *Clean Copy Procedural Bylaw 1265.22*

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson



**TOWN OF BLACKFALDS**  
**BYLAW 12~~57.21~~<sup>37.19</sup>**

**BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

**WHEREAS** the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass Bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councillors and members of committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate the procedure and conduct at meetings of council and committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council:

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

**PART 1 - TITLE**

1. That this Bylaw may be cited as the " Council Procedural Bylaw" of the Town of Blackfalds.

**PART 2 - DEFINITIONS**

2. In this Bylaw:
  - a) "Act" means the Municipal Government Act (MGA or the Act), as amended.
  - b) "Administrative Inquiry" is a request from a Member of Council to the Administration, made at a meeting, for the future provision of information and report.
  - c) "Administrative Representative" refers to the senior Administration resource person appointed to a Committee by the CAO.
  - d) "Agenda" means the list and order of business items for any meeting of Council, or Committees.
  - e) "New Business" shall mean any matter appearing before Council for the first time on an Agenda that requires a decision of Council.
  - f) "Bylaw" means a Municipal Bylaw of the Town.
  - g) "CAO" means the Chief Administrative Officer.
  - h) "Chairperson" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee.
  - i) "Committee" means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw.
  - j) "Council" means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
  - k) "Council Committee Meeting" means a meeting of Council of the Whole and referred specifically as the Standing Committee of Council.
  - l) "Council Meetings" are regularly scheduled or Special Meetings that require the attendance of Council.
  - m) "Delegation" shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
  - n) "Deputy Mayor" means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.





**TOWN OF BLACKFALDS**  
**BYLAW 12~~57.21~~<sup>37.19</sup>**

- o) "Ex-officio" means membership by virtue of one's office and/or where appointed by Council.
- p) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
- q) "In-Camera" means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to recommend to Council or revert to a meeting held in public.
- r) "Live Streaming" means to transmit or receive live video and audio coverage of (an event) over the Internet.
- s) "Majority of Council" means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw;
- t) "Mayor" means the Chief Elected Official of the Town of Blackfalds duly elected.
- u) "Media Representatives" shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- v) "Member" means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council.
- w) "Motion" means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- x) "Municipal Government Act" means the law under which all Alberta municipalities are empowered to shape their communities.
- y) "Notice of Motion" is the means by which a member of Council brings business before Council.
- z) "Organizational Meeting" shall mean the meeting held for the purpose of scheduling Council Meetings and to make Council appointments to Committees of Council, to be held annually no later than the 2<sup>nd</sup> Regular Council meeting in October.
- aa) "Officer" means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure and Property Services, or their delegates, all of whom shall be recorded in official minutes if their attendance is required.
- bb) "Point of Information" means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- cc) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.
- dd) "Point of Privilege" means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following.
  - i. the organization or existence of Council
  - ii. the comfort of Members
  - iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole
- ee) "Point of Procedure" means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
  - i. make an appropriate motion
  - ii. raise a Point of Order
  - iii. understand the procedure, or



**TOWN OF BLACKFALDS**  
**BYLAW 12~~57.21~~~~37.19~~**

- iv. understand the effect of a motion
- ff) "Presiding Officer" shall mean the Mayor ~~or the; or in the absence of the Mayor;~~ the Deputy Mayor; or in the absence of the two, any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- gg) "Public Hearing" means a meeting of the Council, or that portion of a meeting of Council during which members of the public make representations to Council in accordance with Section 230 of the Municipal Government Act.
- hh) "Question of Privilege" means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- ii) "Quorum" means the majority of Members, fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw;
- jj) "Resolution" means a Motion passed by a majority of Council.
- kk) "Special Meeting" means a meeting called by the Mayor ~~or by vote of 2/3 of Council~~ pursuant to the Act;
- ll) "Standing Committee of Council" is a procedural device that permits Council greater freedom of debate.
- mm) "Terms of Reference" means those terms pertinent to the establishment and mandate of a Committee and which are:
  - i. in addition to or beyond the parameters of this Bylaw; and
  - ~~ii. set out in Schedule 'C' attached to and forming part of this Bylaw.~~
- nn) "Town" means the Corporation or the Town of Blackfalds.
- oo) "Video" means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

**PART 3 – APPLICATION**

- 3. This Bylaw applies to:
  - (a) all Regular Council meetings, and
  - (b) all Standing Committee meetings, and
  - (c) all Special Council meetings, and
  - (d) all Council Committee meetings, except for:
    - i. when Council has granted permission to a Committee to establish its own procedures, and
- 4. The precedence of the rules governing the procedure of Council is:
  - (a) the MGA – the Act;
  - (b) other Provincial legislation;
  - (c) this Bylaw, and;
  - (d) a Council Code of Conduct Bylaw, and;
  - (e) the current edition of Robert's Rules of Order and Parliamentary Procedure.
- 5. To the extent that a matter is not dealt within the Act or this Bylaw, Council shall have regard to Robert's Rules of Order and Parliamentary Procedure.
- 6. Subject to the appeal process ~~set out in Section 78 of this Bylaw, described in this Bylaw,~~ the Presiding Officer or Chairperson shall interpret procedure.
- 7. In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.





TOWN OF BLACKFALDS  
BYLAW 12~~57.21~~37-19

**PART 4 - GENERAL**

- ~~8.~~ ~~Precedence of the rules governing procedure of Council will be determined as follows:~~  
~~a) Municipal Government Act (and any amendments hereto);~~  
~~b) This Bylaw (and any amendments hereto);~~  
~~c) Robert's Rule of Order (current edition)~~
- ~~9-8.~~ No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- ~~10-9.~~ Members of Council shall subscribe to the Alberta ~~Urban~~-Municipalities Association Ethical Guidelines of Conduct for Members of Council (~~Appendix~~PPENDIX A) and adhere to the Town of Blackfalds Council Code of Conduct Bylaw (and any amendments hereto).
- ~~11-10.~~ A breach of the Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- ~~12-11.~~ Public Hearings, when required or requested by Council, will be held prior to second reading.
- ~~13-12.~~ Motions of Council and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw and the current edition of Robert's Rules of Order and Parliamentary Procedures.

**PART 5 - ORGANIZATIONAL MEETING**

- ~~14-13.~~ Council shall hold an annual Organizational Meeting each year ~~not~~ later than the 2<sup>nd</sup> regular Council meeting in October.
- ~~15-14.~~ The CAO shall set the time and place for the Organizational Meeting, with the business of the meeting being limited to:
- (a) the appointments of Members to Committees which Council is entitled to make; and
  - (b) the roster of Deputy Mayors for the Council term; and
  - (c) any other business required by the Act, or which Council or the CAO may direct.
- ~~16-15.~~ Appointments of Council Members to Committees shall be for a term of one year, unless otherwise specified.

**PART 6 - INAUGURAL MEETING**

17. The Organizational Meeting immediately following a general municipal election shall be called the 'Inaugural Meeting'.
18. The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the Inaugural Meeting.
19. Until the Mayor has taken the Oath of Office, the CAO shall chair the Inaugural Meeting.

**PART 7 - MEETINGS OF COUNCIL**

20. Regular Meetings of Council shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Meeting will be held elsewhere in the Community.
21. Regular Meetings of Council shall be held on the second and fourth Tuesday of every month.
22. If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
23. Regular Meetings of Council shall commence at 7:00 pm.
24. Standing Committee of Council is considered to be a Committee of the Whole meeting and typically takes place the third Monday of every month.



TOWN OF BLACKFALDS  
BYLAW 1257.2137.19

- 25. Standing Committee of Council meetings that fall on a statutory holiday may be cancelled for that respective month as chosen by Council at the Organizational Meeting.
- 26. Standing Committee of Council shall commence at 7:00 pm.
- 27. Special Meetings may be called and notice of such Special Meetings shall be given in accordance with the provisions of the Act and this Bylaw.
- 28. Councillors shall each serve an eight-month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.
- 29. A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
- 30. Council meetings will be recorded and broadcasted through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Policies, Bylaws and in accordance with legislation.

PART 8 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

- 31. Should a state of emergency or extenuating circumstances where restrictive measures are required occur, electronic participation may be allowed by a member of Council, of a board or committee. Members participating electronically will be counted in determining whether a quorum of members is present and may participate electronically in a meeting.
- 32. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
- 33. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 34. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- 35. Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the Rules of Procedure to ensure Members can effectively participate in the meeting.
- 36. When a Council member attends a Closed Session, they will be required to confirm that they are attending the Closed Session alone.
- 37. The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
- 38. Members must notify the CAO a minimum of twenty-four hours prior to the meeting of their intention to participate electronically.
- 39. The CAO may provide for the electronic participation of staff, including that of the CAO.

PART 9 - NOTICE OF MEETINGS

- 39. 34. For all meetings requiring notice, the notice must be:
  - (a) issued a minimum of 24-hours prior to the meeting date;

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- (b) in writing and specify the time, date, location and purpose the meeting;
- (c) electronically distributed via email to each Council or Committee Member;
- (d) posted at the Town Office – at the Civic Cultural Centre; and
- (e) given any other notification as requested by Council or the Committee.
- (f) Despite Section 27, the Mayor may call a Special Meeting of Council, on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the Meeting before the Meeting begins.

**PART 10 - CANCELLATION OF MEETINGS**

37. A Regular Meeting may be cancelled:
- a) by a majority of Members at a previously held meeting; or
  - b) with the written consent of a majority, providing twenty-four (24) hours' notice is provided to Members and the public; or
  - c) with the written consent of two-thirds (2/3) of the whole Council if twenty-four (24) hours' notice is not provided to the public.
38. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
- a) by the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
  - b) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole Council.
39. A Special Meeting, requested in writing by a majority of the Members, may be cancelled:
- a) with the written consent of the requesting Members, if twenty-four (24) hours' notice is provided to the Members and the public; or
  - b) if less than twenty-four (24) hours' notice is provided, with the written consent of two-thirds (2/3) of the whole Council.

**PART 11 - AGENDA**

40. The Agenda shall list the items and order of business for the meeting.
41. The CAO shall ensure copies of the Agenda are:
- a) available online to the public no later than 4:00 pm on the Friday prior to the day on which the Regular Council meeting is held and by 4:00 pm on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.
  - b) Electronically distributed and available to all members of Council and Officers who are entitled to receive copies.
42. The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public.
43. All agenda submissions shall be received by the CAO no later than 4:30pm on the Wednesday prior to agenda posting.
44. Only material which has been received in accordance with Section 38 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time sensitive matter needs to be brought before Council at any meeting the item shall:
    - i. be accompanied by a brief explanation from an Officer indicating the reasons for, and the degree of urgency of the item; and
    - ii. be permitted to be added by the Presiding Officer considered as an addendum to the Agenda upon a majority vote of Council.
45. The standard order of business on the Agenda shall be as follows unless Council otherwise determines by a majority of vote a change in order:
- (a) Call to Order
  - (b) Adoption of Agenda
  - (b)(c) Land Acknowledgement



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- (e)(d) Delegation  
(e)(e) Public Hearing  
(e)(f) Business Arising from Minutes  
(f)(g) Business  
(g)(h) Action Correspondence  
(h)(i) Information  
(i)(j) Round Table  
(j)(k) Approval of Minutes  
(k)(l) Notices of Motion  
(l)(m) Business for the Good of Council  
(m)(n) Confidential  
(n)(o) Adjournment
46. The Presiding Officer shall call the meeting to order at the time appointed at the prescribed meeting time in accordance of ~~Section 25.~~ Section 23.
47. Council must vote to adopt or amend the agenda prior to carrying out any business.
48. If a delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to do so to the office of the CAO, no later than noon on the Wednesday prior to a Regular Council meeting. The Delegation Application is provided as Appendix B. written request must contain the following:
- a) Name of spokesperson and representative group presenting to Council;  
b) Contact information for the spokesperson and group;  
c) Detailed description on presentation information including a copy of presentation documents.
- 49-48. Public Hearings shall be conducted in accordance with the procedures set out in ~~APPENDIX CB~~ Appendix C.
- 50-49. Business Arising from Minutes will include business which was on the agenda of a previous meeting and was not completed and will include all information relative to the issue including the expected motion.
- 54-50. Business items include templated reports from Administration for items requesting direction from Standing Committee or a decision from Council, or information items on a Committee or Council report.
- a) Items included as information require no motion of acceptance or approval.  
b) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
- i. Vote on the recommended motion; or  
ii. Refer back to Administration for further consideration; or  
iii. Vote on an amended motion as determined through debate and presented by a member of Council.
- 52-51. Action Correspondence includes items that require follow up action which in turn requires a motion of Council.
52. Information includes items of correspondence addressed to Mayor and/or Council and all content shall be subject to the Freedom of Information and Privacy Act
53. ~~Round Table will take place only on the second Regular Council meeting each month and Council will provide Administration, by the 16<sup>th</sup> of each month, a summary report of meetings, events and activities using the template provided~~
54. Round Table will take place only on the second ~~R~~regular Council meeting each month and Council will provide Administration, by the 16<sup>th</sup> of each month, a summary report of meetings, events and activities using the template provided.
- 55-a. The CAO Report will include monthly administrative activities and will be provided as a verbal report at the second monthly Regular Council Meeting.
- 56-53. Approval of Minutes will include the minutes from a prior Council meeting and will be circulated within the agenda package.

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- a) Upon determination that minutes are accurate and contain no major errors or omissions, Council shall adopt the minutes as circulated.
- b) Minutes that require major amendments must be amended and brought forward to the next meeting for adoption.
- c) Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a motion of Council.

~~57.54.~~ Where a Confidential matter is included on the agenda, the section of FOIP that allows information to be protected from disclosure will be cited on the agenda and reflected in the minutes, as set out in ~~Appendix~~~~PPENDIX~~ ~~DC~~ – Guideline to Matters Which can be Discussed In Camera Meetings”. Confidential items are those items that are discussed as per Section 197(2) of the Municipal Government Act “In Camera” and are confidential items of discussion between Council, Administration and invited persons. No minutes, notes, or recordings of the discussions will take place and any reports provided to Council will be returned to the CAO.

~~58.55.~~ A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined, must state the date of the meeting at which the Motion will be made, and must meet the following requirements:

- a) Any member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven days before the meeting at which time the motion will be debated or Council passes a Motion by majority vote dispensing of the period of notice.
- b) A Council member who submits a written Notice of Motion to the CAO, to be read at a meeting, need not be present during the reading of the notice.
- c) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
- d) If the Council Member is not present for the indicated date, the Motion will be deferred to the next regular Council meeting. If the Council Member is not present at the next regular Council meeting the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.

**PART 12 - COMMUNICATIONS**

~~59.56.~~ When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:

- a) be on paper or in a printable form;
- ~~b) be dated and signed by the Presiding Officer and CAO;~~
- ~~c) be placed on an agenda as either an Information item or Action Correspondence;~~
- ~~c) and properly placed within the Town’s filing system.~~

~~60.57.~~ Follow up on the correspondence may include:

- a) Discussion on the item under information during the Regular Council meeting;
- b) Directive to Administration to provide response to the item of correspondence.

~~64.58.~~ In situations where the CAO considers correspondence to be libelous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.

**PART 13 - QUORUM**

~~62.59.~~ When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

~~63.60.~~ If there is a quorum present at the time set for commencement of a meeting, but the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

~~64.61.~~ If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.



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65-62. If a Council meeting is adjourned for:

- a) failure to constitute a quorum; or
- b) due to loss of quorum as a result of a Member leaving the meeting;

the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

PART 14 - ADJOURNMENT

66-63. Regular Council Meetings shall adjourn no later than 10:00 pm unless: if in session at that time, except to conclude the matter under discussion, and Council shall recess and reconvene at 6:00 pm on the next business day unless:

- a) A matter under discussion has not concluded;
- b) otherwise directed by Council; or
- c) Council, by resolution of a majority vote, taken as soon before 10:00 pm as the business permits, agree to an extension of the meeting beyond 10:00 pm.

67-64. If adjournment takes place and unfinished business remains, these items will be carried over to the next regular meeting of Council.

68-65. A Member may move a motion to adjourn a Meeting at any time, except when:

- a) another Member has the floor;
- b) a call for a vote has been made;
- c) the Members are voting Council is In-Camera; or
- d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

69-66. A motion to adjourn shall be put without comment or debate.

70-67. When all items of an approved agenda have been dealt with, the Presiding Officer may adjourn the meeting without requiring a motion or vote by Council.

PART 15 – RECESS

71-68. Any Member may move that Council recess or break for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.

72-69. A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

73-70. If no speaker is addressing Council, the Presiding Officer may call a recess for a specific period.

PART 16 – MINUTES OF COUNCIL MEETINGS

71. The CAO shall ensure minutes of a Council meeting are prepared and included in the agenda package distributed to each Member of Council for the next meeting.

74-72. Minutes shall be available to the public including public including on the Town's website on the same week as to when they were approved by Council.

75-73. The Presiding Officer shall present the minutes to Council with a request for a motion to formally accept the Minutes.

76-74. Any Member of Council may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

77-75. Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

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~~78-76.~~ If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the minutes.

PART 17 – CONDUCT OF BUSINESS

~~79-77.~~ Council meetings will be held in public and no person may be excluded except for:

- a) improper conduct; or
- b) Council may, by resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.

~~78.~~ The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the members present, without debate.

~~80- 79.~~ A member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the decision of the Presiding Officer shall be final.

~~81-80.~~ No Member of Council shall:

- a) speak without first being recognized by the Presiding Officer; and being granted the floor.
- b) speak twice to the same item after a motion on any agenda item ~~is tabled~~, without the leave of Council, until every member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued; and no Member of Council having first received their opportunity to speak.
  - ~~b)i.~~ Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking is referring to when a Council Member debates a motion.

~~82-81.~~ The Presiding Officer shall give each Member of Council, who wishes to speak on a matter on the Council Agenda, an opportunity to do so before calling the question.

~~83-82.~~ When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.

~~84-83.~~ Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.

~~85-84.~~ When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.

~~86-85.~~ When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege the point shall be stated, succinctly and the Presiding Officer shall when giving his/her decision on the point cite the rule or authority applicable to the same.

~~87-86.~~ When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or Administration.

~~88-87.~~ When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and, if the Presiding Officer rules favorably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.

~~89-88.~~ When the Presiding Officer wishes to debate or make a motion, he / she shall vacate the Chair and request another Member to take the Chair, in the following order:

- a) Deputy Mayor

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b) Any other Member of Council.

90-89. If no other Member of Council is willing to accept the Chair, the Presiding Officer will continue as Chair, however, will be allowed to make a motion and/or debate under the same rights and restrictions as other Members.

94-90. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.

92-91. Members of the public gallery during a Council meeting:

- a) Shall not address Council without permission;
- b) Shall maintain order and quiet; and
- c) Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.

93-92. The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.

94-93. When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:

- a) Remain quiet and seated;
- b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
- c) Not carry on a private conversation.

95-94. When a Member is addressing Council, the Member shall:

- a) Not speak disrespectfully of others;
- b) Not shout, raise his / her voice or use offensive language;
- c) Not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion;
- d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.

96-95. When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, he/she must indicate his /her intention and await the Presiding Officer's permission prior to leaving.

PART 18 – MOTIONS

97-96. A member who wishes to submit a motion in excess of 25 words shall do so in writing to the Presiding Officer and Recording Secretary.

98-97. After a motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.

99-98. Every motion or resolution shall be stated or read by the mover.

100-99. Any motion made in the negative shall be ruled out of order.

104-100. A request may be made to have the Recording Secretary read back the motion, as made, for clarity prior to being put to vote.

102-101. Council or committees may act on a motion pertaining to a subject which is not on the agenda with unanimous consent only.

103-102. When duly moved, a motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and officers have the opportunity.

104-103. The mover of a motion may speak and vote for or against the motion.

105-104. No motion other than an amending motion or motion to table or refer shall be considered until the motion already before Council has been disposed of.

106-105. Notices of Motion shall be in accordance to Section 54 of this Bylaw.

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407-106. When a motion is tabled without being settled, no similar or conflicting motion which would restrict action on the first motion may be introduced or adopted.

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408-107. Where the Town has a contractual liability or obligation, Council shall not reconsider, vary, revoke, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.

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409-108. The following motions are not debatable by Members:

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- a) Adjournment
- b) To take a recess
- c) Question of Privilege
- d) Point of Order
- e) To limit debate on a matter before Members
- f) To table the matter

440-109. Amending Motions are those motions where word(s) or paragraphs are inserted or struck out of the original motion and can be made by any Member and must be in agreement to the Member originating the motion.

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110. Amendments shall be voted on in a reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.

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111. There shall be a maximum of three motions on the floor at a time, the main motion, and up to two amending motions.

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112. To refer a Motion is to state which Committee or Administrative department is to receive the motion for research/further information, and shall include terms, timelines and other relevant information.

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113. A motion to postpone any matter shall include in the motion:

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- a) a specific time to which the matter is postponed; or
- b) provision that the matter is to be postponed indefinitely.

114. A motion to postpone a matter is amendable and debatable.

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115. Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

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116. A tabling motion allows a matter without debate to be set aside and brought back at a later date.

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117. A Motion to adjourn is not subject to debate and is voted on immediately.

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PART 19 - VOTING ON MOTIONS

118. When debate on a motion is closed, the Presiding Officer shall put the motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.

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119. No member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.

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120. If any Member of Council wishes to have a Recorded vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting minutes. (Section 185 MGA).

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121. Votes on all motions must be taken as follows:

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- a) the Presiding Officer must declare the motion and call for the vote;
- b) Members must vote by a show of hands
- c) the Presiding Officer must declare the result of the vote.

122. After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

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123. A question or motion shall be declared lost when it:

- a) does not receive the required majority of votes; or
- b) receives an equal division of votes.

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~~124.~~ Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.

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~~124-125.~~ Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the Freedom of Information and Privacy Act.

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~~125-126.~~ A Member shall not vote on a matter if they are absent from the Council Chambers when the matter has been heard, the vote is called.

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~~126-127.~~ The outcome of every vote shall be incorporated into the official minutes.

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~~127-128.~~ Where a motion is not carried unanimously by those members present, then the names of those who voted for and against a motion shall be entered upon the minutes for motions that are carried or defeated.

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PART 20 – BYLAWS & POLICIES

~~128-129.~~ Draft bylaws and policies shall be prepared by the appropriate Administration member and shall be reviewed at a meeting of the Standing Committee of Council before being presented at a Regular Council Meeting.

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~~129-130.~~ When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.

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~~130-131.~~ The CAO shall provide a copy of the Bylaw in full and include it in the agenda package.

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~~131-132.~~ Every Bylaw shall have three readings. Only the title or identifying number must be read at each reading.

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~~132-133.~~ A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.

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~~133-134.~~ Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.

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~~134-135.~~ Council shall vote on the motion for first reading of a Bylaw without amendment or debate.

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~~135-136.~~ A Bylaw shall be introduced for second reading by a motion that it be read a second time.

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~~136-137.~~ After a Member has made a motion for second reading of a Bylaw, Council may:

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- a) debate the substance of the Bylaw; and
- b) propose and consider amendments to the Bylaw.

~~137-138.~~ A Bylaw shall not be given more than two readings at one meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.

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~~138-139.~~ When Council unanimously consents that a Bylaw may be presented for third reading:

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- a) motion for third reading of the Bylaw shall be made;
- b) Council shall vote on the motion without amendment or debate;

~~139-140.~~ A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.

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~~140-141.~~ In conformance with the Act:

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- a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and
- b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

~~141-142.~~ Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO, and then shall have the Town's corporate seal applied.

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~~142-143.~~ Hard copies of all Bylaws and Policies will be maintained and will be provided as public information on the Town's official website.

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~~143-144.~~ Bylaws which require approval from the Province of Alberta shall receive two readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.

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~~144-145.~~ Bylaws and policies will come into effect as soon as they are passed unless they contain a deferred date for implementation.

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~~145-146.~~ Policies shall be presented for discussion and passed by a simple majority at one sitting and shall come into effect as soon as they are passed unless they contain a deferred date for implementation.

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~~146-147.~~ Upon being passed, a Policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO.

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PART 21 – STANDING COMMITTEE OF COUNCIL

~~147-148.~~ Standing Committee of Council is considered to be Committee of the Whole

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~~148-149.~~ The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.

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~~149-150.~~ Quorum of the Standing Committee of Council is a majority of Council Members.

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~~150-151.~~ Procedures in Standing Committee of Council only differ from Council's in that:

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- a) A member of Council may speak more than once, provided that all Council members who wish to speak to the matter have been permitted to speak;
- b) a member of Council may speak even though there is no motion on the floor, but if there is a motion on the floor, a Council member shall only address that motion;
- c) the only motions permitted are:
  - i. to make recommendations to Council to adopt reports and/or to recommend amendments;
  - ii. to amend its own recommendations;
  - iii. to move to meet In-Camera and subsequently to revert to a meeting held in public;
  - iv. to recess

PART 22 - COMMITTEES

147. Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through the Board/Committee Policy and established Terms of Reference for said Boards & Committees.

PART 23 - REPEAL

148. That Bylaw 1183.14 and 1233.19 are hereby repealed upon this Bylaw coming into effect.

PART 24 - DATE OF FORCE

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



TOWN OF BLACKFALDS  
BYLAW 12~~57.21~~37.19

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_4<sup>\*</sup>.

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

MAYOR ~~RICHARD POOLE~~JAMIE HOOVER

\_\_\_\_\_  
CAO MYRON THOMPSON

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_4<sup>\*</sup>.

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

MAYOR ~~RICHARD POOLE~~JAMIE HOOVER

\_\_\_\_\_  
CAO MYRON THOMPSON

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_4<sup>\*</sup>.

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

MAYOR ~~RICHARD POOLE~~JAMIE HOOVER

\_\_\_\_\_  
CAO MYRON THOMPSON

**List of Appendices:**

- Appendix A - AUMA Ethical Guidelines
- Appendix B ~~—~~Delegation Application
- Appendix C - Public Hearing Process and Template
- Appendix ~~D~~E - Guideline to Matters which can be Discussed In Camera Meetings

**Legislative References:**

- Municipal Government Act of Alberta – and any amendments
- Town of Blackfalds Policy 136.19
- Town of Blackfalds Bylaw – Council Code of Conduct

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**BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

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**WHEREAS** the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass Bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councillors and members of committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate the procedure and conduct at meetings of council and committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council;

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

**PART 1 - TITLE**

1. That this Bylaw may be cited as the " Council Procedural Bylaw" of the Town of Blackfalds.

**PART 2 - DEFINITIONS**

2. In this Bylaw:
  - a) "Act" means the Municipal Government Act (MGA or the Act), as amended.
  - b) "Administrative Inquiry" is a request from a Member of Council to the Administration, made at a meeting, for the future provision of information and report.
  - c) "Administrative Representative" refers to the senior Administration resource person appointed to a Committee by the CAO.
  - d) "Agenda" means the list and order of business items for any meeting of Council, or Committees.
  - e) "New Business" shall mean any matter appearing before Council for the first time on an Agenda that requires a decision of Council.
  - f) "Bylaw" means a Municipal Bylaw of the Town.
  - g) "CAO" means the Chief Administrative Officer.
  - h) "Chairperson" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee.
  - i) "Committee" means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw.
  - j) "Council" means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
  - k) "Council Committee Meeting" means a meeting of Council of the Whole and referred specifically as the Standing Committee of Council.
  - l) "Council Meetings" are regularly scheduled or Special Meetings that require the attendance of Council.
  - m) "Delegation" shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
  - n) "Deputy Mayor" means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.

- o) "Ex-officio" means membership by virtue of one's office and/or where appointed by Council.
- p) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
- q) "In-Camera" means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to recommend to Council or revert to a meeting held in public.
- r) "Live Streaming" means to transmit or receive live video and audio coverage of (an event) over the Internet.
- s) "Majority of Council" means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw;
- t) "Mayor" means the Chief Elected Official of the Town of Blackfalds duly elected.
- u) "Media Representatives" shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- v) "Member" means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council.
- w) "Motion" means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- x) "Municipal Government Act" means the law under which all Alberta municipalities are empowered to shape their communities.
- y) "Notice of Motion" is the means by which a member of Council brings business before Council.
- z) "Organizational Meeting" shall mean the meeting held for the purpose of scheduling Council Meetings and to make Council appointments to Committees of Council, to be held annually no later than the 2<sup>nd</sup> Regular Council meeting in October.
- aa) "Officer" means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure and Property Services, or their delegates, all of whom shall be recorded in official minutes if their attendance is required.
- bb) "Point of Information" means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- cc) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.
- dd) "Point of Privilege" means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following.
  - i. the organization or existence of Council
  - ii. the comfort of Members
  - iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole
- ee) "Point of Procedure" means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
  - i. make an appropriate motion
  - ii. raise a Point of Order
  - iii. understand the procedure, or



- iv. understand the effect of a motion
- ff) “Presiding Officer” shall mean the Mayor or the Deputy Mayor; or in the absence of the two, any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- gg) “Public Hearing” means a meeting of the Council, or that portion of a meeting of Council during which members of the public make representations to Council in accordance with Section 230 of the Municipal Government Act.
- hh) “Question of Privilege” means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- ii) “Quorum” means the majority of Members, fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw;
- jj) “Resolution” means a Motion passed by a majority of Council.
- kk) “Special Meeting” means a meeting called by the Mayor or by vote of 2/3 of Council pursuant to the Act;
- ll) “Standing Committee of Council” is a procedural device that permits Council greater freedom of debate.
- mm) “Terms of Reference” means those terms pertinent to the establishment and mandate of a Committee and which are:
  - i. in addition to or beyond the parameters of this Bylaw; and
- nn) “Town” means the Corporation or the Town of Blackfalds.
- oo) “Video” means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

### **PART 3 – APPLICATION**

- 3. This Bylaw applies to:
  - (a) all Regular Council meetings, and
  - (b) all Standing Committee meetings, and
  - (c) all Special Council meetings, and
  - (d) all Council Committee meetings, except for:
    - i. when Council has granted permission to a Committee to establish its own procedures, and
- 4. The precedence of the rules governing the procedure of Council is:
  - (a) the MGA – the Act;
  - (b) other Provincial legislation;
  - (c) this Bylaw, and;
  - (d) a Council Code of Conduct Bylaw, and;
  - (e) the current edition of Robert’s Rules of Order and Parliamentary Procedure.
- 5. To the extent that a matter is not dealt within the Act or this Bylaw, Council shall have regard to Robert’s Rules of Order and Parliamentary Procedure.
- 6. Subject to the appeal process set out in Section 78 of this Bylaw,, the Presiding Officer or Chairperson shall interpret procedure.
- 7. In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.

#### **PART 4 - GENERAL**

8. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
9. Members of Council shall subscribe to the Alberta Municipalities Association Ethical Guidelines of Conduct for Members of Council (*Appendix A*) and adhere to the Town of Blackfalds Council Code of Conduct Bylaw (and any amendments hereto).
10. A breach of the Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
11. Public Hearings, when required or requested by Council, will be held prior to second reading.
12. Motions of Council and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw and the current edition of Robert's Rules of Order and Parliamentary Procedures.

#### **PART 5 - ORGANIZATIONAL MEETING**

13. Council shall hold an annual Organizational Meeting each year no later than the 2<sup>nd</sup> regular Council meeting in October.
14. The CAO shall set the time and place for the Organizational Meeting, with the business of the meeting being limited to:
  - (a) the appointments of Members to Committees which Council is entitled to make; and
  - (b) the roster of Deputy Mayors for the Council term; and
  - (c) any other business required by the Act, or which Council or the CAO may direct.
15. Appointments of Council Members to Committees shall be for a term of one year, unless otherwise specified.

#### **PART 6 - INAUGURAL MEETING**

17. The Organizational Meeting immediately following a general municipal election shall be called the 'Inaugural Meeting'.
18. The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the Inaugural Meeting.
19. Until the Mayor has taken the Oath of Office, the CAO shall chair the Inaugural Meeting.

#### **PART 7 - MEETINGS OF COUNCIL**

20. Regular Meetings of Council shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Meeting will be held elsewhere in the Community.
21. Regular Meetings of Council shall be held on the second and fourth Tuesday of every month.
22. If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
23. Regular Meetings of Council shall commence at 7:00 pm.
24. Standing Committee of Council is considered to be a Committee of the Whole meeting and typically takes place the third Monday of every month.
25. Standing Committee of Council meetings that fall on a statutory holiday may be cancelled for that respective month as chosen by Council at the Organizational Meeting.
26. Standing Committee of Council shall commence at 7:00 pm.



27. Special Meetings may be called and notice of such Special Meetings shall be given in accordance with the provisions of the Act and this Bylaw.
28. Councillors shall each serve an eight-month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.
29. A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
30. Council meetings will be recorded and broadcasted through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Policies, Bylaws and in accordance with legislation.

#### **PART 8 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES**

31. Should a state of emergency or extenuating circumstances where restrictive measures are required occur, electronic participation may be allowed by a member of Council, of a board or committee. Members participating electronically will be counted in determining whether a quorum of members is present and may participate electronically in a meeting.
32. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
33. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
34. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
35. Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the Rules of Procedure to ensure Members can effectively participate in the meeting.
36. When a Council member attends a Closed Session, they will be required to confirm that they are attending the Closed Session alone.
37. The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
38. Members must notify the CAO a minimum of twenty-four hours prior to the meeting of their intention to participate electronically.
39. The CAO may provide for the electronic participation of staff, including that of the CAO.

#### **PART 9 - NOTICE OF MEETINGS**

39. For all meetings requiring notice, the notice must be:
  - (a) issued a minimum of 24-hours prior to the meeting date;
  - (b) in writing and specify the time, date, location and purpose the meeting;
  - (c) electronically distributed via email to each Council or Committee Member;
  - (d) posted at the Town Office – at the Civic Cultural Centre; and
  - (e) given any other notification as requested by Council or the Committee.
  - (f) Despite Section 27, the Mayor may call a Special Meeting of Council, on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the Meeting before the Meeting begins.

## **PART 10 - CANCELLATION OF MEETINGS**

37. A Regular Meeting may be cancelled:
- a) by a majority of Members at a previously held meeting; or
  - b) with the written consent of a majority, providing twenty-four (24) hours' notice is provided to Members and the public; or
  - c) with the written consent of two-thirds (2/3) of the whole Council if twenty-four (24) hours' notice is not provided to the public.
38. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
- a) by the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
  - b) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole Council.
39. A Special Meeting, requested in writing by a majority of the Members, may be cancelled:
- a) with the written consent of the requesting Members, if twenty-four (24) hours' notice is provided to the Members and the public; or
  - b) if less than twenty-four (24) hours' notice is provided, with the written consent of two-thirds (2/3) of the whole Council.

## **PART 11 - AGENDA**

40. The Agenda shall list the items and order of business for the meeting.
41. The CAO shall ensure copies of the Agenda are:
- a) available online to the public no later than 4:00 pm on the Friday prior to the day on which the Regular Council meeting is held and by 4:00 pm on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.
  - b) Electronically distributed and available to all members of Council and Officers who are entitled to receive copies.
42. The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public.
43. All agenda submissions shall be received by the CAO no later than 4:30pm on the Wednesday prior to agenda posting.
44. Only material which has been received in accordance with Section 38 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time sensitive matter needs to be brought before Council at any meeting the item shall:
    - i. be accompanied by a brief explanation from an Officer indicating the reasons for, and the degree of urgency of the item; and
    - ii. be permitted to be added by the Presiding Officer considered as an addendum to the Agenda upon a majority vote of Council.
45. The standard order of business on the Agenda shall be as follows unless Council otherwise determines by a majority of vote a change in order:
- (a) Call to Order
  - (b) Adoption of Agenda
  - (c) Land Acknowledgement
  - (d) Delegation
  - (e) Public Hearing
  - (f) Business Arising from Minutes
  - (g) Business
  - (h) Action Correspondence
  - (i) Information
  - (j) Round Table
  - (k) Approval of Minutes

- (l) Notices of Motion
  - (m) Business for the Good of Council
  - (n) Confidential
  - (o) Adjournment
46. The Presiding Officer shall call the meeting to order at the time appointed at the prescribed meeting time in accordance of Section 22.
47. Council must vote to adopt or amend the agenda prior to carrying out any business.
48. If a delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to the office of the CAO, no later than noon on the Wednesday prior to a Regular Council meeting. The Delegation Application is provided as *Appendix B*.
49. Public Hearings shall be conducted in accordance with the procedures set out in *Appendix C*.
50. Business Arising from Minutes will include business which was on the agenda of a previous meeting and was not completed and will include all information relative to the issue including the expected motion.
51. Business items include templated reports from Administration for items requesting direction from Standing Committee or a decision from Council, or information items on a Committee or Council report.
- a) Items included as information require no motion of acceptance or approval.
  - b) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
    - i. Vote on the recommended motion; or
    - ii. Refer back to Administration for further consideration; or
    - iii. Vote on an amended motion as determined through debate and presented by a member of Council.
52. Action Correspondence includes items that require follow up action which in turn requires a motion of Council.
53. Information includes items of correspondence addressed to Mayor and/or Council and all content shall be subject to the Freedom of Information and Privacy Act
54. Round Table will take place only on the second Regular Council meeting each month and Council will provide Administration, by the 16<sup>th</sup> of each month, a summary report of meetings, events and activities using the template provided Round Table will take place only on the second Regular Council meeting each month and Council will provide Administration, by the 16<sup>th</sup> of each month, a summary report of meetings, events and activities using the template provided.
- a) The CAO Report will include monthly administrative activities and will be provided as a verbal report at the second monthly Regular Council Meeting.
55. Approval of Minutes will include the minutes from a prior Council meeting and will be circulated within the agenda package.
- a) Upon determination that minutes are accurate and contain no major errors or omissions, Council shall adopt the minutes as circulated.
  - b) Minutes that require major amendments must be amended and brought forward to the next meeting for adoption.
  - c) Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a motion of Council.
56. Where a Confidential matter is included on the agenda, the section of FOIP that allows information to be protected from disclosure will be cited on the agenda and reflected in the minutes, as set out in *Appendix D – Guideline to Matters Which can be Discussed In Camera Meetings*. Confidential items are those items that are discussed as per Section 197(2) of the *Municipal Government Act* “In Camera” and are confidential items of discussion between Council, Administration and invited persons. No minutes, notes, or recordings of the discussions will take place and any reports provided to Council will be returned to the CAO.

57. A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined, must state the date of the meeting at which the Motion will be made, and must meet the following requirements:
- a) Any member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven days before the meeting at which time the motion will be debated or Council passes a Motion by majority vote dispensing of the period of notice.
  - b) A Council member who submits a written Notice of Motion to the CAO, to be read at a meeting, need not be present during the reading of the notice.
  - c) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
  - d) If the Council Member is not present for the indicated date, the Motion will be deferred to the next regular Council meeting. If the Council Member is not present at the next regular Council meeting the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.

## **PART 12 - COMMUNICATIONS**

58. When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:
- a) be on paper or in a printable form;
  - b) be placed on an agenda as either an Information item or Action Correspondence;
  - c) and properly placed within the Town's filing system.
59. Follow up on the correspondence may include:
- a) Discussion on the item under information during the Regular Council meeting;
  - b) Directive to Administration to provide response to the item of correspondence.
60. In situations where the CAO considers correspondence to be libelous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.

## **PART 13 - QUORUM**

61. When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.
62. If there is a quorum present at the time set for commencement of a meeting, but the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
63. If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.
64. If a Council meeting is adjourned for:
- a) failure to constitute a quorum; or
  - b) due to loss of quorum as a result of a Member leaving the meeting;
65. The Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

## **PART 14 - ADJOURNMENT**

66. Regular Council Meetings shall adjourn no later than 10:00 pm unless: if in session at that time, except to conclude the matter under discussion, and Council shall recess and reconvene at 6:00 pm on the next business day unless:
- a) A matter under discussion has not concluded;
  - b) otherwise directed by Council; or
  - c) Council, by resolution of a majority vote, taken as soon before 10:00 pm as the business permits, agree to an extension of the meeting beyond 10:00 pm.
67. If adjournment takes place and unfinished business remains, these items will be carried over to the next regular meeting of Council.
68. A Member may move a motion to adjourn a Meeting at any time, except when:
- a) another Member has the floor;
  - b) a call for a vote has been made;
  - c) the Members are voting Council is In-Camera; or
  - d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
69. A motion to adjourn shall be put without comment or debate.
70. When all items of an approved agenda have been dealt with, the Presiding Officer may adjourn the meeting without requiring a motion or vote by Council.

#### **PART 15 – RECESS**

71. Any Member may move that Council recess or break for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.
72. A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.
73. If no speaker is addressing Council, the Presiding Officer may call a recess for a specific period.

#### **PART 16 – MINUTES OF COUNCIL MEETINGS**

74. The CAO shall ensure minutes of a Council meeting are prepared and included in the agenda package distributed to each Member of Council for the next meeting.
75. Minutes shall be available to the public including on the Town's website on the same week as to when they were approved by Council.
76. The Presiding Officer shall present the minutes to Council with a request for a motion to formally accept the Minutes.
77. Any Member of Council may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
78. Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
79. If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the minutes.

#### **PART 17 – CONDUCT OF BUSINESS**

80. Council meetings will be held in public and no person may be excluded except for:
- a) improper conduct; or
  - b) Council may, by resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.



81. The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the members present, without debate.
82. A member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the decision of the Presiding Officer shall be final.
83. No Member of Council shall:
  - a) speak without first being recognized by the Presiding Officer; and being granted the floor.
  - b) speak twice to the same item after a motion on any agenda item,, without the leave of Council, until every member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued; and no Member of Council having first received their opportunity to speak.
    - i. Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking is referring to when a Council Member debates a motion.
84. The Presiding Officer shall give each Member of Council, who wishes to speak on a matter on the Council Agenda, an opportunity to do so before calling the question.
85. When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
86. Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.
87. When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
88. When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege the point shall be stated, succinctly and the Presiding Officer shall when giving his/her decision on the point cite the rule or authority applicable to the same.
89. When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or Administration.
90. When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and, if the Presiding Officer rules favorably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.
91. When the Presiding Officer wishes to debate or make a motion, he / she shall vacate the Chair and request another Member to take the Chair, in the following order:
  - a) Deputy Mayor
  - b) Any other Member of Council.
92. If no other Member of Council is willing to accept the Chair, the Presiding Officer will continue as Chair, however, will be allowed to make a motion and/or debate under the same rights and restrictions as other Members.
93. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
94. Members of the public gallery during a Council meeting:
  - a) Shall not address Council without permission;
  - b) Shall maintain order and quiet; and
  - c) Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
95. The Presiding Officer may, in accordance with the Act, expel and exclude any person

who creates a disturbance or acts improperly.

96. When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:
- a) Remain quiet and seated;
  - b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
  - c) Not carry on a private conversation.
97. When a Member is addressing Council, the Member shall:
- a) Not speak disrespectfully of others;
  - b) Not shout, raise his / her voice or use offensive language;
  - c) Not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion;
  - d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.
98. When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, he/she must indicate his /her intention and await the Presiding Officer's permission prior to leaving.

#### **PART 18 – MOTIONS**

99. A member who wishes to submit a motion in excess of 25 words shall do so in writing to the Presiding Officer and Recording Secretary.
100. After a motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
101. Every motion or resolution shall be stated or read by the mover.
102. Any motion made in the negative shall be ruled out of order.
103. A request may be made to have the Recording Secretary read back the motion, as made, for clarity prior to being put to vote.
104. Council or committees may act on a motion pertaining to a subject which is not on the agenda with unanimous consent only.
105. When duly moved, a motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and officers have the opportunity.
106. The mover of a motion may speak and vote for or against the motion.
107. No motion other than an amending motion or motion to table or refer shall be considered until the motion already before Council has been disposed of.
108. Notices of Motion shall be in accordance to Section 57 of this Bylaw.
109. When a motion is tabled without being settled, no similar or conflicting motion which would restrict action on the first motion may be introduced or adopted.
110. Where the Town has a contractual liability or obligation, Council shall not reconsider, vary, revoke, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.
111. The following motions are not debatable by Members:
- a) Adjournment
  - b) To take a recess
  - c) Question of Privilege
  - d) Point of Order
  - e) To limit debate on a matter before Members
  - f) To table the matter
112. Amending Motions are those motions where word(s) or paragraphs are inserted or

struck out of the original motion and can be made by any Member and must be in agreement to the Member originating the motion.

113. Amendments shall be voted on in a reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.
114. There shall be a maximum of three motions on the floor at a time, the main motion, and up to two amending motions.
115. To refer a Motion is to state which Committee or Administrative department is to receive the motion for research/further information, and shall include terms, timelines and other relevant information.
116. A motion to postpone any matter shall include in the motion:
  - a) a specific time to which the matter is postponed; or
  - b) provision that the matter is to be postponed indefinitely.
117. A motion to postpone a matter is amendable and debatable.
118. Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
119. A tabling motion allows a matter without debate to be set aside and brought back at a later date.
120. A Motion to adjourn is not subject to debate and is voted on immediately.

#### **PART 19 - VOTING ON MOTIONS**

121. When debate on a motion is closed, the Presiding Officer shall put the motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.
122. No member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
123. If any Member of Council wishes to have a Recorded vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting minutes. (Section 185 MGA).
124. Votes on all motions must be taken as follows:
  - a) the Presiding Officer must declare the motion and call for the vote;
  - b) Members must vote by a show of hands
  - c) the Presiding Officer must declare the result of the vote.
125. After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.
126. A question or motion shall be declared lost when it:
  - a) does not receive the required majority of votes; or
  - b) receives an equal division of votes.
127. Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
128. Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the Freedom of Information and Privacy Act.
129. A Member shall not vote on a matter if they are absent from the Council Chambers when the matter has been heard, the vote is called.



130. The outcome of every vote shall be incorporated into the official minutes.
131. Where a motion is not carried unanimously by those members present, then the names of those who voted for and against a motion shall be entered upon the minutes for motions that are carried or defeated.

## **PART 20 – BYLAWS & POLICIES**

132. Draft bylaws and policies shall be prepared by the appropriate Administration member and shall be reviewed at a meeting of the Standing Committee of Council before being presented at a Regular Council Meeting.
133. When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
134. The CAO shall provide a copy of the Bylaw in full and include it in the agenda package.
135. Every Bylaw shall have three readings. Only the title or identifying number must be read at each reading.
136. A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
137. Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
138. Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
139. A Bylaw shall be introduced for second reading by a motion that it be read a second time.
140. After a Member has made a motion for second reading of a Bylaw, Council may:
  - a) debate the substance of the Bylaw; and
  - b) propose and consider amendments to the Bylaw.
141. A Bylaw shall not be given more than two readings at one meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.
142. When Council unanimously consents that a Bylaw may be presented for third reading:
  - a) motion for third reading of the Bylaw shall be made;
  - b) Council shall vote on the motion without amendment or debate;
143. A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
144. In conformance with the Act:
  - a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and
  - b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.
145. Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO, and then shall have the Town's corporate seal applied.
146. Hard copies of all Bylaws and Policies will be maintained and will be provided as public information on the Town's official website.
147. Bylaws which require approval from the Province of Alberta shall receive two readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.
148. Bylaws and policies will come into effect as soon as they are passed unless they contain a deferred date for implementation.

149. Policies shall be presented for discussion and passed by a simple majority at one sitting and shall come into effect as soon as they are passed unless they contain a deferred date for implementation.
150. Upon being passed, a Policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO.

#### **PART 21 – STANDING COMMITTEE OF COUNCIL**

151. Standing Committee of Council is considered to be Committee of the Whole
152. The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.
153. Quorum of the Standing Committee of Council is a majority of Council Members.
154. Procedures in Standing Committee of Council only differ from Council's in that:
- a) A member of Council may speak more than once, provided that all Council members who wish to speak to the matter have been permitted to speak;
  - b) a member of Council may speak even though there is no motion on the floor, but if there is a motion on the floor, a Council member shall only address that motion;
  - c) the only motions permitted are:
    - i. to make recommendations to Council to adopt reports and/or to recommend amendments;
    - ii. to amend its own recommendations;
    - iii. to move to meet In-Camera and subsequently to revert to a meeting held in public;
    - iv. to recess

#### **PART 22 - COMMITTEES**

147. Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through the Board/Committee Policy and established Terms of Reference for said Boards & Committees.

#### **PART 23 - REPEAL**

148. That Bylaw 1183.14 and 1233.19 are hereby repealed upon this Bylaw coming into effect.

#### **PART 24 - DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

---

**MAYOR JAMIE HOOVER**

---

**CAO MYRON THOMPSON**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )



**TOWN OF BLACKFALDS  
BYLAW 1265.22**

---

**MAYOR JAMIE HOOVER**

---

**CAO MYRON THOMPSON**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

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

---

**MAYOR JAMIE HOOVER**

---

**CAO MYRON THOMPSON**

**List of Appendices:**

- Appendix A - AUMA Ethical Guidelines
- Appendix B - Delegation Application
- Appendix C - Public Hearing Process and Template
- Appendix D - Guideline to Matters which can be Discussed In Camera Meetings

**Legislative References:**

- Municipal Government Act of Alberta – and any amendments
- Town of Blackfalds Policy 136.19
- Town of Blackfalds Bylaw – Council Code of Conduct



## **Alberta Urban Municipalities Association**

**POLICY NO. AP004**

### **ETHICAL GUIDELINES**

**The Board encourages member municipalities of the Association to adopt the following "Ethical Guidelines of Conduct for Elected Local Government Officials."**

**(Municipality)**

#### **Ethical Guidelines of Conduct for Members of Council**

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- Local government decisions and policy be made through the proper channels of government structure.
- Public office not be used for personal gain.
- The public have confidence in the integrity of its government.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for elected municipal government officials in Alberta so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the function of council members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of members of council in Alberta in order that they shall maintain the highest standards in public office and faithfully discharge the duties, powers and functions of office.

Members of Council shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive same.
4. Not use their position to secure special privileges, favors, or advantages for themselves or any other person.
5. Preserve the integrity and impartiality of Council.



## Alberta Urban Municipalities Association

6. After leaving office, Members of Council shall continue to keep confidential, confidential information acquired as a member of Council.

Members of Council generally shall at all times ensure that their course of conduct in carrying out their duties and responsibility as elected officials at all times conform to the highest ethical standards.

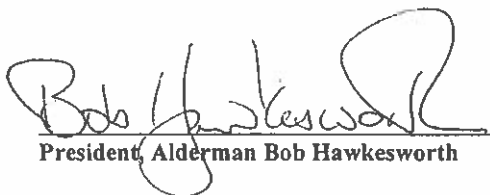
Members of this Council agree to uphold these guidelines and to govern actions accordingly.

Adopted by resolution this \_\_\_\_\_ day of \_\_\_\_\_, AD \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Secretary or City Clerk

	Date	Minute Page Number
Approved	24/02/05	3
Amended		
Amended		

  
President, Alderman Bob Hawkesworth

  
Chief Executive Officer, John McGowan

## APPENDIX - B



### DELEGATION APPLICATION

Box 220 | 5018 Waghorn Street  
Blackfalds, AB | T0M 0J0  
www.blackfalds.ca | 403.886.4677

#### APPLICANT INFORMATION

Name:	Date:
Address	
Phone:	Email:

#### ORGANIZATION INFORMATION (IF APPLICABLE)

Name:
Phone:
Email:

#### MEETING INFORMATION

Date Requested:	Number Attending:
Name(s) of Presenter(s):	
Do you need to use your own presentation equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	

#### SUBJECT YOU WANT TO PRESENT

#### DETAILS OF THE SUBJECT - Include specific requests you have of Council

**Please note** if a Delegation wishes to make a presentation to Council, the Delegation must submit this request form and all pertinent background information to the Office of the CAO **no later than noon on the Wednesday prior to the Council meeting.**

Delegations are limited to 15 minutes at a Regular Council Meeting, unless at Council's discretion, longer time is required.

*All written presentations will become a matter of public record, unless you inform this office otherwise, or it is deemed confidential.*

I acknowledge that only the above matter will be discussed during the delegation. I further acknowledge that this meeting may be audio/video recorded, published online, and broadcast on television.

Applicant Signature:	Date:
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**TOWN OF BLACKFALDS**  
**Procedural Bylaw**

**Appendix C**  
**Public Hearings**

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**1. Town of Blackfalds Public Hearing Process**

**1.1 Definitions**

- 1.1.1 "Chairman" refers to the Presiding Officer officiating the Public Meeting.
- 1.1.2 "Secretary" refers to the CAO or his/her designate.

**1.2 Advertising**

- 1.2.1 Advertising for all public hearings must meet the requirements of Section 606 of the MGA and will include:
  - a. Inclusion in a local newspaper once a week for two consecutive weeks ahead of the Public Hearing date.
  - b. Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).
  - c. Posted on the Town's website for the time period provided for print media notice.
  - d. Forwarded to parties determined to have a direct or significant impact by the matter.

**1.3 Public Comments**

- 1.3.1 Public comments as outlined in the Public Hearing notice are to be forwarded electronically to [info@blackfalds.com](mailto:info@blackfalds.com).
- 1.3.2 Public comments in hard copy can be mailed to: The Office of the CAO, c/o Executive Assistant, Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, T0M 0J0.
- 1.3.3 All written comments must be received by 12:00noon on the Wednesday prior to the following scheduled Regular Council Meeting where the Public Hearing has been scheduled.

**1.4 Public Hearing Procedure Template (attached)**





**TOWN OF BLACKFALDS  
PUBLIC HEARING**

Date  
Time  
Bylaw

**INTRODUCTION & PROCEDURES**

**1 (Chairman)** *"The following Public Hearing is held pursuant to the Municipal Government Act"*

**2 (Chairman)** *"The following rules of conduct will be followed during the Public Hearing:*

- *Presentation should be brief and to the point*
- *The order of presentation shall be:*
  - *Entry of written submission*
  - *Comments from the \*\*\*\*\* Dept*
  - *Those supporting the Bylaw*
  - *Those opposing the Bylaw*
  - *Any other person deemed to be affected by the Bylaw*

- *The Public Hearing purpose is " (-----)*

*I hereby declare the Public Hearing relating to Bylaw # (-----) open".*

**3 (Secretary)** *"The purpose of Bylaw (-----) is (-----)- as shown on the attached Schedule A*

*First Reading was given to Bylaw (-----) on (-----)*

*Notice of this Public Hearing was advertised (-----)*

*The following written comments have been received to date (-----)*

**4(Chairman)** *"Are there any late written submissions relating to the Bylaw?" (-----)*

**(Note: If there are any, the secretary to read letter into record)**

*"Comments from the \*\*\*\*\* Department".*

*"Is there anyone who supports the Bylaw and wishes to speak?"*

*"Is there anyone who opposes the Bylaw and wishes to speak?"*

*"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"*

**5 (Chairman)** *"Are there any further comments from the \*\*\*\*\* Department?"*

**6 (Chairman)** *"Do the Councillors have any further questions?"*

**7 (Chairman)** *"If nothing further then, I hereby declare this Public Hearing relating to Bylaw (-----) be closed and will accept a motion to adjourn this Public Hearing.*

Motion to adjourn: \_\_\_\_\_

CARRIED UNANIMOUSLY

## **GUIDELINE TO MATTERS WHICH CAN BE DISCUSSED IN CAMERA MEETINGS**

Section 197 of the *Municipal Government Act* provides that Councils and council committees must conduct their meetings in public, however, they may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*. These exceptions are:

**1. Information such as trade secrets or commercial, financial, labour relations, scientific or technical information of a third party, supplied in confidence, the disclosure of which would be harmful to the business interests of a third party must be discussed *in camera* (unless there is an overriding public interest). (Section 16)**

*Examples:*

*Information regarding the monetary resources of a third party, such as the third party's financial capabilities and assets and liabilities, including financial forecasts, investment strategies, budgets, profit and loss statements.*

*Third party insurance policies, pricing structures, market research, business plans and customer records.*

*Operating manuals containing scientific and technical information.*

**2. Information the disclosure of which would be an unreasonable invasion of personal privacy must be discussed *in camera* except in those circumstances where disclosure is considered not to be an unreasonable invasion of privacy. (Section 17)**

**"Personal information"** means recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's race, national or ethnic origin, colour or religious or political beliefs or associations, the individual's age, sex, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics, information about the individual's health and health care history, including information about a physical or mental disability, information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else.

A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if any of the conditions listed under section 17(2) of the FOIP Act are met; items of this nature can be discussed in open session.

*Examples:*

*The person has consented to it being discussed in open session;*

*The information relates to financial and other details of a contract to supply goods and services to the municipality;*

*The information is about a permit relating to real property, ie. a development permit, which was granted to an individual by the municipality and the disclosure is limited to the name of the party and the nature of the permit.*

**3. Information the disclosure of which would be harmful to individual or public safety may be discussed *in camera* if the disclosure of that information could reasonably be expected to threaten anyone else's safety or physical or mental health or interfere with public safety. (Section 18)**

*Examples:*

*Information relating to individuals fleeing from a violent spouse, a victim of sexual harassment or an employee who has been threatened in the course of a work dispute.*

*Information which could reasonably be expected to hamper or block the functioning of an organization or structure that ensures the safety and well-being of the public.*

If the information cannot be reasonably expected to threaten anyone's safety, physical or mental health or interfere with public safety, it should be discussed in open session.

**4. Information relating to confidential evaluations or opinions, such as employments references, may be discussed *in camera*. (Section 19)**

The personal information must be contained in a confidential evaluation or opinion provided to the municipality, and compiled about an individual in order to assess his or her suitability for employment, the awarding of contracts or other benefits. This may involve information on his or her personal strengths or weaknesses, eligibility or qualifications.

*Examples:*

*A verbatim transcript of a reference check of an employment candidate, supplied in confidence*

*A summary of a mix of telephone and written reference checks compiled by an official*

**5. Information, the disclosure of which may be harmful to law enforcement, may be discussed *in camera*. In order for the exception to apply, it is necessary to ensure that specific authority to investigate exists and that the investigation can lead to a penalty or sanction being imposed. Three types of investigations are included: police, security and administrative investigations. (Section 20)**

*Examples:*

*Information about a police investigation, including a special constable, or by a person responsible for investigating offences under the Criminal Code or Traffic Safety Act.*

*Information about a security investigation relating to the security of the organization and its clients, staff, resources or the public.*

*Information about an administrative investigation to enforce compliance or remedy non-compliance with standards, duties and responsibilities defined under an Act, regulation or bylaw.*

**6. Information, the disclosure of which may be harmful to intergovernmental relations, may be discussed *in camera*. This exception has two parts; one deals with harm to relations and the other deals with information given in confidence. (Section 21)**

(a) In order to apply the harm to intergovernmental relations exception, the municipality must demonstrate that the conduct of intergovernmental relations of the Government of Alberta, or other municipality, or Federal Gov't, and not just those of the municipality, would be harmed by disclosure.

*Example:*

*Notes of a private discussion between municipal officials, officials of a 'twinning' municipality in a developing country, the province and the country concerned, where no agreement has been reached between the parties to make their discussions public.*

(b) In order to apply the information exception, the information must have been supplied in circumstances that clearly place an obligation on the municipality to maintain confidentiality.

*Example:*

*Negotiating strategies relating to a federal, provincial and municipal infrastructure program.*

**7. Local public body confidences may be discussed *in camera*. This includes information the disclosure of which could reasonably be expected to reveal a draft of a resolution, bylaw or other legal instrument by which the municipality acts. (Section 23)**

Drafts of resolutions, bylaws or other legal or formal written documents which relate to the internal governance of the municipality or the regulation of the activities over which it has jurisdiction are covered by this exception, however, final versions of a bylaw, resolution or other legal instrument are not. Similarly, if a draft of a resolution, bylaw or other legal instrument has already been considered in a meeting open to the public, this exception cannot be applied.

**8. Advice from officials may be discussed *in camera*. This exception is intended to protect the deliberative process involving senior officials and heads of public bodies, and their staff, as well as among officials themselves. This exception also protects the deliberative process involving senior officials, heads of public bodies and the governing authorities of local public bodies. (Section 24)**

A rule permitting public access to all records relating to policy formulation and decision-making processes in public bodies would impair the ability of those bodies to discharge their responsibilities in a manner consistent with the public interest. This exception is intended to provide a 'deliberative space' for those involved in providing advice, carrying on consultations and making recommendations, so that records may be written with candour and cover all options. This 'deliberative space' is especially important for those involved in the policy-making process. Senior officials and heads of local public bodies may accept or reject the advice and recommendations of those advising them.

*Examples:*

*Information, including proposed plans, policies or projects, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision*

*The contents of a formal research or audit report*

*Plans relating to the management of personnel*

**9. Information, the disclosure of which could reasonably be expected to be harmful to the economic and other interests of a public body, may be discussed *in camera*. (Section 25)**

This exception applies to information the disclosure of which could reasonably be expected to harm the economic interest of a public body or the Government of Alberta, or the ability of the government to manage the economy. It recognizes that a public body may hold significant amounts of financial and economic information that is critical to the financial management of the public sector and the provincial economy.

*Examples:*

*Trade secrets, such as software developed by a public body or special testing equipment which has been kept secret or confidential.*

*A proprietary interest in geographical information systems mapping data or statistical data.*

*Financial forecasts, investment strategies, budgets and profit and loss statements.*

The exception does **not** cover the results of product or environmental testing carried out by or for a public body.

**10. Information relating to testing procedures, tests and audits may be discussed *in camera*. This exception provides protection for the procedures and techniques involved in testing and auditing as well as details relating to specific tests to be given or audits to be conducted where disclosure would invalidate the results. (Section 26)**

*Examples:*

*Environmental testing, staffing examinations, personnel audits, financial audits and program audits.*

**11. Information that is subject to a legal privilege, or relates to the provision of legal services or the provision of advice or other services by a lawyer may be discussed *in camera*. (Section 27)**

*Examples:*

*A letter, fax, e-mail or other correspondence from the municipality's lawyers, including any record attached to correspondence from a lawyer.*

*A note documenting legal advice given by a lawyer or a statement of account from a lawyer detailing the services provided.*

*Information relating to an existing or contemplated lawsuit.*

**12. Information, the disclosure of which may be expected to result in damage to or interfere with the conservation of any historic resource or any rare, endangered, threatened or vulnerable form of life, may be discussed *in camera*. (Section 28)**

*Examples:*

*Information regarding designated municipal historic resources.*

*Information regarding any species of flora or fauna that is of concern because it is naturally scarce or likely to become threatened as a result of disclosure of specific information about it.*

**13. Information that is or will be available to the public may be discussed *in camera*. This exception covers information that is available for purchase by the public or that is to be published or released to the public within 60 days, but does not cover information that is already available to the public. (Section 29)**

**GUIDELINE TO MATTERS WHICH CAN BE  
DISCUSSED IN CAMERA MEETINGS UNDER FOIP ACT**

<b>SEC. #</b>	<b>DESCRIPTION OF INFORMATION:</b>	<b>EXAMPLES:</b>
16	Trade secrets <b>of a third party</b>	Monetary resources, investment strategies, market research, manuals containing scientific, technical information.
17	Harmful to personal privacy	Recorded information about an identifiable individual – name, address, phone number, race, health, education. <b>See s. 17(2) for exceptions.</b>
18	Harmful to individual or public safety	Information relating to individuals threatened with violence, abuse or harassment, interfere with public safety.
19	Confidential evaluations	Reference checks.
20	Harmful to law enforcement	Police, security and administrative investigations.
21	Harmful to intergovernmental relations	Private discussions between municipal officials <b>and</b> officials of another municipal, provincial or federal government.
23	Local public body confidences	<b>Drafts</b> of resolutions or bylaws, legal or formal written documents.
24	Advice from officials	<b>Proposed</b> plans, policies, projects, budgetary decisions, research or audit reports, personnel management plans.
25	Economic interests of the municipality	Trade secrets, <b>in-house developed</b> software, proprietary interest in GIS mapping or statistical data, financial forecasts, investment strategies.
26	Testing procedures, tests and audits	Environmental testing, staffing exams, personnel, financial or program audits.
27	Legal privilege	Correspondence from municipality's lawyers, legal opinions
28	Historic sites or vulnerable life forms	Municipal historic resources, rare flora or fauna likely to be threatened by disclosure of information about it.
29	Information available or to be available to the public	Information that is available for purchase or that will be published within 60 days.





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

---

**MEETING DATE:** January 11, 2022

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

**SUBJECT:** Bylaw 1266.22 Amendment to Utility Bylaw 1250.20 –  
Schedule “B” 2022 Rate Increase

---

**BACKGROUND:**

Utility Rate Bylaw 1250.20 Schedule “B” was approved by Council on September 8<sup>th</sup>, 2020 with the 2021 rates updated in early 2021 to align with the budget. Schedule “B” is amended yearly in alignment with the operating budget for water and sewer to set the rates for each year.

**DISCUSSION:**

Council and Administration discussed utility rates for 2022 in the budget assumption discussions that took place on November 15<sup>th</sup> at a budget deliberation workshop as well as at the November 23<sup>rd</sup> Council Meeting. The direction from these meetings in relation to utility rates for 2022 are included in Council’s budget binders. The 2022 operating budget included increases to the residential (and commercial) water and sewer utility rates for 2022. Bylaw 1266.22 amends Schedule B, changing the 2021 rates to 2022 rates (see attached Bylaw). The proposed water and wastewater rate yearly increase across all our 3950 accounts provides additional utility revenue to cover CPI, cost of treatment and maintenance. This amount equates to an average 2.6% increase per month or \$4.26 for a family of 4 (typical house) and is outlined under the “Utility Analysis” tab on page 3 of your 2022 budget binder.

Note, the Solid Waste Rates are also being presented for revision tonight under a separate memo.

**FINANCIAL IMPLICATIONS:**

There is no impact to 2022 budget if approved. The water and wastewater revenues and expenses are based on the 2022 rates presented tonight under Schedule B.

**ADMINISTRATIVE RECOMMENDATION:**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. That Council give First Reading to Bylaw 1266.22, a Bylaw to amend Schedule B of Bylaw 1250.20, water and wastewater rates for 2022.</li><li>2. That Council give Second Reading to Bylaw 1266.22, a Bylaw to amend Schedule B of Bylaw 1250.20, water and wastewater rates for 2022.</li><li>3. That Council agrees to proceed with Third and Final Reading of Bylaw 1266.22, a bylaw to amend Schedule B of Bylaw 1250.20, water and wastewater rates for 2022.</li></ol> |
|--|



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

- |   |
|---|
| 4. That Council give Third and Final Reading to Bylaw 1266.22, a Bylaw to amend Schedule B of Bylaw 1250.20, water and wastewater rates for 2022. |
|---|

**ALTERNATIVES:**

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

**Attachments:**

- *Bylaw 1254.21 - Schedule B 2021 rates*
- *Bylaw 1266.22 to amend Schedule B to 2022 rates*

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson

  
\_\_\_\_\_  
Department Director/Author



**TOWN OF BLACKFALDS  
BYLAW 1266.22**

---

**BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA,  
TO AMEND UTILITY BYLAW 1250.20, TO REGULATE THE SUPPLY AND USE OF  
WATER, WASTEWATER, AND STORMWATER UTILITIES FOR THE TOWN OF  
BLACKFALDS**

---

Being a Bylaw of the Town of Blackfalds to provide for the supply and use of water, wastewater and stormwater utilities in the Town of Blackfalds:

**WHEREAS** Part 1, Section 3 of the Municipal Government Act, RSA 2000, c. M-26, provides that one purpose of a municipality is to provide services, facilities or other things that are necessary or desirable for all or part of the municipality;

**WHEREAS** Part 2, Division 1, Section 7 of the Municipal Government Act, RSA 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting safety, health and welfare of people and protection of people and property, services provided by, or on behalf of, the municipality, public utilities and enforcement of bylaws;

**WHEREAS** Part 2, Division 1, Section 8 of the Municipal Government Act, RSA 2000, c. M-26 provides a Municipal Council with the authority to regulate or prohibit and provide for a system of licenses, permits and approvals;

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

Bylaw 1266.22 is hereby amending "SCHEDULE "B" RATES" of the Utility Bylaw 1250.20 of the Town of Blackfalds for billing purposes as attached.

**DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of A.D., 202\_\_.

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

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

\_\_\_\_\_  
**CAO MYRON THOMPSON**

READ for the second time this \_\_\_\_\_ day of A.D., 202\_\_.

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

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

\_\_\_\_\_  
**CAO MYRON THOMPSON**

READ for the third time this \_\_\_\_\_ day of A.D., 202\_\_.

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

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

\_\_\_\_\_  
**CAO MYRON THOMPSON**



**TOWN OF BLACKFALDS  
BYLAW 1266.22**

---

**SCHEDULE "B"**

**COMMERCIAL AND RESIDENTIAL WATER AND WASTEWATER RATES**  
(Rates Effective January 1, 2022)

---

**WATER RATES**

Each Owner shall pay for water services supplied to the Property owned by them, the aggregate of amounts determined as per below:

A. Minimum Rate: Fixed base rate as below:

The fixed base rate monthly charge shall be determined by the size of the meter supplied to each Owner as follows:

5/8" (16mm) and 3/4" (19 mm)	\$17.75 fixed rate
1" (25 mm)	Cost of 3/4" meter multiplied by 2.5
1 1/2" (38 mm)	Cost of 1' meter multiplied by 2.5
2" (50 mm)	Cost of 1 1/2' meter multiplied by 2.5
3" (75 mm)	Cost of 2' meter multiplied by 2.0
4" (100 mm)	Cost of 3' meter multiplied by 2.0

\*\* For larger size service, multiplier to be determined by Administration.

B. Plus an Infrastructure rate: \$11.04

C. Plus a Consumption rate: \$2.83 per cubic meter of water measured

---

**WASTEWATER RATES**

Each Owner shall pay for wastewater services supplied to them, the aggregate of amounts determined as per below:

- A. Minimum Rate: \$15.18
- B. Plus an Infrastructure rate: \$0.00
- C. Plus a Consumption rate: \$3.24 per cubic meter at 80% of water measured.

The above monthly minimum rates will apply to all properties in Town that have water and/or wastewater services available in the land abutting the property.

---

**GENERAL PROVISIONS**

A deposit of no greater than three months estimated billing may be required at the discretion of the CAO.

The decision to sell bulk water to contractors, developers and private companies shall be at the discretion of the CAO and/or their delegate. If the Town of decides to sell bulk water, it will be at the rate established by the North Red Deer River Water Services Commission, plus an additional \$0.75 for every cubic meter. A minimum charge of \$150.00 per sale will apply to all bulk sales.



TOWN OF BLACKFALDS  
BYLAW 1254.21

BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA,  
TO AMEND UTILITY BYLAW 1250.20, TO REGULATE THE SUPPLY AND USE OF  
WATER, WASTEWATER, AND STORMWATER UTILITIES FOR THE TOWN OF  
BLACKFALDS

Being a Bylaw of the Town of Blackfalds to provide for the supply and use of water,  
wastewater and stormwater utilities in the Town of Blackfalds:

**WHEREAS** Part 1, Section 3 of the Municipal Government Act, RSA 2000, c. M-26, provides  
that one purpose of a municipality is to provide services, facilities or other things that are  
necessary or desirable for all or part of the municipality;

**WHEREAS** Part 2, Division 1, Section 7 of the Municipal Government Act, RSA 2000, c. M-  
26 provides a Municipal Council with the authority to pass bylaws respecting safety, health  
and welfare of people and protection of people and property, services provided by, or on  
behalf of, the municipality, public utilities and enforcement of bylaws;

**WHEREAS** Part 2, Division 1, Section 8 of the Municipal Government Act, RSA 2000, c. M-  
26 provides a Municipal Council with the authority to regulate or prohibit and provide for a  
system of licenses, permits and approvals;

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

Bylaw 1254.21 is hereby amending "SCHEDULE "B" RATES" of the Utility Bylaw 1250.20  
of the Town of Blackfalds for billing purposes as attached.

**DATE OF FORCE**

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

READ for the first time this 12 day of A.D., 2021.

(RES. 06/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

READ for the second time this 26 day of A.D., 2021.

(RES. 19/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

READ for the third time this 26 day of A.D., 2021.

(RES. 20/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON



**TOWN OF BLACKFALDS  
BYLAW 1254.21**

---

**SCHEDULE "B"**

**COMMERCIAL AND RESIDENTIAL WATER AND WASTEWATER RATES**  
(Rates Effective January 1, 2021)

---

**WATER RATES**

Each Owner shall pay for water services supplied to the Property owned by them, the aggregate of amounts determined as per below:

A. Minimum Rate: Fixed base rate as below:

The fixed base rate monthly charge shall be determined by the size of the meter supplied to each Owner as follows:

5/8"(16mm) and 3/4"(19 mm)	\$17.40 fixed rate
1" (25 mm)	Cost of 3/4" meter multiplied by 2.5
1 1/2" (38 mm)	Cost of 1' meter multiplied by 2.5
2" (50 mm)	Cost of 1 1/2' meter multiplied by 2.5
3" (75 mm)	Cost of 2' meter multiplied by 2.0
4" (100 mm)	Cost of 3' meter multiplied by 2.0

\*\* For larger size service, multiplier to be determined by Administration.

B. Plus an Infrastructure rate: \$10.82

C. Plus a Consumption rate: \$2.77 per cubic meter of water measured

---

**WASTEWATER RATES**

Each Owner shall pay for wastewater services supplied to them, the aggregate of amounts determined as per below:

A. Minimum Rate: \$14.88

B. Plus an Infrastructure rate: \$0.00

C. Plus a Consumption rate: \$3.12 per cubic meter at 80% of water measured.

The above monthly minimum rates will apply to all properties in Town that have water and/or wastewater services available in the land abutting the property.

---

**GENERAL PROVISIONS**

A deposit of no greater than three months estimated billing may be required at the discretion of the CAO.

The decision to sell bulk water to contractors, developers and private companies shall be at the discretion of the CAO and/or their delegate. If the Town of decides to sell bulk water, it will be at the rate established by the North Red Deer River Water Services Commission, plus an additional \$0.75 for every cubic meter. A minimum charge of \$150.00 per sale will apply to all bulk sales.





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

---

**MEETING DATE:** January 11, 2022

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

**SUBJECT:** Bylaw 1267.22 Amendment to the Solid Waste Management Bylaw 1167/13 – Schedule “A” 2022 Rates

---

**BACKGROUND:**

Solid Waste Management Bylaw 1167/13 was approved by Council in 2013 with the 2021 rates updated in early 2021 to align with the budget. Schedule “A” is amended yearly in alignment with the operating budget for solid waste to set the rates for each year.

**DISCUSSION:**

Council and Administration discussed solid waste rates for 2022 in the budget assumption discussions that took place on November 15<sup>th</sup> at a budget deliberation workshop as well as at the November 23<sup>rd</sup> Council Meeting. The direction from these meetings in relation to solid waste rates for 2022 are included in Council's budget binders. The 2022 operating budget included increases to the residential (and commercial) solid waste management rates for 2022. Bylaw 1267.22 amends Schedule A, by changing 2021 rates to 2022 rates (see attached Bylaw). The proposed solid waste rate yearly increase across all our 3950 accounts provides additional utility revenue to cover CPI, and the cost of disposal and hauling. This amount equates to an average increase of 2% per month or \$0.58 for a family of 4 (typical house) and is outlined under the “Utility Analysis” tab on page 3 of your 2022 budget binder.

Note, the Water and Sewer Rates are also being presented for revision tonight under a separate memo.

**FINANCIAL IMPLICATIONS:**

There is no impact to 2022 budget if approved. The solid waste revenues and expenses are based on the 2022 rates presented tonight under Schedule A.

**ADMINISTRATIVE RECOMMENDATION:**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. That Council give First Reading to Bylaw 1267.22, a Bylaw to amend Schedule A of Bylaw 1167/13, solid waste management rates for 2022.</li><li>2. That Council give Second Reading to Bylaw 1267.22, a Bylaw to amend Schedule A of Bylaw 1167/13, solid waste management rates for 2022.</li><li>3. That Council agrees to proceed with Third and Final Reading of Bylaw 1267.22, a bylaw to amend Schedule A of Bylaw 1167/13, solid waste management rates for 2022.</li></ol> |
|--|



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

- |   |
|---|
| 4. That Council give Third and Final Reading to Bylaw 1267.22, a Bylaw to amend Schedule A of Bylaw 1167/13, solid waste management rates for 2022. |
|---|

**ALTERNATIVES:**

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

**Attachments:**

- *Bylaw 1255.21 - Schedule A yearly 2021 rates*
- *Bylaw 1267.22 to amend Schedule A to 2021 rates*

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson

  
\_\_\_\_\_  
Department Director/Author



**TOWN OF BLACKFALDS  
BYLAW 1267.22**

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**BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA,  
TO AMEND THE SOLID WASTE MANAGEMENT BYLAW 1157/13, TO REGULATE THE  
HANDLING, COLLECTION AND DISPOSAL OF SOLID WASTE IN THE TOWN OF  
BLACKFALDS**

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A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being Chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto.

**WHEREAS** The Municipal Council of the Town of Blackfalds, in the Province of Alberta, deems it desirable to pass a Bylaw to establish and maintain a solid waste management system, and to operate this system as a public utility.

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

Bylaw 1267.22 is hereby amending "SCHEDULE "A" RATES" of the Solid Waste Management Bylaw 1167/13 of the Town of Blackfalds for billing purposes as attached.

**DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of A.D., 202\_\_.

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

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

\_\_\_\_\_  
**CAO MYRON THOMPSON**

READ for the second time this \_\_\_\_\_ day of A.D., 202\_\_.

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

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

\_\_\_\_\_  
**CAO MYRON THOMPSON**

READ for the third time this \_\_\_\_\_ day of A.D., 202\_\_.

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

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

\_\_\_\_\_  
**CAO MYRON THOMPSON**



## TOWN OF BLACKFALDS BYLAW 1267.22

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### SCHEDULE "A"

#### SOLID WASTE MANAGEMENT RATES

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- 1.0 Residential minimum waste rate: each customer shall pay a minimum rate per month of \$29.43. The monthly minimum rate will apply to all residential properties. Should a resident request to discontinue the garbage service the resident will continue to be responsible to pay the monthly minimum rate.
- 2.0 Commercial office waste minimum rate: each commercial office customer shall pay a minimum residential rate per month under 1.0 above, plus an additional \$13.00. This monthly minimum rate will apply to all commercial office type properties that do not require a front load bin as determined by the Director. Should a commercial office request to discontinue the garbage service the business must no longer be operating at that location. If the business changes locations, they must continue to be responsible to pay the monthly minimum rate at the new location.
- 3.0 Commercial front load waste rates for properties supplied with containers by the contractor shall be the rate charged by the contractor to the Town plus an administrative charge of 20% and a weighed portion of the entire commercial tonnage fees based on size and frequency of use.
- 4.0 Cardboard Recycling bins shall be charges as per the rate prescribed by the Contractor plus an administrative charge of 20%.
- 5.0 Purchase of additional Collection carts if damaged (no additional carts will be provided above the single cart for recycling and the signal cart for garbage) - \$60 for 2014, with an increase of CPI annually, plus GST per cart.
- 6.0 Purchase and use of Excess Waste Carts rates: at the customer's request, for an additional monthly rate of 100% of the monthly rate, 1 additional waste cart can be supplied and picked up each week. Should a resident request to discontinue the Excess Waste Cart service, the resident will continue to be responsible to pay the Excess Waste Carts fee for a period of no less than 1 year.
- 7.0 Purchase and use of Excess Recycling Carts rates: at the customer's request, for an additional monthly rate of 50% of the monthly rate, 1 additional recycling cart can be supplied and picked up each week. Should a resident request to discontinue the Excess Recycling Cart service, the resident will continue to be responsible to pay the Excess Recycling Carts fee for a period of no less than 1 year.



TOWN OF BLACKFALDS  
BYLAW 1255.21

BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA,  
TO AMEND THE SOLID WASTE MANAGEMENT BYLAW 1157/13, TO REGULATE THE  
HANDLING, COLLECTION AND DISPOSAL OF SOLID WASTE IN THE TOWN OF  
BLACKFALDS

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being Chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto.

**WHEREAS** The Municipal Council of the Town of Blackfalds, in the Province of Alberta, deems it desirable to pass a Bylaw to establish and maintain a solid waste management system, and to operate this system as a public utility.

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

Bylaw 1255.21 is hereby amending "SCHEDULE "A" RATES" of the Solid Waste Management Bylaw 1167/13 of the Town of Blackfalds for billing purposes as attached.

**DATE OF FORCE**

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

READ for the first time this January 12 day of A.D., 2021.

(RES. 02/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

READ for the second time this January 12 day of A.D., 2021.

(RES. 03/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

READ for the third time this January 12 day of A.D., 2021.

(RES. 05/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON



**TOWN OF BLACKFALDS  
BYLAW 1255.21**

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**SCHEDULE "A"**

**SOLID WASTE MANAGEMENT RATES**

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- 1.0 Residential minimum waste rate: each customer shall pay a minimum rate per month of \$28.85. The monthly minimum rate will apply to all residential properties. Should a resident request to discontinue the garbage service the resident will continue to be responsible to pay the monthly minimum rate.
- 2.0 Commercial office waste minimum rate: each commercial office customer shall pay a minimum residential rate per month under 1.0 above, plus an additional \$13.00. This monthly minimum rate will apply to all commercial office type properties that do not require a front load bin as determined by the Director. Should a commercial office request to discontinue the garbage service the business must no longer be operating at that location. If the business changes locations, they must continue to be responsible to pay the monthly minimum rate at the new location.
- 3.0 Commercial front load waste rates for properties supplied with containers by the contractor shall be the rate charged by the contractor to the Town plus an administrative charge of 20% and a weighed portion of the entire commercial tonnage fees based on size and frequency of use.
- 4.0 Cardboard Recycling bins shall be charges as per the rate prescribed by the Contractor plus an administrative charge of 20%.
- 5.0 Purchase of additional Collection carts if damaged (no additional carts will be provided above the single cart for recycling and the single cart for garbage) - \$60 for 2014, with an increase of CPI annually, plus GST per cart.
- 6.0 Purchase and use of Excess Waste Carts rates: at the customer's request, for an additional monthly rate of 100% of the monthly rate, 1 additional waste cart can be supplied and picked up each week. Should a resident request to discontinue the Excess Waste Cart service, the resident will continue to be responsible to pay the Excess Waste Carts fee for a period of no less than 1 year.
- 7.0 Purchase and use of Excess Recycling Carts rates: at the customer's request, for an additional monthly rate of 50% of the monthly rate, 1 additional recycling cart can be supplied and picked up each week. Should a resident request to discontinue the Excess Recycling Cart service, the resident will continue to be responsible to pay the Excess Recycling Carts fee for a period of no less than 1 year.





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
November 9, 2021, Commencing at 5:30 P.M.**

---

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on November 9, 2021, at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 5:30 p.m.

**MEMBERS PRESENT:**

Laura Svab – Chairperson  
Brenda Dennis – Vice Chairperson  
Trish Willis  
Jim Sands  
Alex Garcia (virtual attendance)

**REGRETS:**

None

**PUBLIC ATTENDING:**

None

**ATTENDING:**

Preston Weran, Director of Infrastructure and Property Services  
Jolene Tejkl, Planning & Development Manager  
Billie Scott, Development Officer II  
Liz Pollock, Municipal Planning Intern  
Candice Hilgersom, Planning & Development Clerk

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

Chairperson Svab called the meeting to order at 5:30 p.m.

**INTRODUCTION OF NEW MUNICIPAL PLANNING COMMISSION MEMBERS:**

All Members introduced themselves.

**2.1 Municipal Planning Commission Training Session and Discussion**

Jolene presented training for the Municipal Planning Commission members.

**AGENDA APPROVAL:**

**Resolution 35-21**

Chairperson Svab moved to approve the November 9, 2021 agenda presented.

**EMERGENCY EXITS:**

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

**BUSINESS ARISING FROM MINUTES:**

None

**BUSINESS:**

**5.1 Application 193-21 – Town of Blackfalds – Request for Decision**

**Fence Relaxation Request – Part 3.2(5) – Fence Height  
5302 Broadway Avenue (Lot P, Plan 1890M.C.)  
5305 Broadway Avenue (Lot 1, Plan 1488T.R.)**



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
November 9, 2021, Commencing at 5:30 P.M.**

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**Eagle Builder Center Parking Lots  
Public Facility (PF)**

Administration provided background information on the proposed development.

**Resolution 36-21**

- A. MOVED by Member Garcia that the Municipal Planning Commission APPROVE the application for the construction of a 1.52 m (5.0 ft) black chain link at 5302 Broadway Avenue and the construction of a 1.83 m (6.0 ft) white vinyl fence at 5305 Broadway Avenue as proposed in Development Permit 193-21, granting a variance to Part 3.2 of Land Use Bylaw 1198/16 in recognition of the location of the parking lot and residential properties and its purpose for sound and headlight attenuation, 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 any portion of the fence including posts, must maintain a maximum height not exceeding 1.52 m (5.0 ft) on 5302 Broadway Avenue and 1.83 m (6.0 ft) on 5305 Broadway Avenue as approved by the Development Authority for that portion of the fence on the north side of the properties.

**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 commenced within reasonable diligence, this permit shall be null and void.
2. Any changes to the height of the fence shall require a separate permit application.
3. The issuance 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 regulations, bylaw or act administered by this or any other agencies or levels of government that may affect the development.

**CARRIED UNANIMOUSLY**

**5.2 Application 194-21 – Canna Cabana – Request for Decision**

**Cannabis Retail Store  
4500 Blackfalds Crossing Way Unit 620 (Lot 1, Block 4, Plan 182 2757)  
Commercial Highway District (C2)**

Administration provided background information on the proposed development.

**Resolution 37-21**

- A. MOVED by Member Sands that the Municipal Planning Commission APPROVE Development Permit application 194-21 for the proposed use of a "Cannabis Retail Store" at 4500 Blackfalds Crossing Way Unit 620 (Lot 1, Block 4, Plan 182 2757) subject to the following conditions being met to the satisfaction of the Development Officer:
1. The applicant providing, prior to final approval, occupancy, and issuance of a Business License Permit:
    - a) All Alberta Gaming, Liquor. And Cannabis approvals must be in place and copy must be submitted to the Planning and Development department;
    - b) **The applicant shall contact Robert Cote, Town of Blackfalds Fire Chief at 403-885-4144 to arrange the necessary inspections to ensure compliance**





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

**November 9, 2021, Commencing at 5:30 P.M.**

---

**with the Alberta Fire Code. Occupancy or commencement of use shall not occur unless otherwise approved.**

2. Parking shall be in accordance with the Land Use Bylaw. All parking stalls are to be maintained and properly delineated.
3. The applicant shall ensure that site lighting practices minimize light pollution, glare, and adverse illumination on adjacent parcels.

**Notes:**

1. Any changes to the approved plans shall be submitted to the Town of Blackfalds or review and final approval of the Development Officer prior to implementation on-site. The applicant is to provide any revised construction drawings clearly indicating any changes to the approved drawing set, if applicable.
2. Any change of use or intensity to the premises shall require a separate permit application. Any changes, without prior consent from the Town of Blackfalds renders this permit null and void.
3. The Development Authority may refuse to grant a development permit or revoke a development permit of an applicant who is not fully complying with parking and loading requirements pursuant to the Land Use Bylaw.
4. Obtain all permits required in accordance with the *Province of Alberta Safety Codes Act Revised Statutes of Alberta, Chapter S-1*. The Act requires that all property owners and contractors working in Alberta obtain permits prior to commencing work on buildings covered by the *Alberta Building Code* or prior to conducting work governed by the regulations of the *Canadian Electrical Code*, the *Alberta Gas Code*, the *Alberta Plumbing Code* or the *Alberta Fire Code*.
5. The property is maintained to the satisfaction of the Town of Blackfalds.
6. 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.
7. 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;
8. In addition to the provisions and requirements of this permit and the Land Use Bylaw, the applicant shall comply with all Federal, Provincial and Municipal statutes, regulations, codes, and standards.
9. Any signage required shall require a separate permit application.
10. The applicant shall obtain a valid yearly Business License from the Town of Blackfalds as per the current Business License Bylaw in force. Issuance of the Business License will not take place until all applicable permits have been closed as compliant and all necessary inspections have been verified as being done. Prior to issuance of a Business License and where applicable, compliance with any/all conditions of any development permit approval(s) shall occur as per the current Land Use Bylaw and Business License Bylaw in force. You are not authorized to operate your business until you have obtained your Business License.
11. There shall be no connected drains, sumps or any fixture disposing of sewage waste, polluted or contaminated water, waste water or chemicals allowed within the property or in any garages or accessory buildings, whether attached or detached, or to any of the Town's infrastructure systems, as per the Water and Sewer Bylaw in force.



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
November 9, 2021, Commencing at 5:30 P.M.**

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**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**6.1 Minutes of October 12, 2021**

**Resolution 38-21**


Member Dennis moved to approve the minutes of October 12, 2021 as presented.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Chairperson Svab adjourned the meeting at 5:56 p.m.

  
\_\_\_\_\_  
**CHAIR**

  
\_\_\_\_\_  
**SECRETARY**

JT.



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
OCTOBER 14<sup>TH</sup>, 2021 – 7:00 pm**

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A Family and Community Support Services regular meeting for the Town of Blackfalds was held on the 14<sup>th</sup> day of October 2021 via Microsoft Teams.

**Members Present via Microsoft Teams**

Councillor Rebecca Stendie, Councillor Ray Olfert, Cliff Soper, Tennielle Gilchrist

**Regrets**            Samantha Wilson  
                         Melissa MacLeod  
                         Theresa Franko

**Staff**               Sue Bornn        FCSS Manager  
                         Sue Penner      FCSS Admin Assistant

**MINUTES**

**1        FCSS MEETING**

Member Tennielle Gilchrist was appointed to run the meeting.

1.1      Call to Order

Member Tennielle Gilchrist called the meeting to order at 7:05 pm.

**2        AGENDA APPROVAL**

2.1      Agenda October 14<sup>th</sup>, 2021.

**RES. 33/21**

Councillor Ray Olfert moved to accept the agenda as presented.

**CARRIED UNANIMOUSLY**

**3        DELEGATION**

N/A

**4        ADOPTION OF MINUTES**

4.1      Meeting Minutes September 9<sup>th</sup>, 2021.

**RES. 34/21**

Councillor Rebecca Stendie moved to accept the minutes dated September 9<sup>th</sup>, 2021, as presented:

**CARRIED UNANIMOUSLY**

**5        OLD BUSINESS**

N/A

**6        NEW BUSINESS**



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
OCTOBER 14<sup>TH</sup>, 2021 – 7:00 pm**

---

**7 ACTION CORRESPONDENCE**

**8 INFORMATION**

**8.1 FCSS Manager's Update**

- Manager Bornn informed the Board of a few highlights from the information update.
  - September was a busy month with the Community Info Expo being very well received.
  - The Drive-In Movies were well attended, and the evening ran very smoothly thanks to the exceptional volunteers.
  - There were a few vacancies remaining for Board/Committee appointments and there were some concerns as there appeared to be some lack of interest. We have now received enough applications to fill vacant positions and these recommendations will be forwarded for the upcoming Annual Organizational Council Meeting in October.
  - Community Engagement Programmer, Bailee Wigmore has settled in great and is working on the Winter Coats Fundraiser having confirmed 21 desserts for auction. The Winter Coats Program extended to accept late applicants.
  - Working on a Memorandum of Understanding to clearly define the partnership with the Beyond Food Community Hub (Food Bank) and hope to have it ready for the November meeting.
  - Building a Facility Usage Policy.
  - Shared the importance of ensuring representation is aware of messaging to advocate on behalf of social needs in the community.

**8.2 Family Resource Network October Schedule**

**8.3 FCSSAA June Board Meeting Update – Conference in December will be held virtually.**

**RES. 35/21**

Member Ray Olfert moved to accept the Information Items as presented.

**CARRIED UNANIMOUSLY**

**9 INFORMATION CORRESPONDENCE**

**10 CONFIDENTIAL MATTERS**

**11 ADJOURN**

**Next meeting scheduled for Wednesday, November 10th, 2021, at 7:00 pm.**

Member Tennielle Gilchrist declared the meeting adjourned at 7:30 pm.



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
OCTOBER 14<sup>TH</sup>, 2021 – 7:00 pm**

---

A handwritten signature in black ink, appearing to read 'Tennille Gilchrist'.

**Board Member**  
**Tennille Gilchrist**  
Tennille

2021/12/18  
YYYY / MM / DD

A handwritten signature in blue ink, appearing to read 'Sue Born'.

**FCSS Manager**  
**Sue Born**



**TOWN OF BLACKFALD**  
**ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**MONDAY, SEPTEMBER 13, 2021**

An Economic Development & Tourism Advisory Committee (EDTAC) meeting was held Monday September 13, 2021 via MS Teams.

**MEMBERS PRESENT**

Member Robert Hogan  
Member Alvin Melton  
Member Ken Hubbard  
Councillor Laura Svab  
Councillor Marina Appel  
Member Jill Bried  
Executive Assistant Kalina Van Winssen  
Economic Development Officer Christopher Johnson

**MEETING CALLED TO ORDER**

The meeting was called to order at 7:06 p.m.

**AGENDA APPROVAL**

Councillor Svab moved to approve the agenda as amended by removing item 3.2 – Bang the Table.

**CARRIED UNANIMOUSLY**

**BUSINESS**

**Economic Development and Tourism Strategy**

- Chris gave an overview of the revisions made by the sub-committee for the Strategy, and advised that the received feedback was incorporated into the Strategy. This document will be the guiding one for the next ten years.
- The audience will include Town of Blackfalds staff, developers and businesses.
- Discussion was held on determining if the SWOT analysis should be a part of the document, as some of the weaknesses (i.e. no high school) may change over the years. It was advised that the SWOT analysis could be reviewed annually and that repetitions such as the decay of downtown will be removed.
- It was noted that this document is not going to be printed and is intended to be a virtual document.
- This document will be on the LocalIntel website.

Member Hubbard moved that this item be forwarded to Council for formal approval.

**CARRIED UNANIMOUSLY**

### **Eagle Builders Centre**

- Chris noted that the new set opening date is October 20, due to supply issues related to COVID.

### **Railway Crossing**

- The realignment and the railway crossing is one month behind from the plans. The contractor is pushing to complete this by October 30, which was the deadline. It is still achievable minus some of the fencing and the landscaping. CP lowered the priority because of the train derailment in Lacombe County. Without them doing the work, Border Paving couldn't continue to complete what they were doing. The month must be as dry as possible for the work to continue. By the end of October there will be a crossing in that area, however the street onto Highway 2a will not be complete.

### **New Businesses**

- Chris reviewed the new businesses in town (25 in the last four months).
- The newest business is the Apollo Health Centre.
- Chris noted that recently there has been an increase in people inquiring about opening a new business.

### **ROUND TABLE**

- It was determined that the Economic Development and Tourism Strategy be named a "Strategy" instead of a "Plan".

### **INFORMATION ITEMS**

- Building Permits Reports – August 2021

### **MINUTES**

- The minutes from May 10, 2021 will be reviewed and corrected for spelling errors. A letter will be sent to Emily Hilliard to follow up on her availability.

### **ADJOURNMENT**

The meeting was adjourned at 7:57 p.m.

Next meeting: December 13, 2021



**Chairperson Denise Sumner**



**Economic Development Officer Christopher Johnson**



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

---

**MEETING DATE:** January 11, 2022

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

**SUBJECT:** Development/Building Report - December Year to Date 2021

---

**BACKGROUND:**

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


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

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

**Attachments:**

- *December 2021 Comparison Report*

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson

  
\_\_\_\_\_  
Department Director/Author



# Town of Blackfalds Development/Building Permit Comparison 2019 to 2021

2020 YTD

	2019		2020		2021		December	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
<b>Residential</b>								
SFD	17	\$ 3,812,997.00	24	\$ 5,965,780.00	29	\$ 7,854,460.00	24	\$ 5,965,780.00
Duplexes	4	\$ 670,000.00	12	\$ 3,053,876.00	0	\$ -	12	\$ 3,053,876.00
Manufactured Home	3	\$ 274,000.00	1	\$ 55,000.00	0	\$ -	1	\$ 55,000.00
4-plex	2	\$ 400,000.00	1	\$ 300,000.00	0	\$ -	1	\$ 300,000.00
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	20	\$ 2,931,600.00	0	\$ -	4	\$ 883,340.00	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>Total Res. Dwellings</b>	<b>46</b>	<b>\$ 8,088,597</b>	<b>38</b>	<b>\$ 9,374,656</b>	<b>33</b>	<b>\$ 8,737,800</b>	<b>38</b>	<b>\$ 9,374,656</b>
Garage	10	\$ 206,500.00	23	\$ 556,400.00	15	\$ 471,000.00	23	\$ 556,400.00
Deck	9	\$ 38,000.00	8	\$ 32,400.00	4	\$ 18,500.00	8	\$ 32,400.00
Basement Reno	61	\$ 1,014,820.00	58	\$ 1,067,750.00	50	\$ 1,120,400.00	58	\$ 1,067,750.00
Addition	0	\$ -	0	\$ -	1	\$ 25,000.00	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	1	\$ -
Home Business	27	\$ -	30	\$ -	26	\$ -	30	\$ -
Other	52	\$ 1,331,760.00	58	\$ 989,561.17	55	\$ 1,972,818.00	58	\$ 989,561.17
<b>Commercial</b>	<b>42</b>	<b>\$ 13,778,510.00</b>	<b>15</b>	<b>\$ 679,700.00</b>	<b>27</b>	<b>\$ 738,735.00</b>	<b>15</b>	<b>\$ 679,700.00</b>
<b>Industrial</b>	<b>6</b>	<b>\$ 38,400.00</b>	<b>5</b>	<b>\$ 459,900.00</b>	<b>3</b>	<b>\$ -</b>	<b>5</b>	<b>\$ 459,900.00</b>
<b>Institutional</b>	<b>1</b>	<b>\$ 5,000.00</b>	<b>3</b>	<b>\$ 29,260,000.00</b>	<b>1</b>	<b>\$ 3,000.00</b>	<b>3</b>	<b>\$ 29,260,000.00</b>
<b>Agricultural</b>	<b>1</b>	<b>\$ -</b>	<b>3</b>	<b>\$ 31,000.00</b>	<b>2</b>	<b>\$ 25,000.00</b>	<b>3</b>	<b>\$ 31,000.00</b>
<b>Public Facility</b>	<b>13</b>	<b>\$ 694,700.00</b>	<b>12</b>	<b>\$ 25,613,528.50</b>	<b>17</b>	<b>\$ 8,791,500.00</b>	<b>12</b>	<b>\$ 25,613,528.50</b>
<b>TOTAL PERMITS</b>	<b>268</b>	<b>\$ 25,196,287.00</b>	<b>254</b>	<b>\$ 68,064,895.67</b>	<b>234</b>	<b>\$ 21,903,753.00</b>	<b>254</b>	<b>\$ 68,064,895.67</b>
<b>General Yearly Notes:</b>		1- Grocery interior - 2,000,000		1 - 24,600,000 Multi-Plex expansion		1 - 2,500,000 East Area Linear Wetland Ph. 2		
		1 - 7,000,000 Blackfalds Crossing Phase 1A		1 - 29,000,000 Wolf Creek High School		1 - 5,500,000 Womacks/Gregg St. Alignment Project		
		1 - McDonalds 2,100,000						

225-21	1-Dec-21	81 Sunridge Avenue	R-1M	Residential	Conversion of main floor bedroom to ensuite bathroom
226-21	2-Dec-21	5302 Broadway Avenue	PF	Public Facility	Interior Tenant Improvements
227-21	2-Dec-21	53 Adina Close	R-1M	Residential	Hot Tub
228-21	6-Dec-21	9 Vermont Close	R-1S	Residential	Basement Reno
229-21	13-Dec-21	42 Arlen Close	R-2	Residential	Side yard setback relaxation to accommodate deck enclosure
230-21	14-Dec-21	1 Aztec Street	R-1M	Residential	SFD
231-21	16-Dec-21	5 Coleman Crescent	R-1M	Residential	Home Business
232-21	17-Dec-21	134 Coachman Way	R-1L	Residential	Basement Reno
233-21	22-Dec-21	98 Palmer Circle	R-1S	Residential	Basement Reno
234-21	22-Dec-21	5057 Parkwood road	C-2	Commercial	Temporary Sign



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

---

**MEETING DATE:** January 11, 2022

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

**SUBJECT:** Blackfalds Protective Services Monthly Report - December 2021

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**BACKGROUND:**

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

**DISCUSSION:**

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

**FINANCIAL IMPLICATIONS:**

None.

**Attachments:**

- *Municipal Enforcement: statistics, December 2021*
- *Speed Sign Stats for December*

**Approvals:**

  
\_\_\_\_\_  
CAO Myron Thompson

  
\_\_\_\_\_  
Department Director/Author



## **Protective Services**

### **Town of Blackfalds Municipal Enforcement:**

During the month of December, Municipal Enforcement continued to operate with one vacancy for most of the month. Rylan Zens is our newest Peace Officer, and he graduated on the 16<sup>th</sup> of December. Officer Croken was able to attend the graduation ceremony, which was held in Edmonton. We are extremely excited to have Rylan as part of the ME team.



Due to the increase in COVID-19 cases throughout the province, the department has postponed having the Red Deer College practicum students until the beginning of February.

December was a relatively slow month for peace officers with 35 operational files being opened. Five files were opened under the Community Standards Bylaw, which were mainly noise complaints. 14 files were opened relating to the Traffic Bylaw, these mainly dealt with snow on sidewalks and parking complaints. 6 files were opened relating to the Animal Control Bylaw.

With the recent snowfall officers have been patrolling and ensuring sidewalks are being cleared in a timely manner. With messaging and letters sent out earlier, cleaning of sidewalks appears to be happening with some reminders having to be given. Only two files dealing with snow removal were opened during the month of December.

Officers met with Lacombe City Police on December 7<sup>th</sup> and were provided a tour of the Communications and Dispatch Centre, explaining how they monitor various Community Peace Officer departments currently. Municipal Enforcement will be moving ahead in January utilizing their services to provide a better level of officer safety while on patrol.

December 11<sup>th</sup> Municipal Enforcement participated in the annual Blackfalds VSU Charity Check Stop which took place on Highway 2A. The check stop was an amazing success with over \$7,000 being raised in three hours. Our “Blackfalds Bulldogs” participated in the fundraiser, along with the local RCMP, VSU and other groups.





## Blackfalds Protective Services

### December 2021 Monthly Report



#### 2021 VSU Charity Check Stop

December 15<sup>th</sup>, Municipal Enforcement hosted a Vehicle Safety Branch Presentation at the Operations Centre. Officers subsequently examined a commercial vehicle; the owner was provided instructions on deficiencies required to be repaired before operating on the road.

School zones have continued to be a priority within the town and officers have continued to ensure time is set aside for monitoring the school zones. In total officers spent approximately 15 hours monitoring school zones, which included the issuing of tickets within these areas.

Animal Control (Klassic Kennels) reported a relatively quiet month, patrols were made, however few calls for service were received.

Manager Morrison met with Lacombe/Red Deer County Rural Crime watch on December 20<sup>th</sup> along with other enforcement groups (Red Deer County, Lacombe County, Blackfalds RCMP). The Crime Watch group is looking at different ways of working to assist enforcement officers. They recently did an initiative on social media relating to vehicle theft, crime stat numbers are down, and they are optimistic their initiative may have played a part in this as there were huge numbers who viewed their ad.

Officers have continued to monitor Parkwood Drive and the parking of trucks on the stretch of street between Panorama and Cottonwood. Two truck drivers have been spoken to about breaking the bylaws relating to parking. Signs are up allowing the parking of trucks overnight in the designated area between Microtel and Little Caesars.



## Blackfalds Protective Services

### December 2021 Monthly Report



#### **Violation tickets issued.**

In total, 56 violation tickets were issued in December, these ranged from 31 under the Traffic Safety Act, 23 under the Use of Highway and Rules of the Road Regulations, 1 under the Vehicle Equipment Regulations, and one under Traffic Bylaw 1232.19. Approximately \$13,600 in fines were issued. Five written warnings were issued and approximately four verbal warnings for traffic related matters.

#### **Speed Signs:**

During the month of December speed signs were located on Broadway Ave south bound and Parkwood Drive north bound.

#### **Parkwood Drive NB:**

The total vehicle count, December 4th, to December 25<sup>th</sup> was 31,933. The average speed recorded was 41 kmh. Attached is the statistics summary report for this period.

#### **Broadway Avenue South Bound:**

The total vehicle count from December 5<sup>th</sup> to January 1<sup>st</sup>, 2022, was 40,273. During this time the average speed was 48 kmh. Attached is the statistics summary report for this period.

- *Municipal Enforcement Month End Report attached.*
- *SB Broadway Avenue Statistics Summary Report attached.*
- *NB Parkwood Drive Statistics Summary Report attached.*



## Blackfalds Protective Services

### December 2021 Monthly Report

#### **Blackfalds Fire Rescue**



During the month of December, the fire department focused on vehicle extrication equipment and stabilization, utilizing two vehicles at the firehall for various scenarios.

Once again, the department assisted with the delivery of Christmas Hampers, which was greatly appreciated by all.

The department is still awaiting results for the NFPA 1072 Operations Course, which have not come back yet.

The 2021 Fire Department Associations Santa Run held on December 21<sup>st</sup> and 22<sup>nd</sup> was a huge success! Part of the Santa Run is the collection of donations for the Food Bank. 4,393 pounds of food was collected and \$870.00 in cash donations.

The department continues to monitor COVID protocols from AHS for responding, sanitizing the units and station to protect our members from any possible outbreaks or infections.

The department responded to nineteen incidents, a summary is attached for December.

#### **Fire Department – December 2021 – INCIDENT SUMMARY – PAGE 1 of 1**

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0166	1	Fire Vehicle	202112010508	Lacombe County	YES	Yes
0167	4	Haz-70 Public Hazard	202112041245	Corp Limits	N/A	N/A
0168	6	Alarm	202112060813	Lacombe County	N/A	N/A
0169	7	Medical	202112071007	Corp Limits	N/A	EMS



## Blackfalds Protective Services

### December 2021 Monthly Report

0170	8	Motor Vehicle Incident	202112081634	Corp Limits	Yes	N/A
0171	10	Medical	202112101718	Corp Limits	YES	EMS
0172	13	Alarm	202112131052	Corp Limits	N/A	N/A
0173	18	Haz-70 Public Hazard	202112181314	Lacombe County	YES	N/A
0174	18	Fire Vehicle	202112181524	Lacombe County	Yes	Yes
0175	20	CO Alarm	202112200335	Corp Limits	N/A	N/A
0176	20	Motor Vehicle Incident	202112201640	Corp Limits	Yes	EMS
0177	21	Motor Vehicle Incident	202112211346	Lacombe County	Yes	EMS
0178	21	Motor Vehicle Incident	202112212012	Corp Limits	Yes	EMS
0179	23	Motor Vehicle Incident	202112231309	Mutual Aid Lacombe	Yes	N/A
0180	25	Medical	202112252042	Corp Limits	Yes	EMS
0181	25	Alarm	202112301736	Corp Limits	N/A	N/A
0182	30	Fire Vehicle	202112302315	Lacombe County	Yes	Yes
0183	30	Alarm	202112301952	Corp Limits	N/A	N/A
0184	31	Fire Structure	202112312329	Lacombe County	N/A	N/A

### **Occupational Health & Safety**

- D/Chief Elder has continued to assist staff in the use of Corepoint, and is working on obtaining a contractor to perform the COR safety audit in 2022.

### **RCMP**

- Staff Sgt. Martin to attend Council meeting on January 11<sup>th</sup> to provide update.

### **RCMP Provincial Traffic Services**

- The Traffic Unit during the month of December performed an Impaired Operation of Motor vehicle check stop on 2A, during which time 171 vehicles were checked.
- Officers monitored school zones, assisting Municipal Enforcement on this initiative.
- JFO along with Community Peace Officers for vehicle inspections was conducted on December 15<sup>th</sup>.
- Assisted with numerous Blackfalds RCMP files during the month of December.

### **Emergency Management**



## Blackfalds Protective Services

### December 2021 Monthly Report

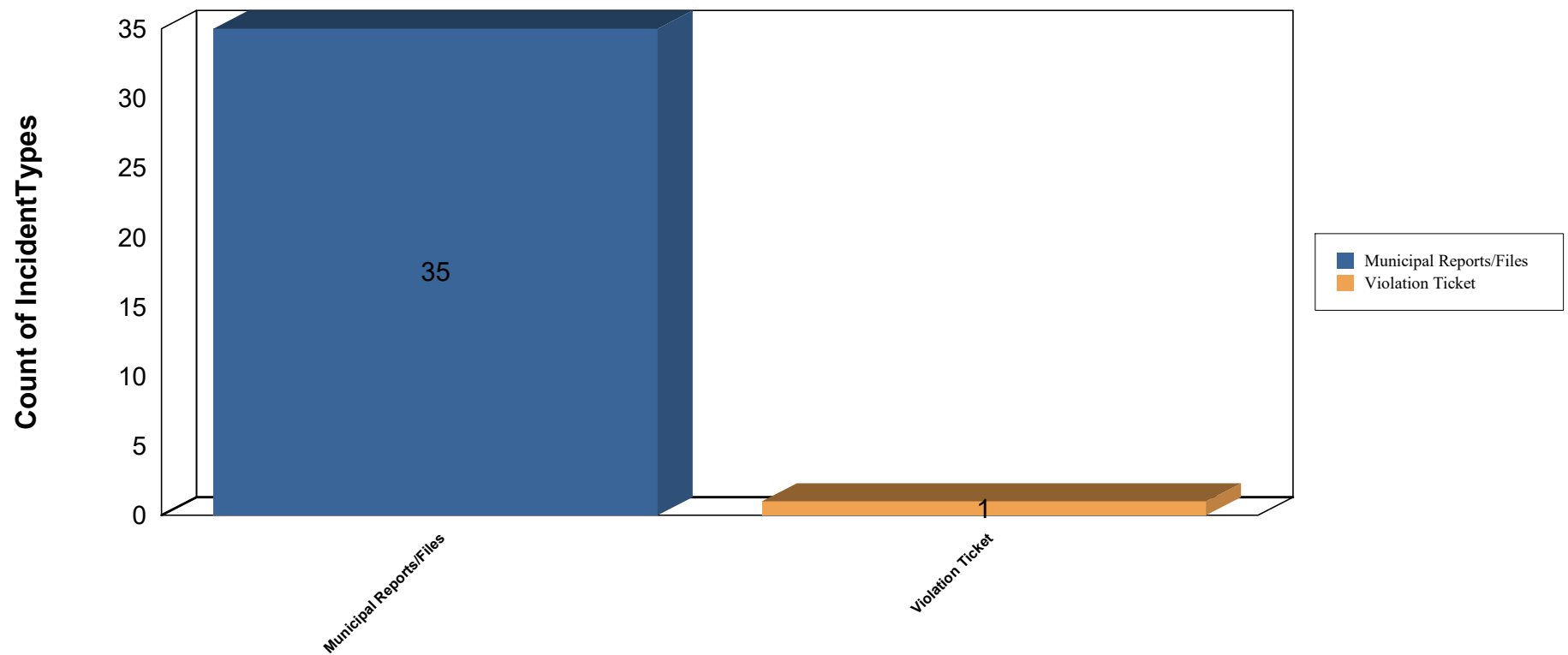
- Manager Morrison has continued to keep current with the provinces COVID restrictions, ensuring the municipality is adhering to these guidelines and are informed of any changes through regular information sharing with all managers.
- Manager Morrison participated in an LCMAO meeting, where he presented a small table-top exercise to the group as a routine part of the meeting.
- ICS 200, 300 and the MEO course have been organized, the 300 course will be hosted by Blackfalds as well as the MEO course.

Ken Morrison

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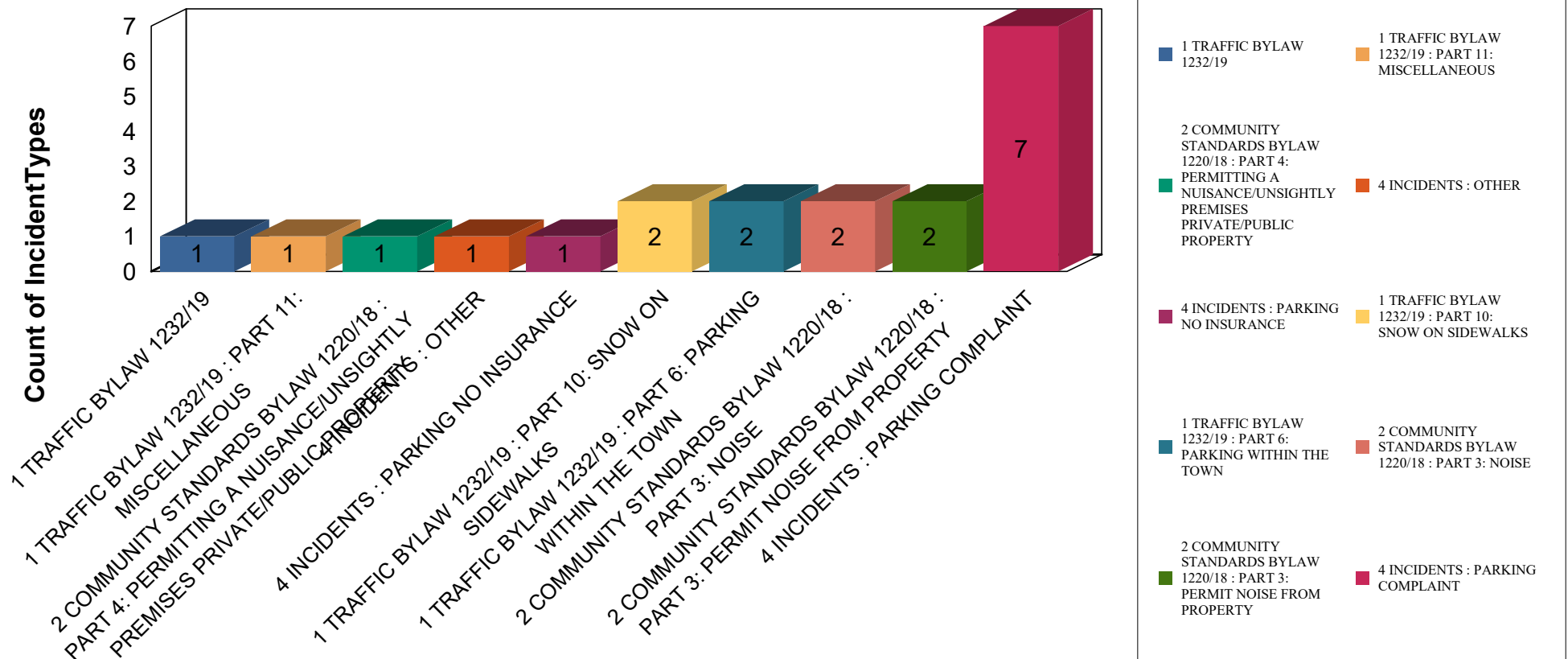
Emergency Management and Protective Services Manager

## Count of Reports Completed





# Count of Incident Types



2.78% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19

2.78% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS

2.78% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY



**2.78% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OTHER**

**2.78% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : PARKING NO INSURANCE**

**5.56% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS**

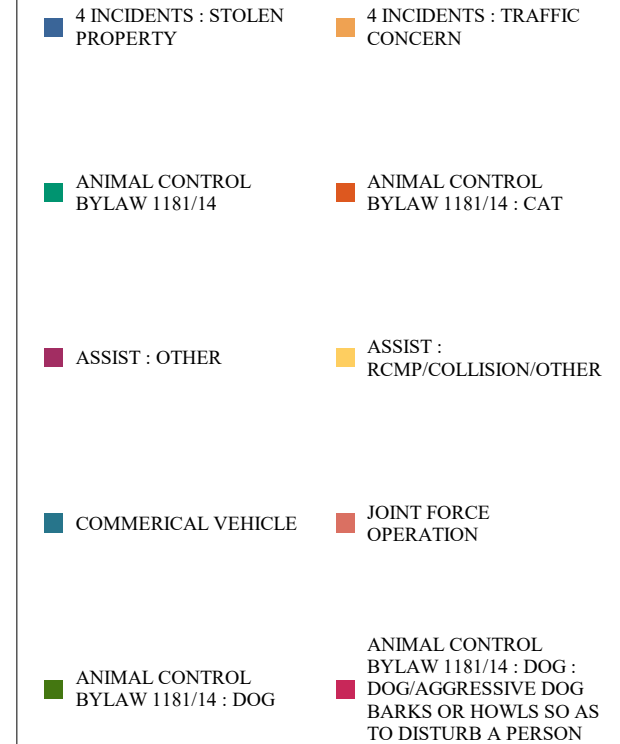
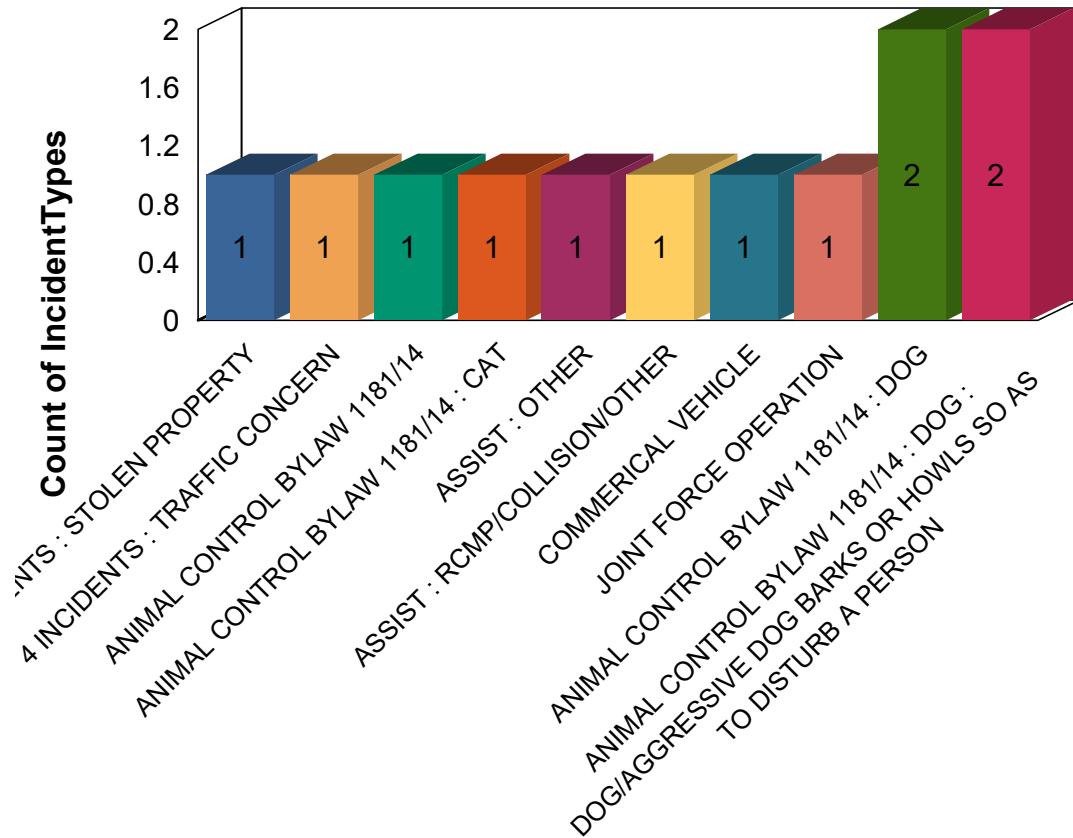
**5.56% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN**

**5.56% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE**

**5.56% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY**

**19.44% # of Reports: 7 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT**

## Count of Incident Types



2.78% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : STOLEN PROPERTY

2.78% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRAFFIC CONCERN

2.78% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14

2.78% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT

2.78% # of Reports: 1 Municipal Reports/Files ASSIST : OTHER

2.78% # of Reports: 1 Municipal Reports/Files ASSIST : RCMP/COLLISION/OTHER

2.78% # of Reports: 1 Municipal Reports/Files COMMERICAL VEHICLE

2.78% # of Reports: 1 Municipal Reports/Files JOINT FORCE OPERATION

5.56% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG

5.56% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG/AGGRESSIVE DOG BARKS OR HOWLS SO AS TO DISTURB A PERSON

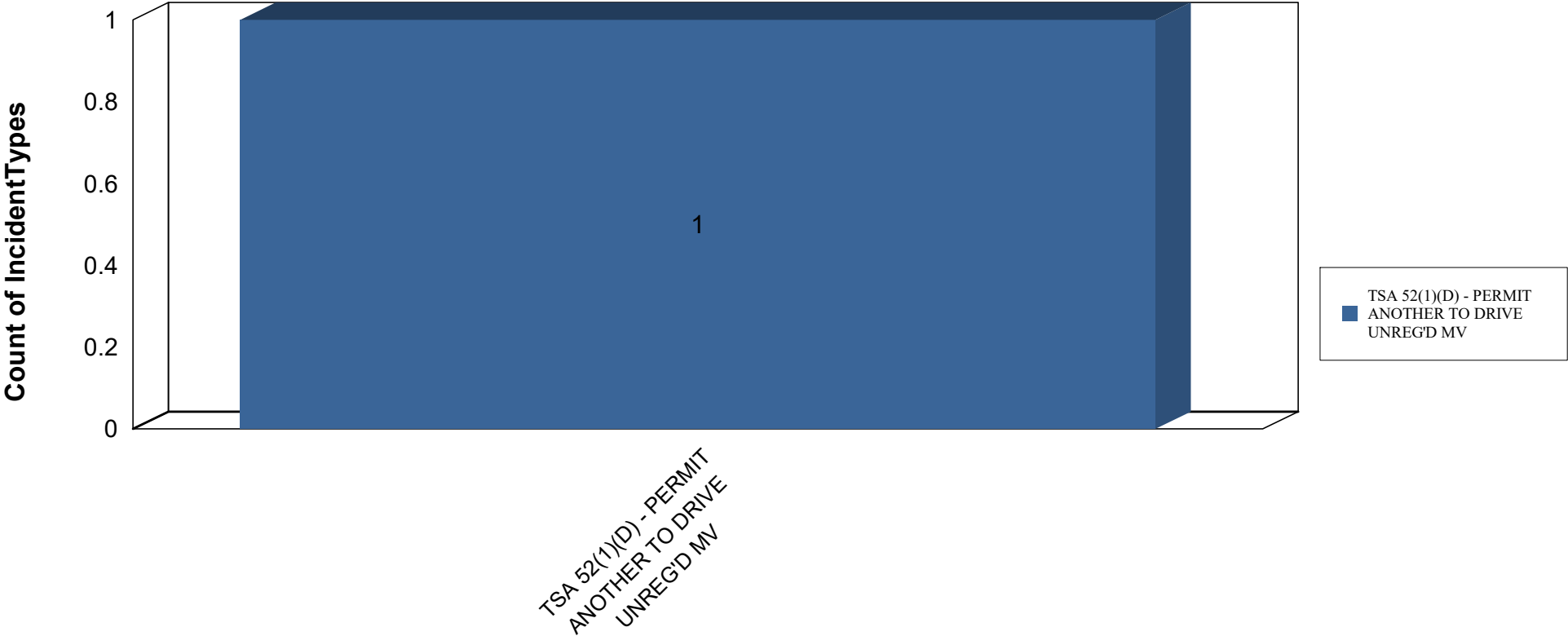
## Count of Incident Types



11.11% # of Reports: 4 Municipal Reports/Files MISCELLANEOUS

**Grand Total: 100.00% Total # of Incident Types Reported: 36 Total # of Reports: 35**

# Count of Incident Types



100.00% # of Reports: 1 Violation Ticket TSA 52(1)(D) - PERMIT ANOTHER TO DRIVE UNREG'D MV

Grand Total: 100.00% Total # of Incident Types Reported: 1 Total # of Reports: 1

Grand Total: 100.00% Total # of Incident Types Reported: 37

# Statistics Summary Report

Technician Name: administrator

Location: Parkwood Rd NB  
Address: 6045, Blackfalds, AB  
Speed Limit: 40

Report Period: 2021-12-04 to 2021-12-26  
Total Vehicle Count: 31,933



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	165	24	108	65 %	7	75	43	10
01-02	101	14	66	65 %	12	61	43	11
02-03	70	10	50	71 %	8	61	45	10
03-04	71	10	39	55 %	13	58	41	10
04-05	122	17	68	56 %	7	62	41	10
05-06	430	61	201	47 %	13	64	40	10
06-07	819	117	404	49 %	5	69	40	10
07-08	1,362	195	711	52 %	5	68	39	10
08-09	1,496	214	682	46 %	5	67	39	10
09-10	1,579	226	722	46 %	5	69	39	10
10-11	1,808	258	862	48 %	5	72	39	10
11-12	2,314	331	1,181	51 %	5	72	40	10
12-13	2,654	379	1,434	54 %	5	76	40	10
13-14	2,656	379	1,407	53 %	5	86	40	10
14-15	2,566	367	1,363	53 %	5	68	40	10
15-16	2,539	363	1,339	53 %	5	69	40	10
16-17	2,761	394	1,486	54 %	5	81	40	10
17-18	2,783	398	1,451	52 %	5	67	39	10
18-19	1,851	264	1,003	54 %	5	70	40	10
19-20	1,271	182	680	54 %	5	78	40	10
20-21	904	129	511	57 %	5	72	41	10
21-22	750	107	437	58 %	5	76	41	10
22-23	551	79	343	62 %	6	90	42	10
23-24	310	44	218	70 %	10	73	43	10
	31,933	4,562	16,766	55 %	7	71	41	10

County Speed Bins

Speed	Count
0...5	54
5...10	603
10...15	548
15...20	432
20...25	709
25...30	1,721
30...35	3,397
35...40	7,703
40...45	9,226
45...50	5,291
50...55	1,527
55...60	529
60...65	137
65...70	33
70...75	16
75...80	4
80...85	1
85...90	2
Total:	31,933

# Statistics Summary Report

Technician Name: administrator

Location: Broadway SB  
 Address: Broadway Village Park, Blackfalds, AB  
 Speed Limit: 50  
 Report Period: 2021-12-05 to 2022-01-01  
 Total Vehicle Count: 40,273



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	135	19	42	31 %	5	77	45	11
01-02	94	13	32	34 %	18	101	48	12
02-03	73	10	28	38 %	5	70	48	12
03-04	64	9	38	59 %	5	67	41	12
04-05	86	12	43	50 %	5	79	47	12
05-06	504	72	242	48 %	5	86	50	12
06-07	1,267	181	492	39 %	5	84	47	11
07-08	2,324	332	734	32 %	5	75	47	11
08-09	2,383	340	858	36 %	5	73	49	11
09-10	1,988	284	852	43 %	5	98	49	12
10-11	2,250	321	1,029	46 %	5	89	49	12
11-12	2,788	398	1,261	45 %	5	76	49	12
12-13	3,040	434	1,408	46 %	5	75	49	12
13-14	2,831	404	1,267	45 %	5	79	49	12
14-15	3,340	477	1,386	41 %	5	89	48	12
15-16	2,901	414	1,144	39 %	5	79	48	11
16-17	3,474	496	1,228	35 %	5	79	48	11
17-18	2,951	422	961	33 %	5	75	47	11
18-19	2,736	391	840	31 %	5	75	48	11
19-20	1,962	280	642	33 %	5	81	47	11
20-21	1,449	207	474	33 %	5	75	47	11
21-22	838	120	285	34 %	5	85	48	11
22-23	509	73	155	30 %	5	80	48	11
23-24	286	41	85	30 %	5	84	47	11
	40,273	5,750	15,526	39 %	6	80	48	11

County Speed Bins	
Speed	Count
0...5	883
5...10	275
10...15	111
15...20	166
20...25	211
25...30	202
30...35	370
35...40	1,649
40...45	6,694
45...50	14,186
50...55	9,745
55...60	4,387
60...65	1,094
65...70	203
70...75	65
75...80	20
80...85	6
85...90	4
90...95	0
95...100	1
100...105	1
Total:	40,273





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

---

**MEETING DATE:** January 11, 2022

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

**SUBJECT:** BOLT KPI Report Information - December 2021

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**BACKGROUND:**

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds and Lacombe as well as local bus services 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 28<sup>th</sup>, 2020. Fortunately, the Town of Blackfalds was able to quickly move forward with the procurement of a service contractor, purchase of a wheelchair accessible van and finalized an on-demand transit service model for our Town. This new BOLT 2.0 allows for 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>

**DISCUSSION:**

This is a very challenging time for transit services and BOLT ridership has been severely affected by COVID-19.

The first page of the report shows the December 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.



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

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council accepts this report as information.

**ALTERNATIVES:**

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


**FINANCIAL IMPLICATIONS:**

None.

**Attachments:**

- *December 2021 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
Dec 2021	29	3	26	9.9	326	286	36%	2.3	74%	4.9	5%	0	2%	2%	4
Nov 2021	31	5	26	13.3	450	412	46%	2.5	84%	4.8	6%	0	1%	0%	3
Oct 2021	32	8	24	9.4	344	301	45%	2.5	82%	4.9	7%	2	1%	0%	2
Sep 2021	27	7	20	9.1	280	247	45%	2.4	74%	4.9	2%	0	1%	1%	2
Aug 2021	28	8	20	5.0	164	141	27%	2.1	71%	4.8	3%	0	2%	0%	1
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9	3%	0	0%	0%	0
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9	3%	0	1%	1%	1
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9	2%	0	1%	0%	1
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9	4%	0	1%	0%	3
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0	4%	0	2%	0%	1
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0	2%	0	1%	0%	0
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0	4%	2	0%	1%	0
Dec 2020	21	4	17	8.4	203	177	26%	2	82%	5.0	5%	0	1%	1%	0
Nov 2020	30	11	19	9.2	299	276	40%	2.2	87%	5.0	2%	2	3%	1%	2
Oct 2020	27	12	15	9.2	266	249	43%	2.2	78%	5.0	8%	3	6%	4%	1
Sep 2020	36	33	3	5.9	228	212	44%	2.2	69%	4.9	7%	5	3%	4%	7
Aug 2020	3	3	0	1.3	4	4	0%	-	43%	4.7	0%	0	0%	0%	0

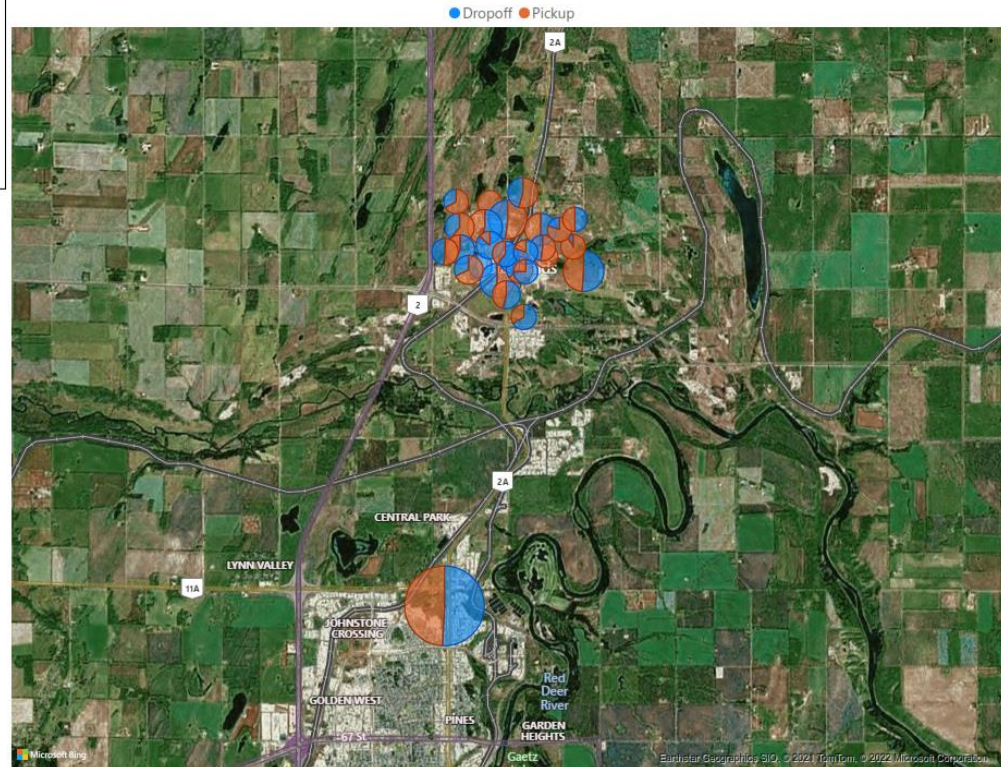
Program  
☒ Blackfalds

ServiceDay

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

Date

01/10/2021 31/12/2021



Program

☒ Blackfalds

ServiceDay

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

Date

01/10/2021

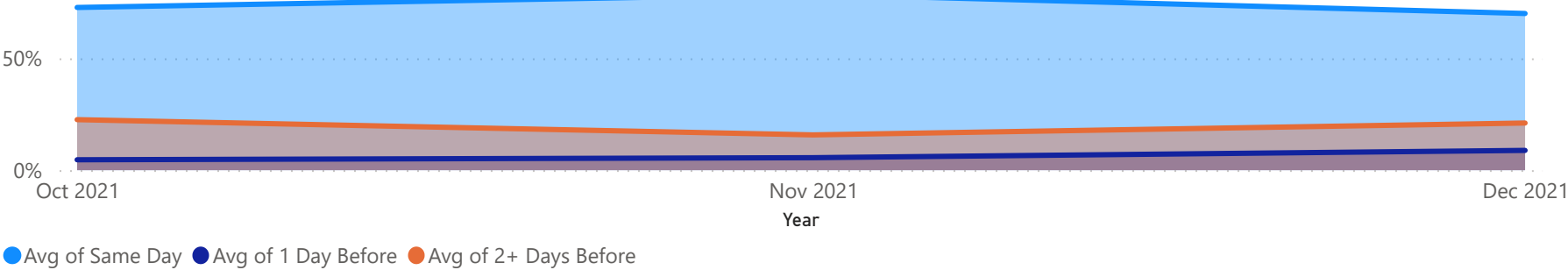
31/12/2021



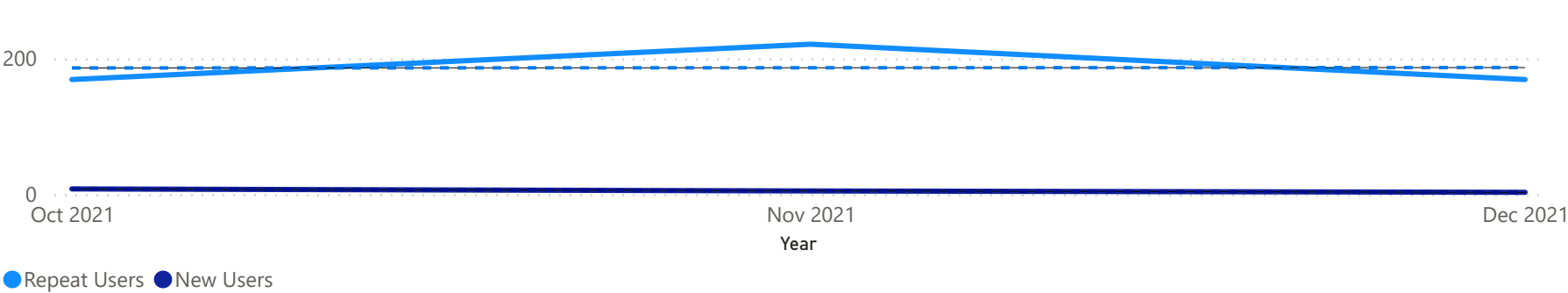
9.39

Avg Actual Trip Duration (min)

Average Booking Days



New and Repeat Users



Year	2021				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	74.4%	6.3%	19.4%	16	559
Total	74.4%	6.3%	19.4%	16	559

Program

☒ Blackfalds

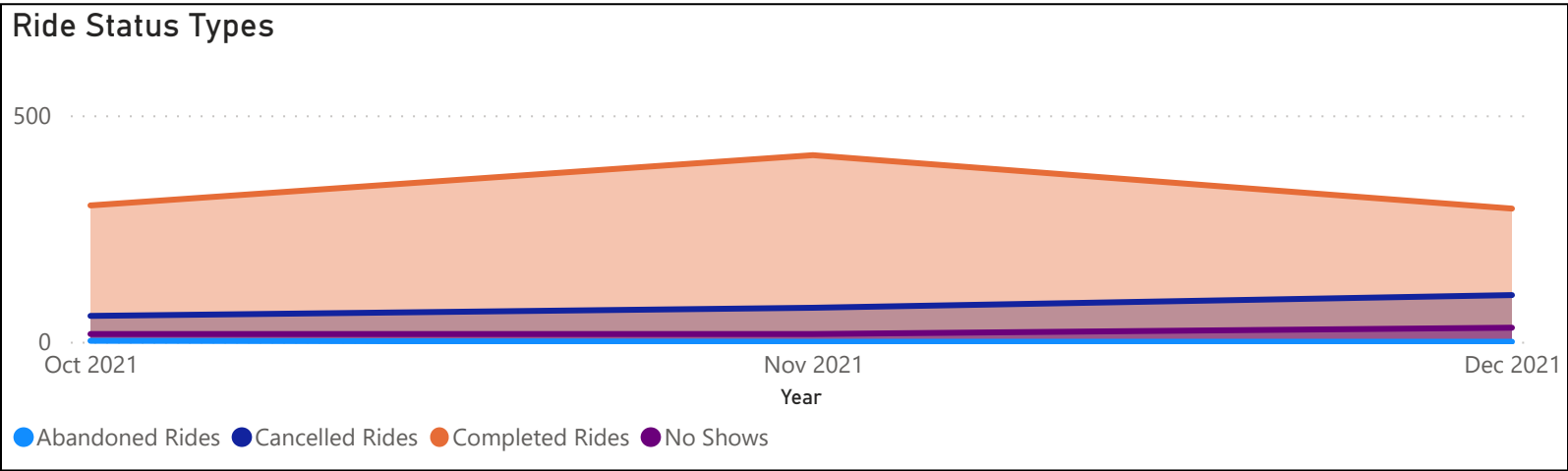
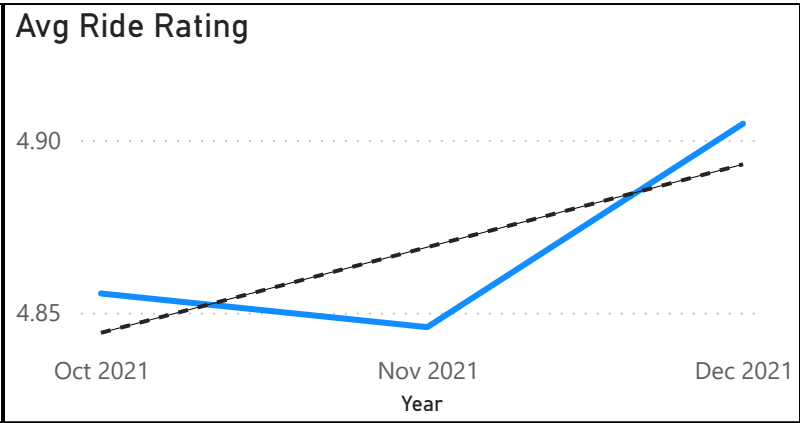
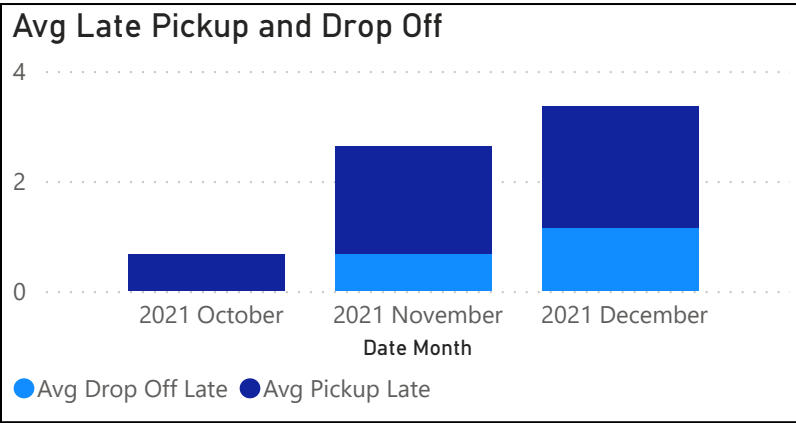
ServiceDay

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

Date

01/10/2021

31/12/2021



Year	2021							
Month	October							
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows	
Blackfalds	0.00	0.67	4.86	2	57	301	11	
Total	0.00	0.67	4.86	2	57	301	11	

Program

☒ Blackfalds

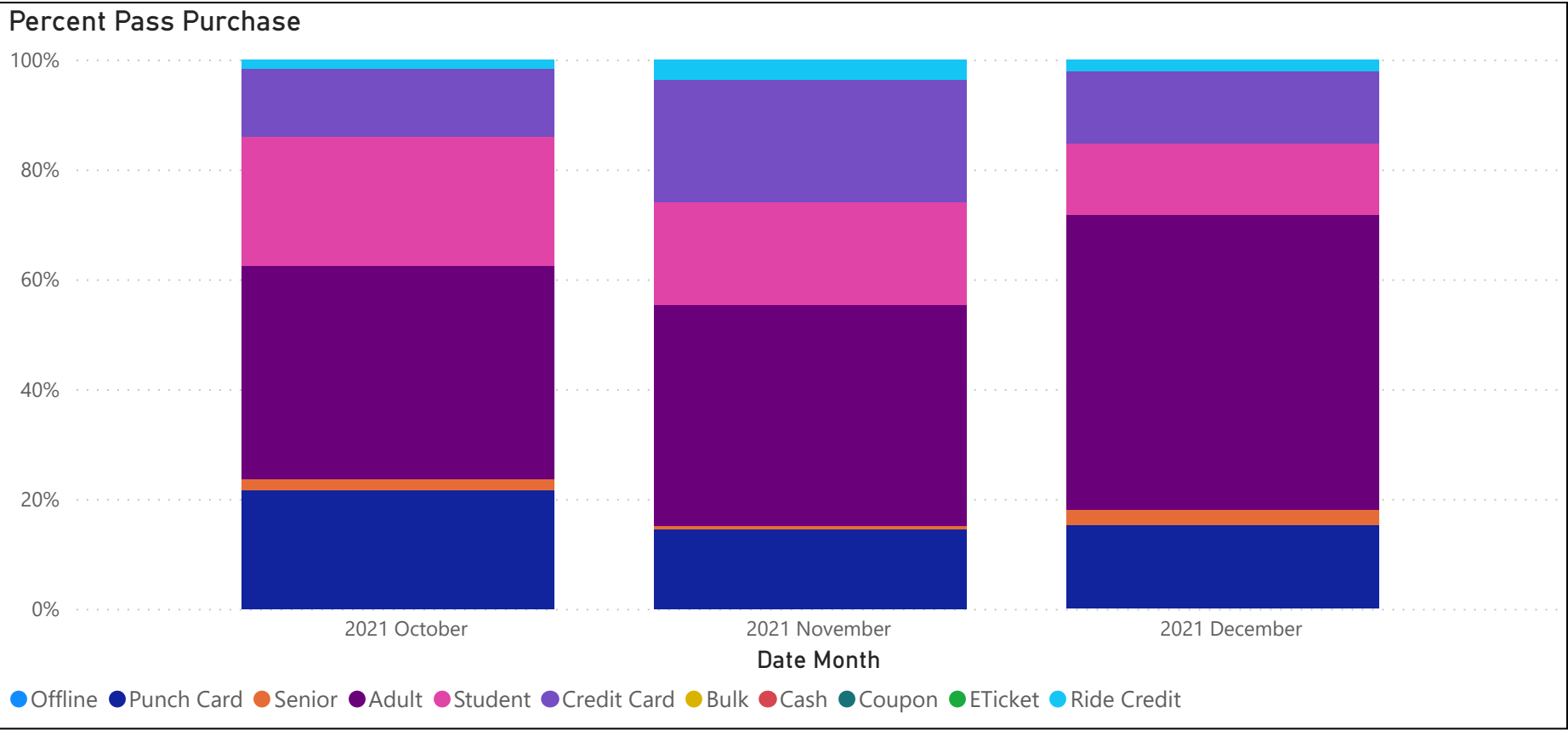
ServiceDay

☐ Sun☐ Mon☐ Tue☐ Wed☐ Thu☐ Fri☐ Sat

Date

01/10/2021

31/12/2021



Year	2021													
Month	October												November	
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	Avg Offline	Avg Punch Card
Blackfalds	0%	22%	2%	39%	24%	12%	0%	0%	0%	0%	2%	0%	0%	15%
Total	0%	22%	2%	39%	24%	12%	0%	0%	0%	0%	2%	0%	0%	15%

<

>

Program

☒ Blackfalds

ServiceDay

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

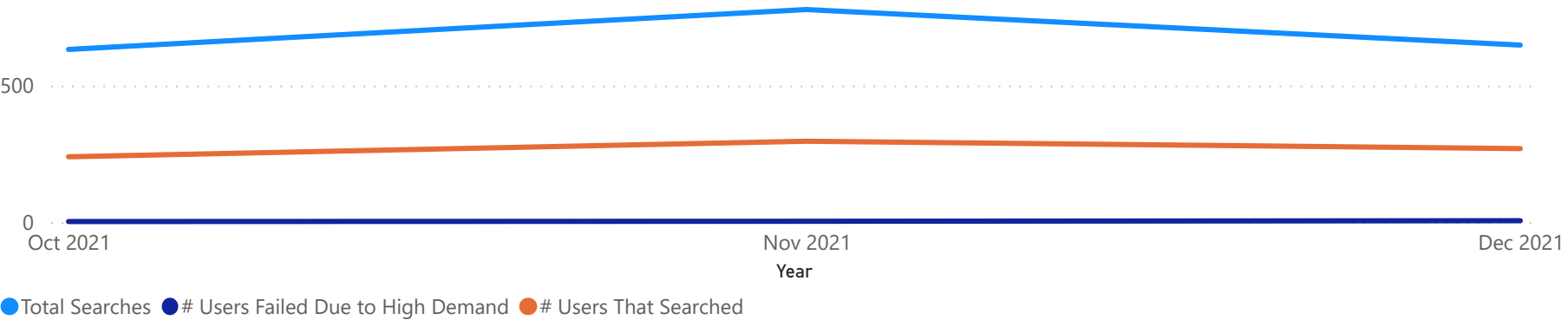
Date

01/10/2021

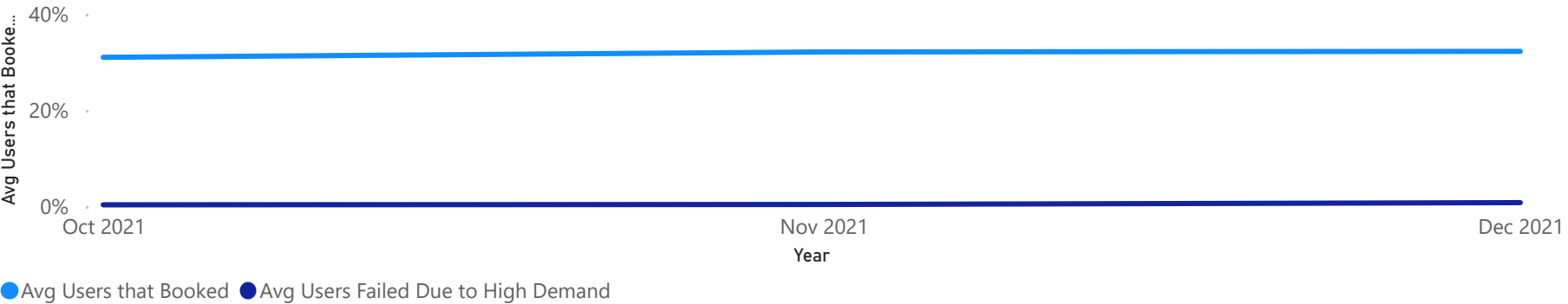
31/12/2021



Total Searches to Failed Searches



% Bookings to Failed Searches



Year	2021				
Month	October				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	632	2	239	31%	0%
Total	632	2	239	31%	0%

Program

☐ Blackfalds

ServiceDay

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

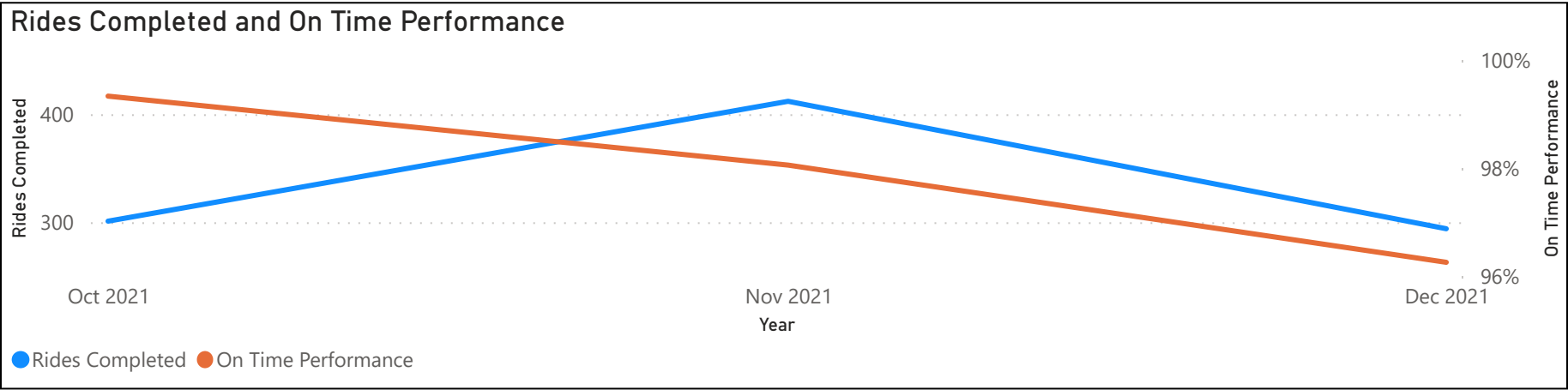
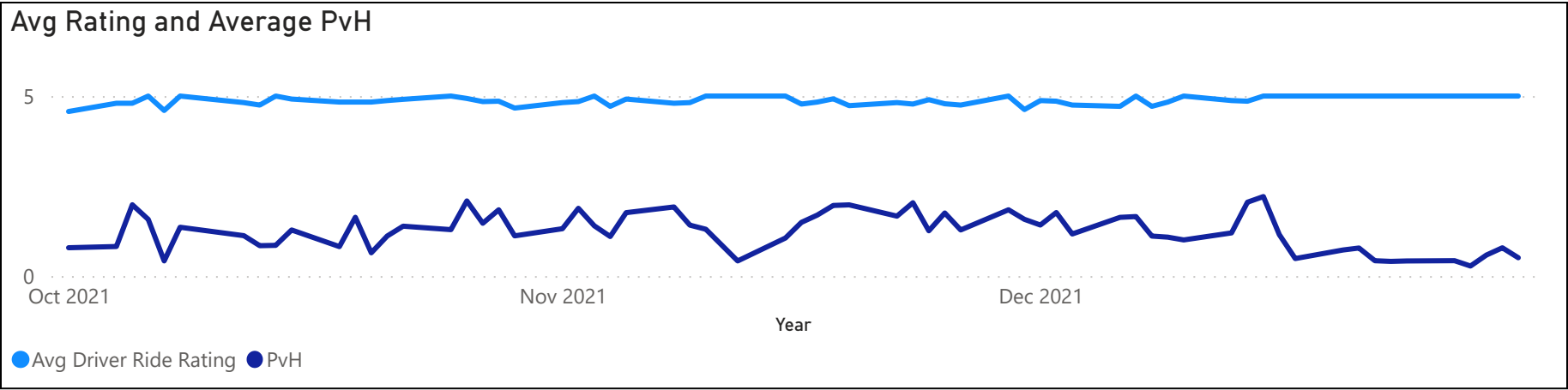
Date

01/10/2021

31/12/2021

97.91%

On Time Performance



Year	2021							
Month	October				November			
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance
Blackfalds	301	4.86	1.22	99.34%	412	4.85	1.53	98.1%
Total	301	4.86	1.22	99.34%	412	4.85	1.53	98.1%



Program

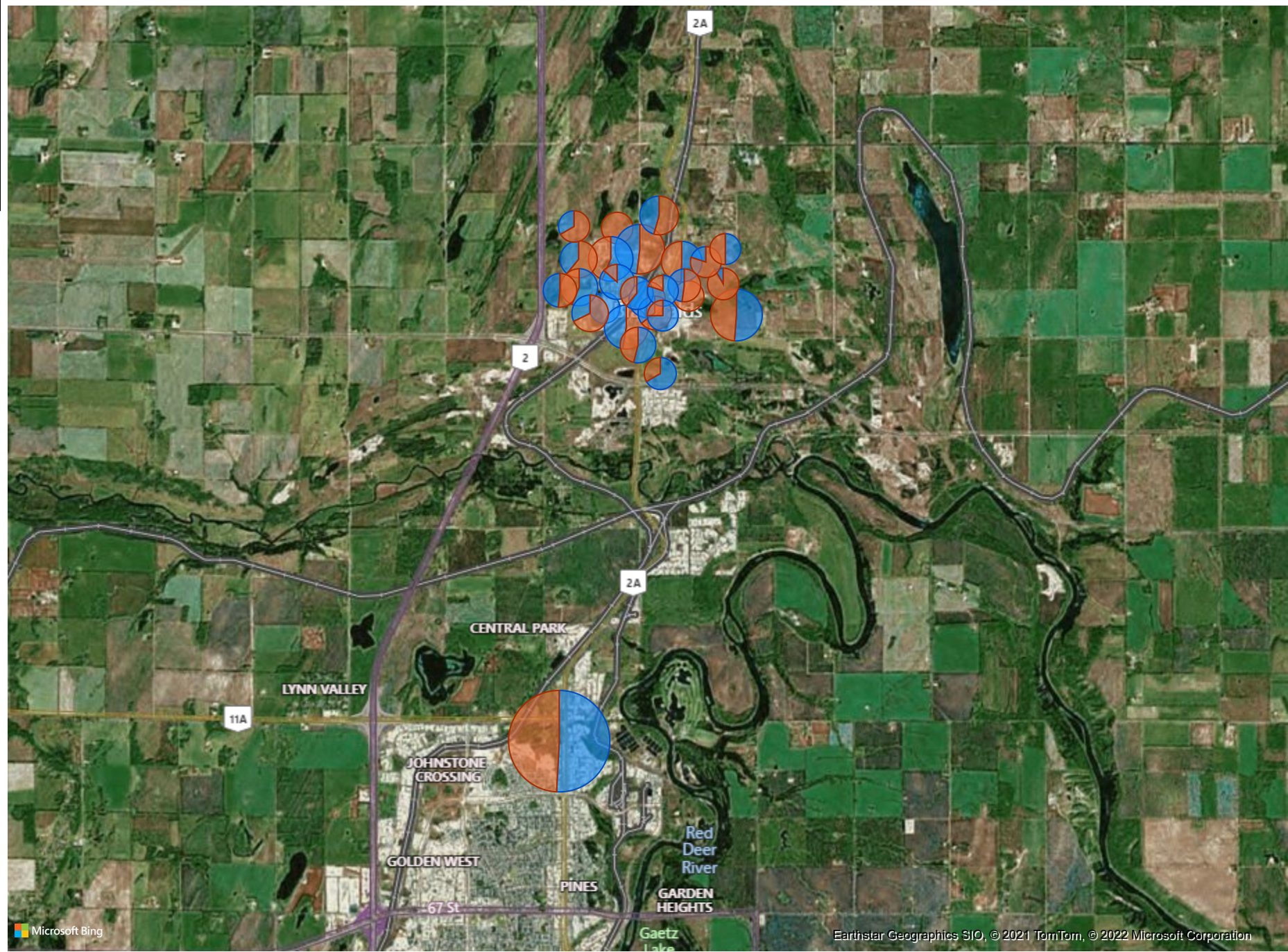
☒ Blackfalds

ServiceDay

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

Date

● Dropoff ● Pickup



Program

☒ Blackfalds

ServiceDay

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

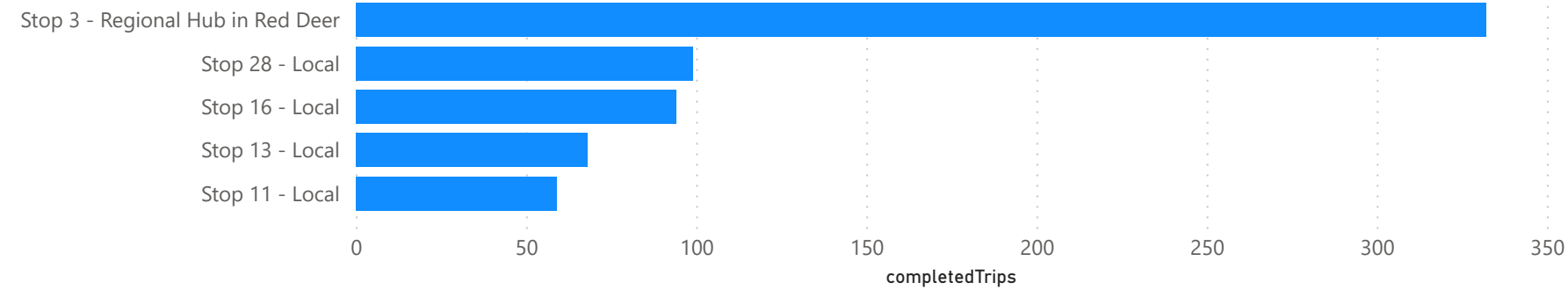
Date

01/10/2021

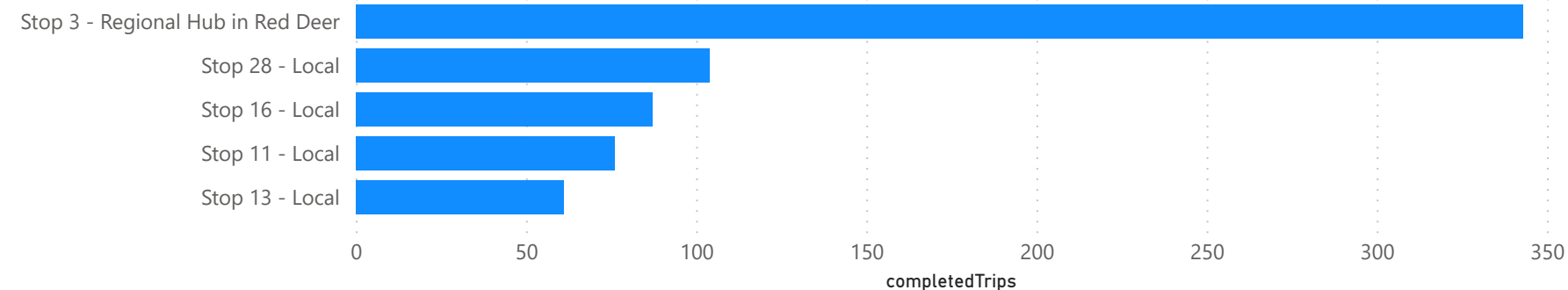
31/12/2021



### Top 5 Pickup Locations



### Top 5 Drop Off Locations



stopName	Dropoff	Pickup	Total
Stop 1 - Regional Hub West Blackfalds	38	6	44
Stop 10 - Local	3		3
Stop 11 - Local	76	59	135
Stop 12 - Local		11	11
Stop 13 - Local	61	68	129
Stop 14 - Local	14	9	23
Stop 15 - Local	27	23	50
Stop 16 - Local	87	94	181
Stop 17 - Local	28	29	57
Total	1007	1007	2014



## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING December 16, 2021

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### COVID-19 UPDATE

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

### REDESIGNATION OF LAND – W1/234-39-02 W5M - PALM COVE

Representatives of Qualico Communities provided a presentation on their request to redesignate approximately 38.69 hectares (95.61 acres) on the W½ 34-39-02-W5M into a 59-lot clustered style residential development, known as Palm Cove. The presentation was received for information.

### REDESIGNATION OF LAND – Pt. NW 21-39-03 W5M – ALBERTA VIEWS RV & GOLF COURSE

Alterra Engineering representatives and Bill McLean provided a presentation on behalf of 1949561 Alberta Ltd. (Bill and Carla McLean) regarding their request to redesignate approximately 61.95 hectares (153.07 acres) on Pt. NW 21-39-03-W5M to Recreation 'PR' District. The presentation was received for information.

### LAND USE BYLAW AMENDMENT REQUEST – PT. SW 16-39-01 W5M – ADEARA RECOVERY CENTRE

Representatives of Work on That Inc., on behalf of Adeara, provided a presentation regarding their request to add a special discretionary use to the Agricultural 'A' District of the County's Land Use Bylaw to consider a "treatment centre" on Pt. SW 16-39-01-W5M. The presentation was received for information.

### SOUTH OF HIGHWAY 11 (EAST OF HAYNES) ASP

The terms of reference and a background report on the proposed Highway 11 (East of Haynes) Area Structure Plan (ASP) were presented. The South of Highway 11 Area Multi-lot Country Residential Outline Plan (OP) was developed in 2001 and the intent of the proposed Highway 11 (East of Haynes) is to develop a new ASP with a boundary that represents the eastern portion of the OP plan area and to update the plan to reflect change to the County's Municipal Development Plan and Land Use Bylaw.

The Terms of Reference for the Highway 11 (East of Haynes) ASP were approved and the background report for the ASP was received for information.

### LACOMBE COUNTY ECONOMIC DEVELOPMENT STRATEGY

The Terms of Reference for the Lacombe County Economic Development Strategy were approved as presented.

### HIGHWAY 2/HIGHWAY 12 INTERCHANGE FUNCTIONAL PLANNING STUDY

A presentation by representatives of Alberta Transportation and Castleglen Consultants on the Highway 2/Highway 12 Interchange Function Planning Study was received for information.

### 2022 FCSS FUNDING ALLOCATIONS

Council approved funding for the following community programs in 2022 and ongoing annual funding, pending 1) the yearly review of each program to ensure that the program is operational and continues to be a valuable resource to the community and 2) there is sufficient funding available.

• Alix FCSS	\$ 1,500
• Alix Mirror Wellness Supports Society	\$ 2,600
• Bentley Community Services	\$ 10,248
• Big Brothers Big Sisters of Lacombe and District	\$ 5,000
• Blackfalds Camp Curious	\$ 3,600
• Blackfalds FCSS – Seniors Programs	\$ 3,000
• Youth Unlimited Central Alberta	\$ 6,000
• Eckville and Community Youth Society	\$ 2,500
• Eckville Recreation Board – Summer Camp	\$ 2,000
• Friends of the Mirror Library Society	\$ 5,100



WHERE PEOPLE ARE THE KEY

• Lacombe and District FCSS	\$ 24,128
• Lacombe FCSS (Clive, Mirror, Tees Playgroup)	<u>\$ 2,394</u>
Total	\$ 68,070

#### **2021 UNEXPENDED FCSS FUNDING**

After the annual year-end review for 2021 and projections for 2022, it was determined that the FCSS program will be underspent in the amount of \$ 13,000 for 2021.

Council approved funding, on a one-time basis, to the following community organizations:

• Alix FCSS	\$ 1,000
• Alix Mirror Wellness Supports Society	\$ 1,200
• Big Brothers Big Sisters	\$ 3,000
• Town of Blackfalds Camp Curious	\$ 1,200
• Lacombe and District FCSS	\$ 3,494
• Lacombe FCSS on behalf of Clive FCSS	\$ 1,606
• Youth Unlimited Central Alberta	<u>\$ 1,500</u>
	\$13,000

#### **LAPA POLICY RC(1) FUNDING REQUEST**

A second joint meeting with the City of Lacombe will be held virtually on January 18, 2022 at 9:00 a.m. to discuss a funding request from the Lacombe Athletic Park Association (LAPA) with regard to Phase Two of the Field House Project, which is the Track and Field Expansion.

#### **POLICY AD(8) LAND SALES – HAMLET OF MIRROR**

Council was presented with updated Policy AD(8) Land Sales – Hamlet of Mirror which established the process for the sale of vacant lots owned by Lacombe County. A clause has been added to the policy to require development of lots within a specific period. Policy AD(8) was approved as presented.

#### **STRATEGIC PLAN OVERVIEW**

By resolution of Council, Lacombe County will proceed with the development of a new Strategic Plan. A strategic planning workshop will be held on January 11 and 12, 2022 commencing at 9:00 am. in the Lacombe County Council Chambers.

#### **COMMITTEE OF THE WHOLE**

In addition to receiving the notes of the December 7, 2021 Committee of the Whole meeting for information, Council also reviewed the following items from that meeting:

##### **PARKING FEES – SANDY POINT & SUNBREAKER COVE FACILITIES**

The County Manager was directed to prepare a report with regard to the proposal to charge parking fees and boat launching fees at the Sandy Point and Sunbreaker Cove facilities and this report be presented at a future meeting.

##### **ASSET MANAGEMENT**

A presentation on the various aspects and the requirements of Asset Management was received for information.



WHERE PEOPLE ARE THE KEY

#### **ROAD BANS ON ASPELUND AND WOODYNOOK ROAD**

The County Manager was directed to prepare a report regarding the impacts of lifting road bans on the Aspelund and Woodynook Roads. This report will be presented at a future Council meeting.

#### **COUNCILLOR CODE OF CONDUCT BYLAW**

A presentation providing an overview of the Lacombe County Councillor Code of Conduct Bylaw as required by the Municipal Government Act, was received for information.

#### **LAPA FUNDING REQUEST – CITY OF LACOMBE/LACOMBE COUNTY**

A report regarding the Lacombe Athletic Park Association (LAPA) request for Lacombe County financial support of their Track and Field Expansion project was received for information.

Consideration of this request will be deferred until after the second City of Lacombe – Lacombe County joint Council meeting as per the Community Groups – Facility Capital and Operating Funding Requests process, as required by the City of Lacombe/Lacombe County Operational Cost-sharing Agreement.

#### **RURAL RED DEER RESTORATIVE JUSTICE PROGRAM BOARD**

As per Council resolution Councillor Kreil was appointed as the Lacombe County representative to the Rural Red Deer Restorative Justice Program Board of Directors and Community Advisory Council.

#### **BYLAW NO. 1352/21 – RATES AND FEES 2022**

Bylaw No. 1352/21, a bylaw of Lacombe County to authorize the establishment of fees for various services, supplies, information, applications and appeals provided to the public was read a first, second and third time and so passed by Council.

#### **UTILITY RATE BYLAWS**

Council moved first, second and third readings of the following bylaws:

1. Bylaw 1354/21, a bylaw to establish 2022 water and wastewater rates for Aspelund Industrial Park;
2. Bylaw 1355, a bylaw to establish 2022 wastewater rates for the Sylvan Lake Subdivisions that are part of the Sylvan Lake Communal Sewer System;
3. Bylaw 1356/21, a bylaw to establish 2022 water rates for Lakeview Estates; and
4. Bylaw 1357/21, a bylaw to establish 2022 water, wastewater and solid waste rates for the Hamlet of Mirror.

These rates will be posted on the Lacombe County website.

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

**Next Committee of the Whole Meeting is**  
**February 1, 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](http://www.lacombecounty.com)) after approval.**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, December 14, 2021 at 7:00 p.m.**  
**Civic Centre, 5018 Waghorn Street**  
**MINUTES**

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, December 14, 2021, at the Civic Cultural Centre, commencing at 7:00 p.m.

#### **MEMBERS PRESENT**

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

#### **ATTENDING**

Myron Thompson, CAO  
Justin de Bresser, Director of Corporate Services  
Sean Barnes, Director of Community Services  
Preston Weran, Director of Infrastructure and Property Services  
Jolene Tejkl, Manager of Planning and Development  
Marco Jadie, IT Analyst  
Kalina Van Winssen, Executive Assistant

#### **REGRETS**

None

#### **MEDIA**

None

#### **PUBLIC**

Thomas Fryer, Alberta Regional Rail  
Vern Raincock, Alberta Regional Rail

#### **CALL TO ORDER:**

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

#### **TREATY SIX LAND ACKNOWLEDGEMENT**

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

#### **ADOPTION OF AGENDA**

**368/21**

Councillor Svab moved that Council adopt the December 14, 2021 agenda as amended by adding action correspondence item 8.1 - Letter of Support for the Alberta Junior Hockey League Showcase.

**CARRIED UNANIMOUSLY**

#### **DELEGATION**

##### **Alberta Regional Rail in the Calgary – Edmonton Corridor**

Thomas Fryer gave a presentation on establishing a rail network in the Calgary – Edmonton Corridor, connecting all the towns and cities, providing an integrated transport network which utilizes existing infrastructure. A letter of support was requested for this initiative.



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, December 14, 2021 at 7:00 p.m.**  
**Civic Centre, 5018 Waghorn Street**  
**MINUTES**

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**BUSINESS**

**Request for Decision, Standing Committee Meeting Cancellation – December 20**

Administration recommended that the December 20<sup>th</sup> Standing Committee Meeting be cancelled.

- 369/21** Councillor Stendie moved that Council cancel the December 20<sup>th</sup>, 2021 Standing Committee Meeting.

**CARRIED UNANIMOUSLY**

**Request for Decision – Recreation, Culture and Parks Board and Policing Committee Resignations**

One member of the Recreation, Culture and Parks Board and one member of the Policing Committee resigned their member-at-large positions.

- 370/21** Deputy Mayor Appel moved to formally accept the resignation of Erin Davis from the Recreation, Culture, and Parks Board effective immediately, with regrets.

**CARRIED UNANIMOUSLY**

- 371/21** Councillor Sands moved to formally accept the resignation of Louise Rellis from the Policing Committee effective immediately, with regrets.

**CARRIED UNANIMOUSLY**

**Request for Decision – Appointment of Members at Large**

The Policing Committee and the Recreation, Culture and Parks Board currently have one (1) vacancy each for a citizen, due to recent resignations.

- 372/21** Councillor Svab moved to appoint Mike Walker as a member at large to the Policing Committee for a 3-year term effective immediately and ending October 31, 2024.

**CARRIED UNANIMOUSLY**

- 373/21** Councillor Dennis moved to appoint Trent Kroetsch as a member at large to the Blackfalds & District Recreation, Culture & Parks Board for a 3-year term effective immediately and ending October 31, 2024.

**CARRIED UNANIMOUSLY**

**Request for Decision – Development Officer Appointments**

Section 1.4.2 of the Town of Blackfalds Land Use Bylaw 1198/16 requires that a Development Officer be appointed by a resolution of Council. Development Officers are needed to ensure compliance with the Land Use Bylaw, and due to staffing changes, currently there is only one Development Officer appointed.

- 374/21** Councillor Stendie moved to appoint Candice Hilgersom as a Development Officer for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

- 375/21** Councillor Svab moved to appoint Jolene Tejkl as a Development Officer for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, December 14, 2021 at 7:00 p.m.**  
**Civic Centre, 5018 Waghorn Street**  
**MINUTES**

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**Request for Decision – Soper Annexation Notice of Intent**

On February 22, 2021 a County landowner contacted the Town of Blackfalds to request the annexation of their lands, located at NE 24-39-27-W4M, into the Town of Blackfalds. Administration has now prepared a draft Notice of Intent to initiate the formal annexation application to the Land and Property Rights Tribunal.

- 376/21** Councillor Sands moved that Council authorize the Notice of Intent to initiate the annexation process of the land parcel identified as NE 24-39-27-W4M; and, provide this written Notice of Intent to Lacombe County and all other parties as per the *Municipal Government Act* and the Land & Property Rights Tribunal Annexation Procedure Rules.

**CARRIED UNANIMOUSLY**

**Request for Decision – 2022 Capital Budget**

The Capital Plan was presented at the November 15<sup>th</sup> Standing Committee of Council, where feedback was received with the motion to bring the Budget forward for approval.

- 377/21** Councillor Stendie moved that Council approve the 2022 Capital Budget as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision – 2022 Interim Operating Budget**

At the June 22, 2021 Regular Council Meeting, it was determined an interim Operating Budget would be brought forward to Council for approval prior to the year end. This will be followed by a review of the Draft Budget, and then approval of the Final Operating Budget in the spring of 2022.

- 378/21** Councillor Sands moved that Council accept the 2022 interim Operating Budget as presented.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

**AJHL Showcase Support Letter**

Director Barnes requested a letter of support for hosting the 2022 AJHL Showcase for September 30, October 1 and 2.

- 379/21** Deputy Mayor Appel moved that Council provide a letter of support for the AJHL Showcase.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Red Deer Catholic Regional Schools – Proposed Elementary School Build (verbal)
- Notice of Subdivision Application S-045-21
- Canada Community Revitalization Grant
- Report to Council, Building and Development Permit Report – November 2021
- Report to Council, Enforcement Services Monthly Report – November 2021
- BOLT Transit Report – November 2021
- City of Lacombe Council Meeting Highlights – November 22, 2021
- Lacombe County Council Meeting Highlights – November 30, 2021





Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, December 14, 2021 at 7:00 p.m.**  
**Civic Centre, 5018 Waghorn Street**  
**MINUTES**

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**380/21** Councillor Svab moved to accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**381/21** Deputy Mayor Appel moved that Council accept the Regular Council Meeting Minutes from November 23, 2021 as presented.

**CARRIED UNANIMOUSLY**

**382/21** Councillor Svab moved that Council accept the Special Council Meeting Minutes from November 29, 2021 as amended.

**CARRIED UNANIMOUSLY**

**BUSINESS FOR THE GOOD OF COUNCIL**

None.

**BREAK**

**383/21** Councillor Dennis moved for a five-minute recess at 8:20 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:25 p.m.

**CONFIDENTIAL – Closed Session**

- **FOIP S. 17**
- **FOIP S. 19**
- **FOIP S. 24**
- **FOIP S. 24**

**384/21** Councillor Svab moved that Council move to a closed session commencing at 8:26 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Sections 17, 19, 24 of Alberta's Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance - FOIP S.17:** Mayor Jamie Hoover, Deputy Mayor Marina Appel, Councillor Brenda Dennis, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Laura Svab, CAO Myron Thompson

**Closed Session Attendance - FOIP S.19:** Mayor Jamie Hoover, Deputy Mayor Marina Appel, Councillor Brenda Dennis, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Laura Svab, CAO Myron Thompson

**Closed Session Attendance - FOIP S.24:** Mayor Jamie Hoover, Deputy Mayor Marina Appel, Councillor Brenda Dennis, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Laura Svab, CAO Myron Thompson

**Closed Session Attendance - FOIP S.24:** Mayor Jamie Hoover, Deputy Mayor Marina Appel, Councillor Brenda Dennis, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Laura Svab, CAO Myron Thompson

*A Councillor recused themselves from the meeting at 9:07 p.m.*

**385/21** Councillor Dennis moved to come out of the closed session at 9:26 p.m.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, December 14, 2021 at 7:00 p.m.**  
**Civic Centre, 5018 Waghorn Street**  
**MINUTES**

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**Regular Council Meeting Attendance:** *Mayor Jamie Hoover, Deputy Mayor Marina Appel, Councillor Brenda Dennis, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Laura Svab, CAO Myron Thompson*

**386/21** Councillor Sands moved that Council direct Administration to proceed as recommended in Camera.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Mayor Hoover adjourned the meeting at 9:27 p.m.

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Jamie Hoover, Mayor

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Myron Thompson, CAO