



**Town of Blackfalds**  
**Regular Council Meeting**  
January 25, 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 25, 2022

**4. Delegation**

4.1 Retirement – Director Barnes

4.2 RCMP Year-end Report – S. Sgt. Dan Martin

4.3 Eagle Builders Centre Project Completion Summary - Delnor/ACI Architects – Eddo Cancian, Kevin Osbourne & Mark Hall

**5. Public Hearing**

None

**6. Business Arising from Minutes**

6.1 Procedural Bylaw 1265.22

**7. Business**

7.1 CAO Report (*verbal*)

7.2 Request for Decision, Director's Quarterly Report

7.3 Request for Decision, Library Board Resignation

7.4 Request for Decision, Library Board Appointment

7.5 Request for Decision, Council Board/Committee Appointments

7.6 Request for Decision, Flag Policy 159.22

7.7 Request for Decision, Panorama/Parkwood Drive Intersection Upgrade Options

7.8 Request for Decision, Utility Rates

**8. Action Correspondence**

8.1 Newcomer Physicians and Nurses - Letter of Support

**9. Information**

9.1 Eagle Builders Centre Completion Report

9.2 FCSS Minutes – November 10, 2021

9.3 FCSS Minutes – December 9, 2021

9.4 City of Lacombe Council Highlights – January 10, 2022

9.5 Lacombe County Council Highlights – January 13, 2022

9.6 Recreation, Parks and Culture Board Minutes – December 12, 2021

9.7 Municipal Planning Commission Minutes – December 14, 2021

9.8 Canada 150 Mural

9.9 Award Magazine Feature – Eagle Builders Centre

**10. Round Table Discussion**

10.1 Mayor Jamie Hoover

10.2 Deputy Mayor Marina Appel

10.3 Councillor Brenda Dennis

10.4 Councillor Jim Sands

10.5 Councillor Rebecca Stendie

10.6 Councillor Laura Svab

**11. Adoption of Minutes**

11.1 Regular Council Meeting Minutes – January 11, 2022

11.2 Standing Committee Meeting Minutes – January 17, 2022

**12. Notices of Motion**

None



**Town of Blackfalds**  
**Regular Council Meeting**  
January 25, 2022 at 7:00 p.m.

**AGENDA**

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

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14. **Confidential**  
None

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15. **Adjournment** – Verbal

***Future Meetings/Events:***

- *Regular Council Meeting – February 8, 2022*



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
BUSINESS ARISING**

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**MEETING DATE:** January 11, 2022

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

**PRESENTED BY:** Myron Thompson, Chief Administrative Officer

**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 the Standing Committee of Council for their feedback at the November 15, 2021 Standing Committee Meeting followed by introduction of the consolidated Bylaw at the January 11, 2022 Regular Council Meeting. At the Regular Council Meeting, the Bylaw received first reading.

**007/22** Deputy Mayor Appel moved that Council give First Reading to Bylaw 1265.22, a Bylaw to regulate the proceedings and conduct of Council and Council Committee Meetings.

**CARRIED UNANIMOUSLY**

Two further changes have been made based on feedback from Council at the January 11 Council Meeting and are listed below.

**DISCUSSION:**

The following referenced section numbers below refer to the clean copy of Procedural Bylaw 1265.22.

In section 10, "the" has been changed to "any" and now reads:

10. A breach of any Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.

Section 112 has been moved up by two sections:

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



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
BUSINESS ARISING**

**FINANCIAL IMPLICATIONS:**

None.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council give Second Reading to Bylaw 1265.22, a Bylaw to regulate the proceedings and conduct of Council and Council Committee Meetings.
2. That Council give Third and Final Reading to Bylaw 1265.22, a Bylaw to regulate the proceedings and conduct of Council and Council Committee Meetings.

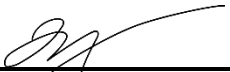
**ALTERNATIVES:**

- 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:**

  
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CAO Myron Thompson

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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 any 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. There shall be a maximum of three motions on the floor at a time, the main motion, and up to two amending motions.
113. 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.
114. 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.
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.

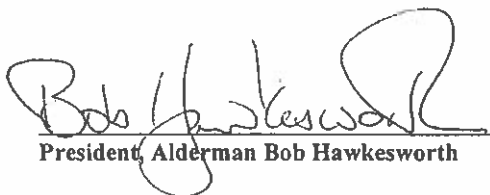
Members of this Council agree to uphold these guidelines and to govern actions accordingly.

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.

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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; 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.

## **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 ~~any~~~~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.

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.**
- ~~352.~~ 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.**
- ~~373.~~ The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
- ~~384.~~ Members must notify the CAO a minimum of ~~twenty-four~~ twenty-four hours prior to the meeting of their intention to participate electronically.
- ~~395.~~ The CAO may provide for the electronic participation of staff, including that of the CAO.

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

- ~~396.~~ 34. 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
  - ~~(b)(c)~~ Land Acknowledgement

- ~~(e)~~(d) Delegation
- ~~(d)~~(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.

~~51.~~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.

- 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;~~
- ~~e)b)~~ be placed on an agenda as either an Information item or Action Correspondence;
- ~~d)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.

~~61.58.~~ 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.

~~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.

~~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)~~ speaking 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

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.

~~91.90.~~ 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.

~~101.100.~~ 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.

~~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.

~~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.

~~409.108.~~ 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

~~109.~~ There shall be a maximum of three motions on the floor at a time, the main motion, and up to two amending motions.

110. 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.

~~111.~~ 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.

~~442.111.~~ 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.

~~443.112.~~ 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.

~~444.113.~~ A motion to postpone a matter is amendable and debatable.

~~445.114.~~ 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.

~~446.115.~~ A tabling motion allows a matter without debate to be set aside and brought back at a later date.

~~447.116.~~ A Motion to adjourn is not subject to debate and is voted on immediately.

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

~~448.117.~~ 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.

~~449.118.~~ No member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.

~~420.119.~~ 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).

~~424.120.~~ 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.

~~422.121.~~ After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

~~423.122.~~ 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.

123. 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.

124. 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.

125. 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.

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

127. 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**

128. 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.

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

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

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

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

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

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

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

136. 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.

137. 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.

138. 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;

139. 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.

140. 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.
141. 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.
142. Hard copies of all Bylaws and Policies will be maintained and will be provided as public information on the Town's official website.
143. 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.
144. Bylaws and policies will come into effect as soon as they are passed unless they contain a deferred date for implementation.
145. 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.
146. 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**

147. Standing Committee of Council is considered to be Committee of the Whole
148. The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.
149. Quorum of the Standing Committee of Council is a majority of Council Members.
150. 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\_\_1\*.

(RES. )



TOWN OF BLACKFALDS  
BYLAW 12~~57.21~~37.19

MAYOR ~~RICHARD POOLE~~JAMIE HOOVER

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

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_1<sup>\*</sup>.

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

MAYOR ~~RICHARD POOLE~~JAMIE HOOVER

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

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_1<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 DC - 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



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

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**MEETING DATE:** January 25<sup>th</sup>, 2022

**PREPARED BY:** Myron Thompson, CAO

**SUBJECT:** Directors Quarterly Report – 4<sup>th</sup> Quarter of 2021

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**BACKGROUND:**

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

**DISCUSSION:**

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

**FINANCIAL IMPLICATIONS:**

**NA**


**ADMINISTRATIVE RECOMMENDATION:**

1. That Council accept the Directors fourth quarter report for 2021 as information.

**Attachments:**

- *Department Director 4<sup>th</sup> Quarter 2021 Reports*

**Approvals:**

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



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4<sup>th</sup> Quarter of 2021**

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**MEETING DATE:** January 25, 2022

**PREPARED BY:** Sean Barnes, Director of Community Services

**SUBJECT:** Community Services Quarterly Report – October to December

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## **OVERVIEW**

The holiday season was very busy for the Community Services Department and despite the continued uncertainty of COVID-19, we ended 2021 on a high note, thanks to the help of our highly dedicated staff.

In November the Town announced the Abbey Centre would be implementing the Restriction Exemption Program, which allowed fitness programs, drop-in group activities and sports leagues to run.

Although the AHS restrictions hindered the Town from hosting the 15<sup>th</sup> Annual Light Up Blackfalds event, the light show at Tayles Park was still a success. A driving tour of lights around our community was introduced to help spread some holiday cheer!

Our natural ponds and outdoor rinks are very popular with the residents. Although the ice took a while to be put in due to the unusually warm weather, our Parks crew worked diligently when the weather was cold enough and were able to flood most of the ice surfaces before Christmas.

The Eagle Builders Centre construction ran into a few sets backs due to material & labor delays, which pushed the opening date to the middle of November. However, the arena opened its doors for the first Blackfalds Bulldogs game November 19<sup>th</sup>, 2021 and welcomed over 1,200 guests!

The Christmas Bureau was successful in supporting many Blackfalds families this year! 90 families received board games, gift certificates and a holiday food hamper, 33 seniors/singles received holiday treats and a food hamper, 222 children were supported with books and gifts, & \$31,267.35 dollars were raised!

## **PARKS AND FACILITIES OPERATIONS:**

### **OCTOBER**

- Parks staff (with support from Facilities staff too) worked on Light-Up Blackfalds setting up trees, displays, and lights around the Tayles Park.
- Bike Skills Park closed for the season.
- Arena 2 is operational.
- Community Gardens wrapped up after Thanksgiving weekend.

### **NOVEMBER**

- It's been difficult to work on outdoor skating spaces due to the warm weather.
-



## **TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 4<sup>th</sup> Quarter of 2021**

- 
- Light-up Blackfalds display started November 26.
  - Arena 1 is operational (with help from our cross-trained Parks staff).

### **DECEMBER**

- Pine Crescent ODR is open.
  - We haven't been able to get Willow Park open to date. Extreme cold, staff shortages, snow clearing, equipment break-down (water truck to work on Willow Park skating loop) and Christmas break has not helped the process.
- Centennial Pond and Riser Pond skating areas are open.
- CSD Staff supported the event set-up for the Apollo Clinic Grand Opening (Dec 3).

### **ONGOING FALL & WINTER TASKS**

- Parks rounds and playground inspections.
- Trail, sidewalk, and facility snow clearing.
- Ongoing maintenance and custodial at all facilities: Eagle Builders Centre, Abbey Centre, Protective Services, All-Star Park, Cemetery, FCSS, Lease Property (Food Bank), Civic/Cultural Centre, Operations Facility, Wadey Centre, and Community Centre.
- This has been an extremely tough quarter with staff shortages due to Covid. This has affected both the Parks and Facilities teams. I'm thankful for the staff that have worked extra shifts to keep our facilities clean and operating during this time.

### **ABBEY CENTRE OPERATIONS:**

#### **OCTOBER - DECEMBER**

- We once again started our track only pass option as of October 1<sup>st</sup> so people have a warm place to walk. The option is provided until May 1<sup>st</sup>.
- With new restrictions on September 20<sup>th</sup>, we were forced to postpone fitness programs, drop-in group activities and volleyball league.
  - That changed when we went to the Restrictions Exemption Program on November 15<sup>th</sup>.
- Hosted the Fall Market on October 16<sup>th</sup> & 17<sup>th</sup>, Badminton Alberta Yonex Junior Circuit on November 5<sup>th</sup> to 7<sup>th</sup> and the Christmas Market on December 4<sup>th</sup> & 5<sup>th</sup> in the Field House.
- Participated in the Big Brothers Big Sisters Festival of Wreaths and Blackfalds & District Chamber of Commerce Passport to Christmas.
- Offered arts and culture workshops for jam making, chocolate making, Whoville trees and cedar gnomes.
- Provided a Refer a Friend promotion for our child-minding program that continues until January 31<sup>st</sup>. Friends receive one complimentary hour of child minding, and the referring family gets entered into a draw for a \$100 gift card.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4<sup>th</sup> Quarter of 2021**

- 
- We sold 793 individual one-month memberships, 33 annual memberships, 54 punch passes and 2,652 day admissions. We had a total of **12,954** member visits at the Abbey Centre this quarter.
    - We currently have 294 annual members, 332 monthly members, 1,416 punch pass holders and 73 track-only punch pass holders.

**FCSS OPERATIONS:**

**OCTOBER**

- Cancelled Seniors Programming & Events includes 50+ Walking Club, 50+ Drop-In Skating, and monthly It's More Than a Movie events. Adult programming and events under the current public health restrictions cannot operate without the REP program.
- Board/Committee Appointments: In total 14 applications from Blackfalds citizens were brought to the Annual Organizational Meeting on October 26<sup>th</sup> and Council was able to appoint 13 applicants to at least one board, filling all vacancies
- Blackfalds Youth Crew Offered Mondays from 3:45 - 5:45pm for youth grades 4 -6 and Tuesdays from 5:00 - 7:00pm for youth grades 7 - 12. October 4&5 saw 21 youth in attendance, October 18&19 saw 15 youth in attendance, October 25&26 saw 23 youth in attendance and November 1&2 saw 22 youth in attendance. Youth participated in minute to win in challenges, popcorn & movie night, pumpkin carving and bingo.
- Child Safe Home Alone Safety was offered on October 18 with a full class of 15 youth in attendance.
- Inspiring Virtues (formally Grace Empowerment) programming began on October 13<sup>th</sup> with Youth with Grit. Course description - Defining what "grit" is (a combination of traits that help you bounce back from hard things, confidence, optimism, courage, motivation, and endurance) and why you need it. How to unleash your endless potential and become the person you want to be. 4 sessions for youth grades 5 - 9 with 7 youth in attendance.
- Cancelled Youth Programming includes Inspiring Virtues Mother & Daughter (Oct 23) and Mother & Son (Nov 6) Workshops, as under the current public health restrictions this workshop cannot operate without the REP program. Also canceled is Youth Night Out which was scheduled to take place on November 19<sup>th</sup>.
- Blackfalds Interagency Meeting November's Interagency Meeting took place online with 19 individuals from 14 different agencies in attendance.
- Food Bank Lunch Box Program continued support of the program through sending weekly sign-up emails to those accessing the program.
- Winter Coats for Kids:



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4<sup>th</sup> Quarter of 2021**

- 
- A total of 43 families and 121 kids were supported with winter coats.

**FCSS Manager Bornn continuing with a variety of initiatives:**

- In collaboration with Finance, created the draft 2022 FCSS Budget.
- Continued work with BDO on the Annual Reporting for FCSS.
- Continued involvement with EDO Johnson in the creation of a community incentive video.

**NOVEMBER**

- Blackfalds Youth Crew Offered Mondays from 3:45 - 5:45pm for youth grades 4 -6 and Tuesdays from 5:00 - 7:00pm for youth grades 7 - 12. November 1&2 saw 22 youth in attendance, November 8&9 saw 29 youth in attendance, November 15&16 saw 26 youth in attendance, November 22&23 saw 30 youth in attendance with 4 on the wait list for Mondays program, and November 29&30 saw 30 youth in attendance with 7 on the waitlist for Mondays program. Youth participated in bingo, field house activities at the Abbey Centre, ping pong and Nintendo switch tournament, hot chocolate taste testing and the making of winter/holiday themed ornaments.
- Child Safe Home Alone Safety was offered on November 17 with a full class of 16 youth in attendance due to a registration mix up.
- Inspiring Virtues (formally Grace Empowerment) started Rock It & Own It! Course on November 18<sup>th</sup>. This group focuses on defining confidence, realizing the power behind our thoughts, setting boundaries with assertive communication, mindfulness, and relaxation, moving out of the comfort zone and celebrating success and moving forward. 5 sessions for youth grades 4 - 8. Running at full capacity with 15 youth in attendance.
- Red Cross Babysitters Course took place Saturday November 27<sup>th</sup>, with 11 youth in attendance.
- Food Bank Lunch Box Program continued support of the program through sending weekly sign-up emails to those accessing the program. 186 children received chocolate advent calendars thanks to the TOB staff on November 30!
- Dessert Auction for the Winter Wear Fall Fundraiser:
  - The dessert auction finished at the end of November with a grand total of \$1970 raised!
- Coats for Kids:



## TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 4<sup>th</sup> Quarter of 2021

- 
- Coats for Kids wrapped up on November 15<sup>th</sup> and there was a total of 83 vouchers redeemed. Mountain Warehouse are excited to partner with us in the years to come. With their generous support we were able to save \$4000.
  - Family Violence Prevention Month:
    - November was proclaimed by Council as Family Violence prevention month. On November 2<sup>nd</sup> the Town of Blackfalds was a wave of purple to help raise awareness of family violence prevention. Red Silhouettes were put up in the FCSS Office as well as the Civic Center. Informational posters were hung at the Abbey Center to promote awareness and offer resources for anyone going through family violence.
  - Christmas Bureau:
    - Advertising on Country 95.5 and Zed 98.9 played throughout the month of November to promote the program as well as social media promotion. A booth was also set up at St. Gregory the Great Catholic School on November 28<sup>th</sup>.

### FCSS Manager Bornn continuing with a variety of initiatives:

- Working with Community Services Director Barnes with regards to the Food Bank renovations project. Met with multiple companies and toured the facility.
- FCSS hosted, in partnership with Central Alberta Victim & Witness Support Society, Safe & Sound Training by Brenda DeWaal on November 18<sup>th</sup>. IN PERSON! Over 50 attendees from around central Alberta joined us for a great training session with focus on personal safety, dealing with difficult people and resiliency and role modelling. It was an excellent session to attend as a first 'in person' session.

## DECEMBER

- Volunteer Recognition: 96 Christmas cards along with a gift card were mailed to each active Town of Blackfalds volunteer.
- Board and Committee Vacancies:
  - Recreation, Culture and Parks Board member and Policing Committee member resignations were presented at their December meetings.
  - Appointments were approved by Council at the December 14<sup>th</sup> meeting.
- Community Volunteer Income Tax Program: The Community Volunteer Income Tax Program (CVITP) is a collaboration between community organizations and the Canada Revenue Agency (CRA). The Town of Blackfalds is registered as a community organization offering the CVITP where volunteers file tax returns for eligible people. Volunteer Programmer will work with the Community Engagement Programmer and



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4<sup>th</sup> Quarter of 2021**

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volunteers who have expressed interest to ensure everyone has been approved as a registered volunteer prior to the tax season.

- 3 FCSS staff and 1 town resident have signed up as CVITP volunteers and currently awaiting approval from the CRA
  - Volunteer Programmer has connected with Town of Blackfalds volunteers who enquired about the program
  - Hopeful staff and volunteers are approved and receive training prior to this year's tax filing season
- Blackfalds Youth Crew - offered Mondays from 3:45 - 5:45pm for youth grades 4 -6 and Tuesdays from 5:00 - 7:00pm for youth grades 7 - 12. December 6&7 saw 27 youth in attendance & December 13&14 saw 29 youth in attendance, with 3 on the wait list for Mondays program. Youth participated in gingerbread house decorating and a holiday wrap up party with pizza & a holiday movie. BYC will resume on Monday January 10<sup>th</sup>.
- Inspiring Virtues (formally Grace Empowerment) - wrapped up Rock It & Own It ! This group focuses on defining confidence, realizing the power behind our thoughts, setting boundaries with assertive communication, mindfulness, and relaxation, moving out of the comfort zone and celebrating success and moving forward. Running at full capacity with 15 youth in attendance for youth grades 4 - 8. Unfortunately, the last session needed to be canceled due to the instructor being unable to make it into town due to road conditions.
- Food Bank Lunch Box Program continued support of the program through sending weekly sign-up emails to those accessing the program.
- Upcoming Programming - all FCSS youth programming January - March is scheduled with online registration open. All programming submitted to Marketing & Communications team for Program Guide, Web Page & Activity Calendar. Programming includes Blackfalds Youth Crew, Child Safe Canada Home Alone Safety, Inspiring Virtues courses & School Break Sessions (during February break)
- Christmas Bureau:
  - The Christmas Bureau was successful in supporting many Blackfalds families this year!
  - 90 families received board games, gift certificates and a holiday food hamper, 33 seniors/singles received holiday treats and a food hamper, 222 children were supported with books and gifts, & \$31,267.35 dollars were raised!
  - There was 74 volunteer hours from the Blackfalds Fire Department and Christmas Bureau Volunteers
  - 100 turkeys were donated and 25 hams!



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4<sup>th</sup> Quarter of 2021**

- 
- With the partnership of the Blackfalds Food Bank & Blackfalds Fire Department the 2021 Christmas Bureau was very successful!
  - Christmas Bureau Challenge:
    - A Christmas Bureau Challenge was set up within the Town of Blackfalds for employees as well as organizations in Blackfalds to bring in food and monetary donations for the Christmas Bureau.
    - The Town of Blackfalds Employees brought in 478 food items and raised \$140. The Town of Blackfalds Operations Facility won the challenge and were rewarded with coffee and donuts!
    - The community had 11 businesses participate in the Christmas Bureau Challenge and all together they brought in approximately 900 items of food and \$935 of cash and gift cards. The organizations were put into categories based on staff size, with the winners being: Blackfalds Chiropractor, Servus Credit Union, Kids 3 Daycare, and the Iron Ridge Elementary Campus. Prizes were pizza for the businesses and candy canes for the Elementary school.

FCSS Manager Bornn continuing with a variety of initiatives:

- FCSS Manager participated in a **Red Deer Polytechnic planning session** with their Board of Governors.
- Blackfalds Healthcare Professionals Attraction and Retention Committee planned and hosted the Apollo Health Centre Grand Opening on December 3<sup>rd</sup>.
- FCSS Manager attended the FCSSAA Virtual Annual Conference.

**ONGOING INITIATIVES**

- The FCSS Volunteer Newsletter
  - In October the newsletter was emailed to 219 contacts with the 'Open Rate' of 38%
  - In November the newsletter was emailed to 217 contacts with the 'Open Rate' of 54%
  - In December the newsletter was emailed to 225 contacts with the 'Open Rate' of 45%
- Vibrant Living 50+ Newsletter
  - In October the newsletter had an 'Open Rate' of 61%
  - In November the newsletter had an 'Open Rate' of 72%
  - In December the newsletter had an 'Open Rate' of 62%
- 2021 Volunteer Recap



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4<sup>th</sup> Quarter of 2021**

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- 1646 volunteer hours were recorded in 2021
- 151 volunteer positions were held by Blackfalds residents in support of Town/FCSS initiatives and events.
- Snow Angel Program: 17 households are being supported with 6 more on a waitlist for a screened volunteer to be matched with them.
  - Advertising campaign has begun to target youth 14 & older to volunteer and in return helping expand their resume, earn volunteer hours and giving them an opportunity to give back to the community
- Ongoing involvement with the Blackfalds Emergency Management Committee supporting the municipal pandemic response.
- Continued collaboration with the Lacombe Regional Emergency Management Plan to finalize the Emergency Social Services Plan.
- Ongoing Participation in Virtual partnerships:
  - Central Alberta Rural Communities Coalition: Members include representatives from Sylvan Lake, Eckville, Delburne, Elnora, Rimbey, Bentley, Lacombe, Blackfalds
  - FCSS Manager continued attendance at Regional Vision 4 Non-Violence Coalition / Impact quarterly meetings
  - Dow/MEGlobal Community Advisory Panel: continues to meet quarterly.
- Professional Development
  - Alberta Emergency Management Agency (AEMA) Emergency Social Services (ESS) Facility Management Course virtually on November 4.
  - ESS - Refresh/Recharge/Renew offered through Emergency Social Services Network of Alberta (ESSNA) & AEMA the mornings of November 16&17
  - Managing Children's Mental Health in Primary Care: Emotion Regulation and the Developing Brain online training through Healthy Minds Healthy Children Continuing Professional Development Program offered in partnership with AHS & the University of Calgary.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4th Quarter of 2021**

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**MEETING DATE:** January 25, 2022

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

**SUBJECT:** Infrastructure and Property Services Department—Quarterly Report

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**OVERVIEW**

- With the COVID Pandemic 4<sup>th</sup> wave of Omicron, there has been schedule, scope, cost, and quality limitations that the department continues to mitigate. We have had staff and contractor manpower limits along with supply limitations with this wave. We continue to monitor the pandemic and mitigate time and production impacts while minimizing costs. We continue to limit our exposures through revisions to the policies and practices of the department and town. With Committee and Council meetings going virtually, this also helps limit our contact to the new variants.
- In the last part of the 4<sup>th</sup> quarter, the Department suffered some HR limitations due to medical and planned leaves. For 2022, the department is short one full time clerk as well as our planning intern has left her position for a full-time position in Calgary. However, support from other departments and remaining staff will ensure that service levels are maintained.
- The 2022 budget process is almost complete, with the Operational Budget Workshop happening at the end of February. The existing major capital projects are ongoing into 2022 while the newly approved capital projects will be out for tender over the first quarter of 2022.
- Auditing and rectifying of 2021 department budgets and integrating new infrastructure into our books is complete.
- Review of the Communications Plan is ongoing, submission of the annual report information for 2021 is also now completed for the department.
- The Environmental Stewardship Strategy was approved by Council and will be used to guide future department and Town workplans.

**PUBLIC WORKS OPERATIONS:**

- All parking lot, crosswalks, curbs, and center line painting was completed before snowfall along with the pedestrian push button signals and fencing at the twin area along Broadway Avenue.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4th Quarter of 2021**

- Fall dust control applications to grid roads and maintenance of drainage routes around Town have been completed. The Town changed from a calcium-based application to an environmentally friendly tree resin-based material. Broadway Avenue Gravel section is good, and the wetland areas around this area have come down even more through the dry summer months.
- Public works has been focusing their efforts on snow removal and vehicle maintenance over the last couple of weeks. Snow removal has been completed to date as per the 2021 Snow policy update. The new Grader was received and is being used.
- Fall jetting and cleaning of the problem areas in the sanitary and storm lines in town was completed.
- The annual sidewalk repair and replacement program completed in October with a number of repairs throughout the community. This also included installation of a new segment of sidewalk in front of FasGas to improve pedestrian movement.
- Two new crosswalks were installed at Parkwood and Panorama, including signage installation and crosswalk paint.
- An updated draft Sidewalk Repair and Replacement Policy was brought forward to SCC on January 17, 2022. A final version of this policy will be brought forward to Council in February for approval.

**PLANNING AND DEVELOPMENT OPERATIONS:**

- The updated Land Use Bylaw is being reviewed and additional amendments have been identified by the Planning and Development Manager that are needed before the final Bylaw is ready for First Reading which will have implications on the timelines. As discussed with Council, the public engagement for this LUB was completed virtually through notifications and feedback along with an in-person open house for the developers and builders to attend. Moving forward, the fees and fines bylaw is also planned to come forward to coincide with the future public hearing for the LUB to be set by Council after the first reading. The first reading of the Bylaw is now planned to be in front of Council before the end of the first quarter of 2022.
- Commercial and general inquiries are ongoing, and detailed reviews for all applications are ongoing. Detailed reviews for MPC applications ongoing as well as review of Real Property Reports for Compliance Certificates.
- Enforcement focus on Community Standards Bylaw is ongoing.
- Annexation of the Soper Lands has started, the Manager and Director have met with the landowner and is finalizing the notification process, an in person the open house will be scheduled for an evening before the end of the first quarter of 2022, to be held in the Council chambers, date TBD.



## **TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 4th Quarter of 2021**

- Municipal Development Plan will be rescheduled later into 2022 based on priorities and human resources.
- Off-site Levies report review has started by our consultants, Stantec and public/Council consultation is planned to start in quarter 2 of 2022.
- Business Licensing (including taxis) and Animal Permits were set up for the new year and are currently being processed.
- The P&D Manager, Jolene, has been attending the Wolf Creek Public School Division, Boundary & Grade Configuration Advisory Committee. They will be looking to advertise for their first public virtual consultation on the grade and boundary review shortly. Further, the Highschool has provided us with the Issued for Approval Drawings.
- Three different area structure plans have been discussed over the last 3<sup>rd</sup> and 4<sup>th</sup> quarter, including;
  - The Good Acre draft ASP for the quarter section legally described as NW 36-39-27-W4M, immediately east of Greystone Ranch, has been submitted last week and is currently being reviewed by internal departments.
  - The Aspen Lakes West ASP amendment, which was necessary to accommodate the new Catholic elementary school, is expected to be submitted for review soon.
  - The Rolling Hills developer and their consultant has been in contact with the Director and Manager to express their interest in moving forward with the final phase of the development. An updated concept plan is expected to be submitted soon for review.
  - The Soper ASP, which has no previous revisions, has been discussed at a very high level at our last annexation meeting. With these ideas being implemented into the servicing and other high level planning of this future annexation.

### **CAPITAL UPDATE:**

- Phase 2a and Phase 3 of the Wetland, Trunk and Outfall system has been constructed by DB Bobcat. Phase 3, the county section, in this quarter, is completed. Winter construction on Phase 2A has started and is almost completed. Work continues into the winter as ground conditions allow east of the pond with Fortis moving the overhead power line soon.
- We have completed the NW Stormwater Masterplan Environmental Appeal Board mediation and hearing, we still await the Board's and Minister's decision, no new news since the last quarterly report.
- The Womacks / Gregg Street Road and Rail Improvements Project was going well with 90% of the roadway and parking lot structure along with parking lot



## **TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 4th Quarter of 2021**

lighting, curbs and sidewalks is completed on the west side of the rail line. Construction delays with Fortis and CP Rail crews have caused significant delays. Border worked to get the parking lot, Westwood, Stanley and the western portion of the Womacks extension in place. The eastern portion of the project to the tie in points on Gregg Street are delayed until spring of 2022 when CP Rail / Shaw complete their portion of the remaining work. The paved parking lots are working well for the EBC to date. The highway 2A intersection configuration options are presented tonight for consideration. The plaza project is a separate project planned to be completed in 2022.

- Duncan Avenue the Leung Road upgrades – Phase 1 construction is 95% completed. The pavement is all completed and the outstanding surface work and landscaping will occur in the spring of 2022.
- The Operations Centre water and wastewater serving was completed by Northside Construction in November and is working well so far. We have started using the wash bay in the building now for vehicle and equipment washing.
- 90% engineering review of the new McKay Ranch Lift Station is underway with Stantec, the tender and capital construction will be going out in 2022 for 2023 fall operation. This project will be located at the end of Eastpoint drive, north of the existing MacKay Mobile Park area. This Lift Station will service all future areas in the immediate area as well as serve as a cascading lift station for services east of the existing Cottonwood schools site.
- An RFP for a replacement skid steer was posted to APC in January, with a closing date in February 2022. This unit will replace an existing older unit that is past its useful life.

### **PROGRESS ON PROJECTS/PROGRAMS:**

- The department is in the process of compiling asset management information required as part of the FCM MAMP Grant approval submission requirements. We are pleased to report that all deliverables have been met on time in order to qualify for the grant funding. Submission deadline is January 31, 2022.
- Hydrovac and field investigation program for the cap assessment and Phase 2 ESA for the old landfill project was completed in November 2021. Anticipate the draft reports to be submitted in January.
- Fall Clean-up occurred October 12 – 15<sup>th</sup> and registration numbers were approximately the same as previous years. The yard waste program pick-up ended the last full week of October on the 29<sup>th</sup>.
- The implementation of the asset management module of the new Citywide PSD Asset Management software program is near completion. The Service Request system was completed in October and being used both internally and externally for any new requests.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4th Quarter of 2021**

- Implementation of a new Work Order module within the new Citywide Program is nearing completion for the Public Works, and Parks and Recreation departments.
- This implementation required extensive cross-departmental collaboration between Corporate Services, Community Services, and Infrastructure Services.
- This program will be piloted on Public Works department initially.
- The 2022 water, sewer and solid waste rates were reviewed and discussed at Council where the solid waste rates were increased while the recent direction from the standing committee of Council is to leave the 2022 water and sewer rates at the 2021 rates, representing a 0% rate increase for 2022.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4<sup>th</sup> Quarter of 2021**

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**MEETING DATE:** January 25, 2022  
**PREPARED BY:** Justin de Bresser, Director of Corporate Services  
**SUBJECT:** Directors Quarterly Report – 4<sup>th</sup> Quarter 2021

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**FINANCE**

- Budget Preparations continue; throughout the quarter we held budget meetings with each department, cost centre manager and director to review the operating budgets. Meetings with CAO Thompson and the Directors were held to establish the capital budgets. We compiled and reviewed the sections of the operating budget and prepared the document for print – enlisting support from reception. The draft budget binders were printed in and December and distributed to Council, CAO, Directors. The document will be reviewed with Council January 28-29 during the budget workshop. The Capital Plan was approved at the December 9, 2021 Regular Council Meeting.
- Prepared a 2022 Interim Budget to be in place for January 1, it was reviewed and approved by Council in December.
- The fiscal year-end is December 31, but year-end procedures have begun with the Auditors on site for testing on November 3. Prepared a year-end timeline with cut off dates for all accounting activities, including inventory, AR & AP. We have updated the caseware software and will continue the year end work as we have in prior years.
- Municipal Elections that were held on Oct 18, 2021, where Corporate Services worked closely with the Executive Assistant with the planning and preparations. There were 10 days advanced polls held starting October 1 continuing until Election Day. We utilized Corporate Services staff and hired 10 election staff to support the process. After the election there was reporting and finalizing results, we decided to conduct a recount due to the closeness of the Mayor contest. Then we began planning and preparing for a by-election that was held in January 2022.
- The Town benefits program changed providers effective December 1. Corporate Services Payroll Administrator was instrumental in implementing the change over from Sunlife Benefits to Group Source Benefits. Payroll communicated with staff with appropriate forms and followed up to make the process seamless with little disruptions.
- Training this quarter was virtual Questica – e-tutor sessions, to learn more about the software.
- Processing utilities, taxes, AP & AR was status quo throughout this period. However, in December preparations for the year-end close and the beginning of the new year have taken place. Each of the modules has unique processes to prepare the new fiscal year and to finalize the current year appropriately. There was good attention and follow up in each of the accounting modules, Dalyce in payroll, Maralee in accounts payable, Coralee in accounts receivable, Tracey property taxes, and Jessica with utility accounts.

## IT

- Town server room maintenance- (Civic, Ops, Abbey, EBC, FCSS) installed wall mount server racks, data cable management and upgrading IT hardware where required.
- Security updates – Updated the transfer site with Strobe/Motion & Sirens and upgraded the abbey center controller for the fob system
- Created a secure VPN connection for staff and vendor's access.
- Updated all the town computers to the most recent Windows 10 version update.
- Installed a new backup system for the backups to run daily, weekly & monthly onsite and offsite.
- Eagle Builders Centre – worked with contactors to complete server rooms and IT infrastructure throughout the facility. Provided support to Bulldogs for temp internet and working with SHAW on a managed public Wi-Fi proposal
- FOB & Key Inventory- Continuing to keep the fob access up to date and transitioned our key inventory into the fob system for tracking.
- Diamond GP upgrade- Installed & updated a new virtual server for the GP2018 upgrade
- Exchange licensing – adjusted our exchange licenses to current standards with no overlap of licensing to save licenses and costs.
- Purchased new computer for town Scada system
- Archiving data- The town has a substantial amount of data on the servers and to help our onsite and offsite daily backups run more efficiently, we archived our files that are older than Dec 31, 2019 (Going by Date last modified/edited/saved)
- Assisted the Marketing department in the transition from blackfalds.com to blackfalds.ca
- Purchased two new MFP units for the Abbey Centre & Operations building.
- Active directory maintenance & cleanup – removal of old employees, computers & security groups.
- Installation of server racks, switches, and cabling cleanup in server rooms
- Providing staff remote VPN access when required with remote support

## Support tickets

- The IT department closed 124 support tickets from October 1st to December 31<sup>st</sup> in the following areas: HRISMYWAY, diamond GP, email issues, spam, iPad, tablets, phones, VPN setup, server access, printers, Internet, moneris connectivity, dymo labelers, distribution lists, new employee setup, pdf issues, assist staff who are working from home, staff name changes, password policy, staffing changes, voicemail access, review snap, security cameras, questica, file recovery, QR code setup, monitor installs, fitness equipment internet issues, fob changes, user logins, network configurations, computer issues and error messages.



**TOWN OF BLACKFALDS  
DIRECTOR QUARTERLY REPORT  
4<sup>th</sup> Quarter of 2021**

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## **FOIP & RECORDS MANAGEMENT**

In the 4th quarter of 2021, FOIP & Records Management completed the following:

- Participated in 12 webinars for records and information management/access and privacy
- Attended ARMA Edmonton AGM (virtual)
- Completed and submitted OIPC Report for one privacy breach
- Completed annual performance review
- Met with IT Manager to review performance appraisal
- Met with Infrastructure Services Manager for training (Citizen Request Portal)
- Met with IT Manager and Technician to review IT portion of file plan
- Completed first draft of functional file plan
- Met with CAO and Director, Corporate Services to discuss retention periods vs. Limitations Act
- Revised file plan based on feedback from CAO (Limitations Act)
- Met with Infrastructure & Property Services to assess potential additions to file plan
- Records room organization (inventoried, boxed and labeled 115 boxes of physical records)
- Inventoried 154 physical files and applied against file plan (to assess file plan accuracy and determine readiness for destruction)

## **MARKETING AND COMMUNICATIONS**

### **OCTOBER 2021**

#### **Projects**

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- |                              |                                 |
|------------------------------|---------------------------------|
| • Christmas Desktop Calendar | • Economic Development Strategy |
| • Election 2021              | • Service Request Marketing     |
| • Halloween Safety           | • Communications Plan           |

#### **Social Media Promotions**

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- |  |                              |
|--|------------------------------|
| • Perfect Mind Abbey Registration System | • Fire Department Open House |
| • Jim Hurley Free Skate                  | • C'Amped kids day camps     |
| • Advance voting dates                   | • Throwback Thursday         |
| • Fire Prevention week                   | • Fall Clean-up              |
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**TOWN OF BLACKFALDS**  
**DIRECTOR QUARTERLY REPORT**  
**4<sup>th</sup> Quarter of 2021**

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|--|--|
| <ul style="list-style-type: none"><li>• Chamber of Commerce Municipal Forum</li><li>• Programs: Child Safe Home Alone, Safe &amp; Sound training, 50+ Drop-In, It's more than just a movie, Dip, Drizzle &amp; Decorate – Cancelled/postponed</li><li>• Broadway/Womacks Rd closure water main break</li><li>• Tax time</li><li>• Thanksgiving greetings and office closure/holiday hours</li><li>• Municipal election Oct. 18</li><li>• Abbey \$2 track only option</li><li>• 2021 Business of the Year Awards Voting/finalists/winners</li><li>• Auto-renew Abbey Centre monthly memberships</li><li>• RV Dump station closed for season Oct. 18</li></ul> | <ul style="list-style-type: none"><li>• Small Business Week</li><li>• Election results</li><li>• Monster Bash – cancelled</li><li>• Halloween costume contest photo entries</li><li>• Yard Waste collection until Oct. 29</li><li>• Snow Angels</li><li>• Broadway/Womacks intersection closed for paving</li><li>• Councillor-elect resignation</li><li>• Winter warmth cake auction fundraiser</li><li>• Halloween safety tips</li><li>• Blackfalds Fall Market</li><li>• Council Meetings</li><li>• Live-stream swearing-in ceremony</li><li>• Talk of the Town</li><li>• Fortis planned power outage</li></ul> |
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**Events**

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|---|---|
| <ul style="list-style-type: none"><li>• Jim Hurley Free Skate</li><li>• PD Day Drop In</li><li>• Blackfalds Fall Market</li></ul> | <ul style="list-style-type: none"><li>• Election</li><li>• Blackfalds Culture Days</li><li>• Truth &amp; Reconciliation</li></ul> |
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**Design Requests**

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|--|---|
| <ul style="list-style-type: none"><li>• Snow Angel Campaign</li><li>• Small Business Week</li><li>• Blackfalds Culture Days</li><li>• Waste Recycling Carts Usage brochure</li></ul> | <ul style="list-style-type: none"><li>• Halloween Safety poster</li><li>• Monster Bash promo</li><li>• Youth with Grit poster</li><li>• Economic Development Strategy</li></ul> |
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**Website Updates**

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|---|---|
| <ul style="list-style-type: none"><li>• Municipal Election pages</li><li>• Program Calendar</li></ul> | <ul style="list-style-type: none"><li>• Home page slider</li><li>• Business Directory</li></ul> |
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## TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 4<sup>th</sup> Quarter of 2021

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|--|--|
| <ul style="list-style-type: none"><li>• Council Meetings (EA)</li><li>• Permits / Dev Permit Comparison</li><li>• Coronavirus page</li><li>• Road Status/Street Maintenance</li><li>• Support Local</li><li>• Proposed Development Notices</li><li>• Request for Proposals</li><li>• Development Design Guidelines Standards</li></ul> | <ul style="list-style-type: none"><li>• Mayor &amp; Council page</li><li>• Mayor's Blog</li><li>• Volunteer Programs &amp; Services</li><li>• Cheemo Club</li><li>• Vibrant Living 50+ Programs</li><li>• Youth Programs</li><li>• Abbey Centre sponsors</li></ul> |
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### Blogs

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- Mayors Blog – Update user credentials, review and edit where applicable

### Media Releases

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- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Unofficial Election Results</li><li>• Environmental Stewardship Strategy Council approval</li></ul> | <ul style="list-style-type: none"><li>• New Council Sworn in</li></ul> |
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### Newsletters

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|---|--|
| <ul style="list-style-type: none"><li>• Abbey Centre</li><li>• Talk of the Town – Review/Edit Councillor's Corner</li></ul> | <ul style="list-style-type: none"><li>• Volunteer – review and edit where applicable</li></ul> |
|---|--|

### Photo and other Media Requests

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|--|--|
| <ul style="list-style-type: none"><li>• Eagle Builders Tour</li><li>• Council Headshots</li><li>• Council Swearing-in Ceremony</li></ul> | <ul style="list-style-type: none"><li>• Halloween staff pics</li><li>• Waste &amp; Recycle Carts</li></ul> |
|--|--|

### Administration

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- Credit Card reconciliation

### NOV 2021

### Projects

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- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Christmas Lights Tour</li><li>• Light Up Blackfalds</li></ul> | <ul style="list-style-type: none"><li>• Winter Warmth Fall Fundraiser</li><li>• Christmas Bureau</li></ul> |
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**TOWN OF BLACKFALDS**  
**DIRECTOR QUARTERLY REPORT**  
**4<sup>th</sup> Quarter of 2021**

- Communications Plan

- Economic Development newsletter

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**Social Media Promotions**

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- Christmas Bureau
- Business Christmas challenge
- Remembrance Day Cancelled
- Winners of Monster Bash photo contest
- Passport to Christmas
- Festival of Wreaths
- Programs: Red Cross babysitters, Rock It & Own it, Registered & Drop-in, Strollercize (cancelled)
- Online Winter Warmth Fall Fundraiser
- Fitness Orientations/Personal Training
- Icemaking time-lapse at EBC
- Family Violence Prevention Month Proclamation
- REP Program at municipal facilities
- Remembrance day closure/holiday hours

- Blackfalds Bulldogs First home game at EBC Nov. 19
- By-election
- Light Up Blackfalds / Christmas Lights Tour
- Snacks with Santa
- Library temporary closure/moving into EBC
- BOLT survey
- Snow Angels
- Residential snow clearing
- Apollo Health Centre Grand Opening
- Local ponds not ready yet
- Blackfalds Christmas market
- Throwback Thursdays
- Daylight Savings
- Talk of the Town
- Job Postings
- Council Meetings

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**Events**

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- Snacks with Santa
- Remembrance Day Cancelled
- Jim Hurley Free Skate
- PD Day Drop In
- Blackfalds Christmas Market
- Light Up Blackfalds Christmas Tour
- Santa Run (Fire Dept)

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**Design Requests**

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- Adult Fitness Poster
  - Cheemo Club Activities
-



**TOWN OF BLACKFALDS**  
**DIRECTOR QUARTERLY REPORT**  
**4<sup>th</sup> Quarter of 2021**

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- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Christmas Light Tour</li><li>• Light Up Blackfalds</li><li>• Programs: Rock It &amp; Own It, Youth Night Out</li></ul> | <ul style="list-style-type: none"><li>• Snow Agnel brochure</li><li>• Winter Warmth Fall Fundraiser</li><li>• Christmas Bureau</li><li>• Ec Dev Newsletter</li></ul> |
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**Website Updates**

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|--|--|
| <ul style="list-style-type: none"><li>• Programs Calendar - cancelled</li><li>• Waste &amp; Recycling Schedule</li><li>• Support Programs &amp; Services</li><li>• Council Meetings (EA)</li><li>• Permits / Dev Permit Comparison</li><li>• Coronavirus page</li><li>• Road Status/Street Maintenance</li></ul> | <ul style="list-style-type: none"><li>• Proposed Development Notices</li><li>• Home Page banner</li><li>• Events Calendar</li><li>• Photo gallery – EBC, Veterans monument</li><li>• By-Election pages</li></ul> |
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**Blogs**

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

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**Media Releases**

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- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Blackfalds Business Christmas Challenge</li><li>• Town implementing REP</li></ul> | <ul style="list-style-type: none"><li>• By-Election Jan 2022</li><li>• Councillor Resignation</li><li>• Apollo Health Clinic Grand Opening</li></ul> |
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**Newsletters**

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- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Abbey Centre</li><li>• Talk of the Town – Review/Edit Councillor's Corner</li></ul> | <ul style="list-style-type: none"><li>• Volunteer – review and edit where applicable</li><li>• Economic Development</li></ul> |
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**Photo and other Media Requests**

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- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Arena Ice making progress</li><li>• Construction progress/Road closures</li><li>• Light Up Blackfalds</li></ul> | <ul style="list-style-type: none"><li>• Snacks with Santa</li><li>• EBC Lettering</li><li>• Setting up the park (LUB)</li></ul> |
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## **LED signs**

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- Library Info
- Council meetings

## **Administration**

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- Credit Card reconciliation
- Budget review

## **DEC 2021**

### **Projects**

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- Staff Christmas Party
- Town Org Chart (HR)

### **Social Media Promotions**

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- Blackfalds Christmas Market
- Library Temporary closure/library moving
- Programs: Hula Hoop
- Free salt available
- Nomination Day – By-election
- Fire Dept Santa Run
- Charity Check Stop
- Office closure for Christmas party
- Snow Angel
- Outdoor rinks / ponds not safe for use
- Centennial Pond ready Dec. 14
- Give Abbey Gift card
- Passport to Christmas deadline
- Child minding
- Do not drink and drive
- New Year's Eve Free Skate (cancelled)
- Interim Budget
- Program Registration for Jan.
- Christmas greeting/holiday closures & hours.
- Renew animal licenses Jan.
- Talk of the Town
- Throwback Thursdays
- Council Meetings
- Job Postings

### **Events**

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- Jim Hurley Free Skate
  - PD Day Drop In
  - New Year's Eve Skate (cancelled)
  - Virtual CP Holiday Train
  - Light Up Blackfalds Christmas Tour
  - Santa Run (Fire Dept)
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**Design Requests**

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- EBC brochure
- New Year's Eve family skate poster
- EBC Floor plans
- HR web page
- Org Chart
- Overflow Parking Signs
- Town Christmas Card

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**Website Updates**

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- Covid-19 updates
- Events calendar
- Home page slider
- Snow removal schedule
- Planning & Development documents
- By-Election pages
- Bylaws & Policies page
- Facility & Room Rentals
- Request for Proposals
- Council Meetings (EA)
- Programs Calendar
- Business Directory
- Public Library page
- HR page to include benefits, perks, staff development

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**Blogs**

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

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**Media Releases**

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- Interim Budget Approved
- Aspen Lakes West site for new Catholic Elementary school

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**Newsletters**

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

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**Photo and other Media Requests**

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- Apollo Health Centre Grand Opening
  - Library & Arena
  - Child minding
  - Pickleball
  - Walking Club 50+
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## LED Signs

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- Council Meetings
- Election 2021



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

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**Administration**

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- Credit Card Reconciliation



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

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**MEETING DATE:** January 25, 2022

**PREPARED BY:** Myron Thompson, CAO

**SUBJECT:** Municipal Library Board – Member Resignation

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**BACKGROUND:**

At the November 2<sup>nd</sup>, 2021 Municipal Library Board Meeting, notice was received from Pamela Handford that she wishes resign her member-at-large position effective November 2<sup>nd</sup>, 2021. The Libraries Act, RSA cL-12 states that the Board shall consist of not fewer than five and not more than ten members appointed by Council, with not more than two members of Council.

**MOTION L70-21**

Moved by Ray Olfert to accept Pamela Handord's resignation from the library board, with regrets.

***CARRIED UNANIMOUSLY***

**DISCUSSION:**

With this resignation, there is one member-at-large vacancy on the Municipal Library Board. There is a volunteer candidate ready to fill this position after Council accepts the resignation.

**FINANCIAL IMPLICATIONS:**

None.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council move to formally accept the resignation of Pamela Handford from the Municipal Library Board effective immediately, with regrets.

**Attachments:**

- *Municipal Library Board Minutes – November 2, 2021*
- *Municipal Library Board Bylaw 1224/18*

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

**Approvals:**

CAO Myron Thompson

**Blackfalds Library Board Meeting Minutes  
November 2, 2021**

**1. Meeting was called to order** at 6:42 p.m. by Chair Glyn Evans

Present: Ray Olfert, Glyn Evans, Glenda Brown, Vincent Wolfe, Laura Svab, Kristel Leeks, Caitlin Ranger & Marjorie Tyess

Absent:

Regrets: Pamela Handford

Staff: Carley Binder

**2. Organizational Meeting**

- Vote for Chair: Glyn Evans: took over meeting
- Vote for Vice-Chair: Glenda Brown
- Vote for Secretary: Caitlin Ranger

Bank Signers - Remove Tanya Wilson from signing authority and add Glyn Evans, Ray Olfert and Glenda Brown.

**MOTION L63-21**

Vince Wolfe motioned to accept the organizational changes and signing authority for the library. C.U.

**3. Acceptance of the Agenda**

**MOTION L64-21**

Moved by Vince Wolfe to accept the agenda. **C.U.**

**4. Acceptance of the minutes from the last meeting August 2021:**

**MOTION 65-21**

Moved by Laura Svab to accept the October 2021 minutes. **C.U.**

**5. Business from Last Meeting:**

- Library COVID-19 – Masks mandatory, new hire, Carly Heffner started Nov. 1, we will start our regular hours January 2022. One more p/t position to hire. November & December will be training and moving.
- New Library – revised moving date is November 19 for shelving installation. Movers for Nov. 25 or 26. Library will be closed Nov. 19 – Dec. 1 or 2– tentative. New furnishings for the library are in storage and will be delivered for Nov. 19
- Emergency Planning & Resiliency Committee- No update – pending until the Town of Blackfalds has their plan ready. Town is waiting until the new building is ready.
- Revised Budget 2022 – Received a phone call from RSM that their fees will increase for their Accounting & Notice to Reader. Approx. \$3,000. It was discussed that we can search for a new company and compare costs. Discussion about adding in funds for staff benefits in 2023 to help with staff retention. Administration will include this in the 2023 budget.

#### **MOTION L66-21**

Moved by Ray Olfert to accept the revised increase for Accounting services for 2022. **C.U.**

#### **MOTION L67-21**

Moved by Vince Wolfe to table until May, collecting quotes from potential Accounting firms for their services. **C.U.**

#### **6. Board Basic Workshop: No Updates**

#### **7. New Business:**

- **Acceptance of Income Statement and Budget Update**

#### **MOTION L68-21**

Moved by Ray Olfert to accept the financial information as presented. **CU.**

- **Stats – September 2021**

#### **MOTION L69-21**

Moved by Ray Olfert to accept the September 2021 stats as information. **CU.**

- **Resignation** – Pamela Handford submitted her resignation from the board effective Nov. 2, 2021

#### **MOTION L70-21**

Moved by Ray Olfert to accept Pamela Handord's resignation from the library board, with regrets. **C.U.**

#### **8. Librarians Report: Information: verbal**

#### **9. Policies** – Review policy manual 6 – Human Resource – Table to review at January 2022 meeting.

#### **MOTION L71-21**

Moved by Ray Olfert to accept Policy 5 as amended. **C.U.**

#### **10. Plan of Service** – No updates

#### **11. Adjournment:** Adjourned at 7:19 P.M.

**Next Regular Board Meeting: Tuesday December 7, 2021 at 6:30 pm**

Regrets:



**TOWN OF BLACKFALDS  
BYLAW 1224/18**

---

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO  
PROVIDE FOR THE ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD.**

---

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000 Chapter M-26, and amendments thereto, for the purpose of the establishment of a Municipal Library Board.

AND WHEREAS, pursuant to the Province of Alberta Libraries Act RSA 2000 Chapter L-11 and the Libraries Regulation, and any amendments thereto.

NOW THEREFORE, with the authority under the MGA, the Alberta Libraries Act and Library Regulation, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts as follows:

**PART 1 – TITLE**

- 1 That this Bylaw shall be cited as the Town of Blackfalds “Municipal Library Board” Bylaw.

**PART 2 - Purpose**

- 2 That there shall be established a Municipal Library Board for the Town of Blackfalds.
- 3 That, on being established, the Municipal Library Board is a corporation under the Libraries Act and Library Regulations, and shall operate in accordance with the Libraries Act and applicable Regulations.
- 4 That the policies and bylaws of the Municipal Library Board shall be governed in accordance with the Libraries Act and Libraries Regulations, and any amendments thereto.
- 5 That the Municipal Library Board may, through the Town’s Volunteer Programmer, review new member applications, and make recommendations to Council for appointment where board vacancies exist, in accordance with Part 1 of the Libraries Act.
- 6 That the Municipal Library Board Role is to:
  - 6.1 Establish the purpose, the vision and mission and operational policies of the Municipal Library; and,
  - 6.2 Plan for the future and set the rate of progress towards achievement of the library’s purpose through goals and objectives, by ensuring there are sufficient funds to achieve the budget, and by overseeing the budget and funding allocations, all in accordance with the Libraries Act and Regulation.
  - 6.3 Make complete annual reports to the Town of Blackfalds Council and other reports from time to time, as requested.
- 7 That the role of Appointed Council to the Board is to:
  - 7.1 Be active voting members.
  - 7.2 Act as liaison between the Board and Council.

**PART 4 - RESCIND**

- 8 That Bylaws 701/91, 832/98, 870/00 and 873/00 are hereby repealed upon this Bylaw coming into effect.

**PART 5 - DATE OF FORCE**

- 9 This Bylaw shall take effect on the date of the final passing thereof.

READ for the first time this 12<sup>th</sup> day of JUNE, A.D. 2018

(RES. 156/18)

  
\_\_\_\_\_  
MAYOR RICHARD POOLE

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



TOWN OF BLACKFALDS  
BYLAW 1224/18

READ for the second time this 26<sup>th</sup> day of JUNE, A.D. 2018

(RES. 171/18)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

READ for the third and final time this 26<sup>th</sup> day of JUNE, A.D. 2018

(RES. 172/18)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

Attachments:

1. Alberta Libraries Act
2. Alberta Library Regulation



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

---

**MEETING DATE:** January 25, 2022

**PREPARED BY:** Sue Bornn, FCSS Manager

**PRESENTED BY:** Myron Thompson, CAO

**SUBJECT:** Library Board Appointment of Member-at-large – Richard Poole

---

**BACKGROUND:**

The Municipal Library Board currently has one (1) vacancy for a citizen, due to a recent resignation. The Board has seven (7) citizen appointments and two (2) Council appointments.

The Libraries Act, RSA cL-12 states that the Board shall consist of not fewer than five (5) and not more than ten (10) members appointed by Council, with not more than two (2) members of Council.

**DISCUSSION:**

Last month Richard Poole reached out to the Volunteer Programmer regarding his application he had submitted to sit on a town board/committee and enquired if there were current vacancies.

As a result of the recent resignations, the Volunteer Programmer has reached out to Richard Poole, and he has expressed interest in filling the Municipal Library Board vacancy.

If a Council appointment is made, this position would fill the Board as outlined in the Libraries Act.

**FINANCIAL IMPLICATIONS:**

None

**ADMINISTRATIVE RECOMMENDATION:**

- 1) That Council move to appoint Richard Poole as a member-at-large to the Municipal Library Board for a three-year term effective immediately and ending October 31, 2024.

**ALTERNATIVES:**

- A) That Council does not approve the appointment as presented.
- B) That Council send this item back to Administration for further review.



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

---

**Attachments:**

- *Municipal Library Board Bylaw 1224/18*
- *Board Appointment Volunteer Worksheet – sent via confidential mail*

**Approvals:**

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

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



**TOWN OF BLACKFALDS  
BYLAW 1224/18**

---

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO  
PROVIDE FOR THE ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD.**

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AND WHEREAS, pursuant to the Province of Alberta Libraries Act RSA 2000 Chapter L-11 and the Libraries Regulation, and any amendments thereto.

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- 5 That the Municipal Library Board may, through the Town’s Volunteer Programmer, review new member applications, and make recommendations to Council for appointment where board vacancies exist, in accordance with Part 1 of the Libraries Act.
- 6 That the Municipal Library Board Role is to:
  - 6.1 Establish the purpose, the vision and mission and operational policies of the Municipal Library; and,
  - 6.2 Plan for the future and set the rate of progress towards achievement of the library’s purpose through goals and objectives, by ensuring there are sufficient funds to achieve the budget, and by overseeing the budget and funding allocations, all in accordance with the Libraries Act and Regulation.
  - 6.3 Make complete annual reports to the Town of Blackfalds Council and other reports from time to time, as requested.
- 7 That the role of Appointed Council to the Board is to:
  - 7.1 Be active voting members.
  - 7.2 Act as liaison between the Board and Council.

**PART 4 - RESCIND**

- 8 That Bylaws 701/91, 832/98, 870/00 and 873/00 are hereby repealed upon this Bylaw coming into effect.

**PART 5 - DATE OF FORCE**

- 9 This Bylaw shall take effect on the date of the final passing thereof.

READ for the first time this 12<sup>th</sup> day of JUNE, A.D. 2018

(RES. 156/18)

  
\_\_\_\_\_  
MAYOR RICHARD POOLE

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



TOWN OF BLACKFALDS  
BYLAW 1224/18

READ for the second time this 26<sup>th</sup> day of JUNE, A.D. 2018

(RES. 171/18)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

READ for the third and final time this 26<sup>th</sup> day of JUNE, A.D. 2018

(RES. 172/18)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

Attachments:

1. Alberta Libraries Act
2. Alberta Library Regulation



## TOWN OF BLACKFALDS ORGANIZATIONAL MEETING REQUEST FOR DECISION

---

**MEETING DATE:** January 25, 2022

**PREPARED BY:** Myron Thompson, CAO

**SUBJECT:** Internal and External Boards and Committees –  
Appointment of Council Member

---

### BACKGROUND

Annually at the Organizational Meeting, Council appoints members of Council to the various Town boards, committees and external boards and committees. These appointments are made in accordance with each Board/Committee Bylaw or Terms of Reference. With new Councillor Edna Coulter being elected in the January 10, 2022 by-election, she will need to be appointed to internal and external boards and committees.

### DISCUSSION:

Both the internal and external boards and committees' spreadsheet with the current appointments are attached for Council's reference. A brief description for each internal and external board and committee is attached for Council's review.

Administration requests that Council appoint Councillor Coulter to external and internal boards and committees. There are currently vacancies on the Municipal Library Board, 55+ Housing Committee, and alternate positions for the Blackfalds School Parent Council – Iron Ridge Intermediate Campus, St. Gregory the Great Catholic School Parent Council, Central Alberta Regional Trails Society, Blackfalds Health Practitioners Attraction and Retention Committee, and Red Deer River Municipal Users Group. Council is also able to reassign their current appointments for Councillor Coulter to join boards and committees that already have designated Councillors.

### ADMINISTRATIVE RECOMMENDATION:

That Councillor Edna Coulter be appointed to internal and external Boards and Committees.


### ALTERNATIVES:

1. That Council refer this item back to Administration for further information.

### ATTACHMENTS:

- *Council Board and Committee Appointments Spreadsheet*
- *Internal Board and Committees Information Sheet*
- *External Boards and Committees Information Sheet*
- *Council Board and Committee Policy 147.20*

**Approvals:**

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



## 2021-2022 Organizational Chart

as of December 21, 2021

[illegible][illegible][illegible]



## EXTERNAL BOARD AND COMMITTEE INFORMATION

Appointed Council representatives are expected to act as a liaison between their respective Board or Committee and Council.

### **Lacombe Foundation** 1 Councillor, 1 alternate

The Lacombe Foundation meets approximately five times a year on the fourth Monday at 1:00 pm and the Lacombe Foundation Office.

The Foundation determines the direction of the delivery of seniors housing in accordance with the Alberta Housing Act, as well as the management of housing assets including seniors and affordable housing units. The Foundation is composed of elected officials from the member municipalities including Alix, Bentley, Blackfalds, Clive, Eckville, Lacombe and Lacombe County. All members are active voting members.

### **Inter-municipal Development Plan Board (IDP)** Mayor + 2 Councillors and an alternate

The Inter-municipal Development Plan Board meets as required at alternating locations of the municipal partners.

The Board was established to:

- monitor matters of mutual interest and concern, including the implementation and on-going review of the Blackfalds-Lacombe County Inter-municipal plan;
- to consider disputes raised regarding a statutory plan approval and amendments, including matters related to the administration and implementation of the Inter-municipal Development Plan, Land Use Bylaw approvals and amendments, subdivision approvals, and development permit approval which has or may have a detrimental effect on the other municipality.

The Board is composed of three members from each Council, including the Mayor and Reeve, of the Town of Blackfalds and Lacombe County.

### **Inter-municipal Collaboration Committee (ICF)**

The Inter-municipal Collaboration (ICF) Committee shall meet at least once every three years, or sooner if determined by the Party's CAO's, to review the terms and conditions of the agreement.

The ICF Committee is established to

- develop and maintain the ICF Agreement and the Sub-Agreements that flow from it to facilitate the commitment of the Town of Blackfalds and Lacombe County to work collaboratively to jointly provide facilities and deliver services and programs for the benefit of both Parties and to plan for the future.
- Ensure a solid framework exists that determines equitable funding arrangements for intermunicipal services that benefit the residents of both municipalities

The Committee is to be composed of two appointed and one alternate elected official, and the Chief Administrative Officer or designate of each Signatory. Quorum shall be four members consisting of one elected official and the CAO or designate from each Signatory.



## EXTERNAL BOARD AND COMMITTEE INFORMATION

### **Blackfalds Chamber of Commerce**

1 Councillor, 1 alternate

The Blackfalds Chamber of Commerce meets the first Thursday of each month at 7:00 pm in the Town Office.

The Chamber represents the business community by providing services, benefits and leadership for positive growth. The Board is composed of member at large members elected by the membership. The Board also includes one member appointed by Town Council. All members are active voting members.

### **Central Alberta Economic Partnership**

1 Councillor, 1 alternate

The Central Alberta Economic Partnership meets three times a year, with the date, time and location determined by the group.

This partnership represents member communities to advance sustainable regional economic development by working together, with one vision to collectively move the region forward to stimulate the economy, both locally and regionally. All members are active voting members.

### **Parkland Regional Library (PRL) System**

1 Councillor, 1 alternate

The Parkland Regional Library System meets four times a year at the PRL Office in Lacombe.

The purpose of this group is to establish, foster, and maintain good relations with all libraries and government departments in the province for the provision of library service, and to cooperate with any library, regional system, or government department to improve library service. Members of the Board are appointed by the member municipalities and all members are active voting members.

### **Blackfalds School Parent Council**

- IREC 1 Councillor, 1 alternate
- IRIC 1 Councillor, 1 alternate
- IRJC 1 Councillor, 1 alternate
- St.Gregory 1 Councillor, 1 alternate

Meeting dates, times and locations vary for each Council.

The purpose of the Parent Councils is to establish, foster, and maintain good relations within all local schools and Parent Councils for the provision of educational programming. Members of the Parent Councils are appointed by each school.

### **Central Alberta Regional Trails Society**

1 Councillor, 1 alternate



## EXTERNAL BOARD AND COMMITTEE INFORMATION

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The Central Alberta Regional Trails Society meets every two months (except July and August) at various locations of the members.

The purpose of the Society is to identify the issues, concerns, support, and ideas regarding the designation and development of recreational trail linkages in rural Central Alberta.

### **North Red Deer River Water Commission (NRDRWC)**

1 Councillor, 1 alternate

North Red Deer River Water Commission meets approximately four times a year at the Lacombe City Hall.

The purpose of the Commission is to supply water services to all the member municipalities who are members of the Commission, including the Town of Blackfalds, City of Lacombe, Town of Ponoka, Ponoka County and Lacombe County. All members are active voting members.

### **North Red Deer Regional Wastewater Services Commission**

1 Councillor, 1 alternate

The North Red Deer Regional Wastewater Services Commission meetings are usually coordinated with the NRDRWC meetings.

The Commission is authorized to provide and operate a wastewater supply system for the participating municipalities.

### **Lacombe County Fire Services Partnership Advisory Committee**

1 Councillor, 1 alternate

The Lacombe County Fire Services Partnership Advisory Committee meets once a year prior to November 30 at various locations of the municipal partners

### **Lacombe Regional Emergency Partnership**

1 Councillor, 1 alternate

The Lacombe Regional Emergency Partnership meets twice a year, in the Spring and Fall at various locations of the municipal partners.

This partnership consists of 11 municipalities within Lacombe County who coordinate planning, training and resource management for the group of partnering municipalities.

### **Red Deer River Municipal Users Group (RDRMUG)**

1 Councillor, 1 alternate

The Red Deer River Municipal Users Group meets every second month on the second Monday at 1:00 pm in the Town of Drumheller.

This Group is an association of rural and urban municipalities composed of municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River. The purpose is to provide a unique and essential platform for members to work together towards shared goals. By involving only municipalities and representing elected officials the group is able to focus on long term sustainability.

**Red Deer River Watershed Alliance**

1 Councillor, 1 alternate

The Red Deer River Watershed Alliance holds two annual meetings in June and the Fall at various participating municipal locations.

The Alliance is a multi-sector, non-profit organization that promotes the good use and proper management of water within the Red Deer River watershed. The purpose is to build an inclusive alliance through collaborative partnership to promote a healthy watershed to ensure a legacy of ecological integrity and economic sustainability



## TOWN BOARD AND COMMITTEE INFORMATION

### Economic Development and Tourism Advisory Committee (EDTAC)

The Economic Development and Tourism Advisory Committee (EDTAC) typically meets on the first or second Monday in September, November, January, March and May and is governed by a Terms of Reference. The EDTAC is comprised of a minimum of ten (10) members comprising of:

- 2 members of Council
- Minimum 8 members-at-large

Members are appointed for a two (2) year term.

The EDTAC appointment process includes recruitment by the Economic Development Officer and applications must be accompanied by a letter of interest. Members should have experience in or a passion for business, entrepreneurship, innovation or economic development.

For the next term, there are two new applicants for member at large positions.

This Committee is administered by the Economic Development Officer and the CAO.

### Family and Community Support Services Board (FCSS)

The Family and Community Support Services Board meets the second Thursday of each month (except July and August) and is governed by Bylaw No. 1221.18. The Board consists of a minimum of 8 members to a maximum of 10, including:

- 2 members of Council
- 5-7 members-at-large
- 1 Lacombe County citizen at large

Members are appointed for a three (3) year term.

For the next term, there are three (3) at members-at-large vacancies. There are three new applicants to fill these positions.

The FCSS Manager and FCSS Admin staff assist and advise the Board.

### Municipal Library Board

The Municipal Library Board meets the first Tuesday of each month and is governed by Bylaw No. 1224.18 and the Alberta Libraries Act and Regulations. In accordance with the Libraries Act, a municipal board shall consist of not fewer than 5 and not more than 10 members appointed by Council (s. 4(1), *Libraries Act, RSA 1980, Chapter L-12*), with not more than 2 members of Council.

For the next term, three (3) members-at-large have applied for appointment to a three-year term.



## TOWN BOARD AND COMMITTEE INFORMATION

### Recreation, Culture and Parks Board (RCP)

The Recreation, Culture and Parks Board meets the first Wednesday of each month and is governed by Bylaw No. 1120/11. The Board consists of eight (8) members:

- 2 members of Council
- 5 members-at-large
- 1 Lacombe County

Members are appointed for a three (3) year term.

For the upcoming term, there is one (1) member-at-large vacancy, with one new applicant.

The Parks and Facilities Manager, Abbey Centre General Manager and CSD Administrative Assistant assist and advise the Board, along with the Director of Community Services and any additional staff required to provide information.

### Policing Committee

The Policing Committee meets four times annually, typically on the fourth Wednesday and is governed by Bylaw No. 1125/11. The Committee consists of seven (7) voting members:

- 2 members of Council
- 5 members-at-large (may include one youth representative)

Members are appointed for a one (1), two (2) or three (3) year term.

For the upcoming term, there are two (2) members-at-large vacancies, with one (1) current member re-applying and five (5) new applicants - current member to be appointed to a three-year term, one new member to be appointed to a one-year term and three (3) appointed to other Boards/Committees.

The officer in charge of the Blackfalds RCMP, or his/her designate, and the CAO, or his/her designate, shall attend Committee meetings in an advisory, non-voting capacity.

### Municipal Planning Commission (MPC)

The Municipal Planning Commission (MPC) meets as required prior to Regular Council Meetings and is governed by Bylaw No. 1075/08. The Commission consists of at least five persons:

- 3 members of Council
- 2 members-at-large

Term – One year

A Member of the Commission shall not include a development officer or a member of the SDAB.

For the upcoming term, there are two (2) members-at-large vacancies, with one applicant reapplying and one new applicant to be appointed.



## TOWN BOARD AND COMMITTEE INFORMATION

### Subdivision and Development Appeal Board (SDAB)

The Subdivision and Development Appeal Board (SDAB) meets as required and is governed by Bylaw No. 1076/08. The Board consists of at least five members-at-large, with no members of Council appointed. In accordance with section 627 (4) of the *Municipal Government Act*, a member of the Board cannot be an employee of the Town, a person who carries out development or subdivision powers on behalf of the Town, or a member of the Municipal Planning Commission.

Term - one year

For the upcoming term, there are five (5) vacancies, with three (3) current members re-applying, two (2) members to be appointed and one appointed to another Board/Committee.

### Council Grievance Committee

At the October 24, 2017 Organizational Meeting, Council set the Grievance Committee appointments for the Council term of 2017-2021. Council members serve a 4-month term on this Committee, with the Mayor as an ex-officio to form a three-member committee of Council.

### Municipal Emergency Management Committee

The Municipal Emergency Management Committee meets once a year and is governed by the Municipal Emergency Management Bylaw No. 1117/11. The Committee consists of three members of Council, appointed annually at the Organizational Meeting, and invited representatives.

### Ad-Hoc Working Committees

Council has the authority to for Ad-Hoc Committees for a specific task or objective and can be dissolved after the completion of the task or achievement of the objective. Since the last Organizational Meeting, two Ad-Hoc Committees have been eliminated and currently, the Town has only one working Committee, the 55+ Housing Building Committee. This Committee consists of:

- 2 members of Council
- 3 members of the Bethany Group
- 2 Town staff – CAO and FCSS Manager

<b>Policy No.:</b>	<b>147.20</b>	<b>Council Approval:</b>  <b>Resolution No.: 262.20</b>  <b>Date:</b> September 21, 2020
<b>Policy Title:</b>	<b>Council Board/Committee Policy and Procedures</b>	
<b>Department:</b>	N/A	
<b>Reviewed:</b>	N/A	
<b>Revised:</b>	Board/Committee Policy (Approved on October 22, 1991 and amended February 12, 2008)	
<b>Supersedes Policy/Bylaw:</b>		

## Policy Statement

The Town of Blackfalds Council Boards, Commissions and Committees shall be established by bylaw or terms of reference outlining specific Board/Committee establishment, structure, membership, membership orientation, terms of appointment, attendance at meeting, delegation of authority, staff support and general.

### 1. Reason for Policy

- 1.1 The purpose of this Policy is to establish and maintain the following Boards/Committees to assist in undertaking the responsibilities of Recreation, Economic Development, Family and Community Support Services (FCSS), Library Services, Policing and Planning and Development Control.

### 2. Definitions

- 2.1 **“Administrative Liaison”** means staff support provided to Boards/Committees.
- 2.2 **“Advisory Board”** means they provide advice and recommendations to Council which is either endorsed or rejected by motion or Council or via the yearly budget.
- 2.3 **“Board/Committee”** means a Board, Committee, Commission or other body established by Council.
- 2.4 **“Council”** means the Elected Municipal Council of the Town of Blackfalds.
- 2.5 **“Governance Committee”** means a Committee established in support of legislative requirements or to support Council’s governance role.
- 2.6 **“Member”** means a Member of a Board/Committee.
- 2.7 **“Member at Large”** means any person who is a resident of the Town of Blackfalds or Lacombe County.
- 2.8 **“Organizational Meeting”** means the annual Organizational Meeting of Council as required under the Municipal Government Act (MGA).
- 2.9 **“Volunteer”** means a person who performs a service willingly without remuneration.

### **3. Responsibilities**

#### **3.1 Municipal Council to:**

- a) approve by resolution this policy and any amendments; and
- b) consider the allocation of resources for successful implementation of this policy in the annual budget process.

#### **3.2 Chief Administrative Officer to:**

- a) implement this policy and approve procedures.
- b) ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

#### **3.3 Director of the Department to:**

- a) ensure implementation of this policy and procedure.
- b) ensure that this policy and procedure is reviewed every three years.
- c) make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

#### **3.4 Manager to:**

- a) understand and adhere to this policy and procedure.
- b) ensure employees are aware of this policy and procedure.

#### **3.5 Employees to:**

- a) understand and adhere to this policy and procedure.

### **4. Exclusions**

None

### **5. Special Situations**

None

### **6. Appendix**

Appendix A – Volunteer Application Form

Appendix B – Process to Appoint Volunteers to Boards, Committees and Commissions

### **7. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> 147.20 <b>Policy Title:</b> Council Boards and Committees Policy <b>Department:</b> Administration
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## Part A: Council Board/Committee Guidelines

### 1. Establishment of Council Boards, Commissions and Committees

- 1.1 Town of Blackfalds Council appointed Boards/Committees shall be established by bylaw or terms of reference outlining specific Board/Committee objectives, responsibilities, authority and membership.
- 1.2 Council values the diverse voices of citizens in local governance and demonstrates this value, in part through the establishment and support of boards, committees and commissions.

### 2. Structure

- 2.1 The Town shall establish and maintain the following Boards/Committees to assist in undertaking the responsibilities of Recreation, Economic Development, Family and Community Support Services (FCSS), Library Services, Policing and Planning and Development Control.
  - a) Blackfalds and District Recreation, Culture & Parks Board
  - b) Economic Development & Tourism Advisory Committee (EDTAC)
  - c) Blackfalds and District Family and Community Support Services Board
  - d) Municipal Library Board
  - e) Municipal Planning Commission (MPC)
  - f) Policing Committee
  - g) Subdivision and Development Appeal Board (SDAB)
  - h) Intermunicipal Assessment Review Board (ARB)
- 2.2 Current established Council Boards/Committees are:

### 3. Membership

- 3.1 All Boards/Committees may have membership from both Council and the public with the exception of the Assessment Review Board.
- 3.2 Members are appointed by Council resolution at the annual Organizational Meeting or at other times as required.
- 3.3 Board vacancies shall be advertised and applied for on the form provided for this purpose (Appendix A). Appointments shall be made by Council through a screening process as defined in Appendix B.
- 3.4 Members shall be appointed on the condition they adhere to the Council Code of Conduct Bylaw while performing their role as Board Member.
- 3.5 Term of office for members shall be as outlined in their specific Board/Committee bylaw or terms of reference, and all member appointments shall follow the appropriate bylaw regulations.

- 3.6 Council Members who are appointed to the Municipal Library Board are appointed for a three-year term but may submit a written resignation at the annual Organizational Meeting.

Although members are appointed for a three-year term, their appointment will be reviewed annually by Council at the Organizational Meeting with the appointment either being confirmed or cancelled as determined by Council resolution. At the conclusion of the three-year term, former members may re-apply for another three-year term. Council will encourage new membership, however, all applicants, including former members, will be considered equally with appointments being made by Council through the screening process.

- 3.7 The Chief Elected Official, by virtue of his office, is a member of all Boards/Committees to which Council has a right to appoint members and, when in attendance, possesses all the rights, privileges, powers and duties of other members. As a consequence, the Chief Elected Official and Deputy Chief Elected Official may officially act as alternates to any Council Member who cannot attend a board meeting of any Town Board he or she is appointed to.
- 3.8 Immediate family members of Town Council and employees are permitted to serve on Council Boards/Committees, but cannot sit on the same Board/Committee at the same time.
- 3.9 In selecting Board/Committee members, preference may be given to residents of Blackfalds. However, it is also recognized that non-resident applicants who own property or have a business in Town also have a stake in the community and are also entitled to serve on a Board/Committee.
- 3.10 Town staff members cannot sit as a voting member on a Board/Committee.
- 3.11 Former Council Members and Town staff may apply for appointment to a Board/Committee following resignation from Council or termination of employment with the Town.
- 3.12 New members to the Municipal Planning Commission (MPC) and the Subdivision and Development Appeal Board (SDAB) will be required to attend orientation and complete any training as required by legislation.
- 3.13 Members of the Municipal Planning Commission cannot be members of the Subdivision and Development Appeal Board, and vice versa.
- 3.14 All volunteers, including members sitting on Council Boards/Committees and members of Council, are required to annually submit a Volunteer Application form following their appointment to the Volunteer Programmer. Members 18 and older are required to annually submit a Criminal Record Check to be conducted as part of the screening process (Appendix B).

#### **4. Membership Orientation**

- 4.1 Membership orientation will be held at the first Board/Committee meeting following the Organizational Meeting.
- 4.2 The orientation session will include:
- a) Organizational Structure;
  - b) Updated Volunteer Application information and Criminal Record Check (must be received by the Volunteer Programmer within 30 days of their appointment);

- c) FOIP Coordinator will provide FOIP Review;
- d) Bylaw or Terms of Reference Review;
- e) Budget (if applicable); and
- f) Clothing Allowance.

## **5. Term of Appointment**

- 5.1 The term of an appointment shall be in accordance with the specific Council Board/Committee bylaw or terms of reference.

## **6. Attendance at Meetings**

- 6.1 Regular attendance of members for Boards/Committees is important to the function and responsibilities of that Board/Committee. The Board/Committee bylaw or terms of reference identify attendance requirements for members and consequences for a breach of these requirements.

## **7. Delegation of Authority**

- 7.1 The Blackfalds and District Recreation, Culture & Parks Board, Blackfalds and District Family and Community Support Services Board and Economic Development & Tourism Advisory Committee are Advisory Boards, and as such, they provide advice and recommendations to Council which is either endorsed or rejected by motion or Council or via the annual budget.
- 7.2 The Municipal Library Board, Municipal Planning Commission and Subdivision and Development Appeal Board are Governance Committees with their own authority and powers provided by their prospective bylaws and by provincial legislation (ie. Libraries Act, Municipal Government Act and Public Safety Services Act).
- 7.3 All Boards except the Library Board may spend Town monies through the authority of its Administration Liaison if such spending was previously approved in the current Town budget.
- 7.4 The Library Board may spend monies provided from the Town annually through the authority provided in accordance with Libraries Act and Bylaw No. 1224/18.

## **8. Staff Support**

- 8.1 Town Administration shall provide staff support to all Boards/Committees, except the Library Board, to prepare agendas, minutes and to facilitate decisions of the Boards/Committees.
- 8.2 Agendas shall be prepared by the staff support person in consultation with the Board/Committee Chairperson.
- 8.3 The Library Board shall utilize their own staff to support their Board.

## **9. General**

- 9.1 Minutes for all Board/Committee meetings shall be circulated to Council via Council agenda packages.

- 9.2 Meetings shall be held regularly in accordance with the Board/Committee bylaws or terms of reference.

## **Part B: COUNCIL COMMITTEES**

### **10. Structure**

- 10.1 The Town shall establish the Council Committees as required to act in an advisory capacity to Council.
- 10.2 Standing Committee of Council:
- a) to provide further opportunities for information gathering and input;
  - b) to facilitate informed decision-making process.
- 10.3 Ad-Hoc Committees to be developed, as required, to do further research of specific issues.

### **11. Establishment**

- 11.1 All Committees shall be established by resolution of Council.

### **12. Membership**

- 12.1 Membership shall consist of Councillors.

### **13. Authority**

- 13.1 All Committees are advisory in nature only. Any decisions to be made must be made by Council upon reviewing the recommendations from the Committees.
- 13.2 No Committee has the authority to spend Town monies.

### **14. Staff Support**

- 14.1 The CAO or designate is a staff resource to all committees, along with any other staff required to provide support.

### **15. General**

- 15.1 Agendas and minutes are to be prepared by staff in consultation with the Chairperson.
- 15.2 Minutes for all committee meetings shall be circulated to Council via Council agenda packages.
- 15.3 The Standing Committee of Council shall be held the third Monday of each month as scheduled by Council with the Deputy Chief Elected Official as Chairperson.
- 15.4 Ad-Hoc Committees shall be dissolved by resolution of Council once the task of Committee is complete.

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**Part C: ADMINISTRATIVE COMMITTEES****16. Structure**

16.1 Administration shall establish the following committees and others as required dealing with staff issues:

- a) Staff as a whole;
- b) Health & Safety Committee; and
- c) Bargaining Committee.

**17. Establishment**

17.1 All Administrative Committees shall be established by a motion from the staff committee or by decision by the CAO.

**18. Authority**

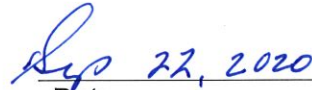
18.1 With respect to personnel matters (benefits, hours, pay, etc.), the Bargaining Committee or staff committee is advisory in nature only, and will provide recommendations to Council for their consideration. However, for other matters, monies may be spent by staff upon recommendations from the administrative committees if such spending was previously approved in the Town budget.

**19. General**

19.1 Administrative committees shall have no Council representation unless staff requests such.

**20. End of Procedure****Approval**

  
\_\_\_\_\_  
Chief Administrative Officer

 22, 2020  
\_\_\_\_\_  
Date



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

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**MEETING DATE:** January 25, 2022  
**PREPARED BY:** Myron Thompson, CAO  
**SUBJECT:** Flag Policy 159.22

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**BACKGROUND:**

Administration is in the process of examining and bringing up to date its policies. The Flag Policy was last revised in 2007 and Administration has reviewed and expanded its scope to better clarify procedures for half-masting, flying Flags of organizations and sports teams, and requests for Flags to be flown in the Town of Blackfalds. This Policy was brought to the January 17<sup>th</sup> Standing Committee Meeting for Council's feedback.

**DISCUSSION:**

Draft Flag Policy 159.22 is not reflective of the previous Flag Policy written in 2007, and therefore no mark-ups are provided. Based on the feedback from the January 17<sup>th</sup> Standing Committee Meeting, the following updates have been made to the Policy:

In section 3.1.1, added: Ensure Flags are in good condition.

In section 5.1 v., added: Orange Shirt Day (September 30) to the list of Special Days where Flags will be flown at half-mast, in recognition of the victims and survivors of residential schools.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council formally approve Flag Policy 159.22.

**ALTERNATIVES:**

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

**Attachments:**

- *Flag Policy*
- *Flag Policy 159.22*

**Approvals:**

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

<b>Policy No.: 159.22</b> <b>Policy Title: Flag Policy</b> <b>Department: Administration</b> <b>Effective Date:</b> <b>Revised:</b> <b>Supersedes Policy/Bylaw: Flag Policy (2007)</b> <b>Review Date:</b>	<b>Resolution No.</b>  <b>Date:</b>
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### **Policy Statement**

This Policy is to ensure that all Flags at municipal facilities are flown and displayed in a consistent and appropriate manner in accordance with accepted national and provincial Flag protocols and guidelines. Flags will be flown on a permanent, as well as on a temporary basis, to raise awareness of significant causes or events that benefit, enrich, or honour the community, province or country.

### **1. Reason for Policy**

- 1.1 To ensure all Flags at municipal sites and facilities are displayed in a respectful, consistent and appropriate manner.

### **2. Definitions**

- 2.1 **“Municipal Sites”** means the facilities, properties, buildings and parks managed or owned by the Town of Blackfalds.
- 2.2 **“Flag”** means a piece of cloth (usually rectangular) of distinctive colour, design, emblem or symbol to represent nations, provinces, states or municipalities. “Flag” is also used to describe a banner: which looks like a Flag, bearing a symbol, logo, slogan or other message to represent charitable or non-profit organizations but does not have Flag status.
- 2.3 **“Half-mast”** means the position of a Flag, approximately halfway up the mast or pole. Flying Flags at half-mast is a symbol of respect or mourning.

### **3. Responsibilities**

- 3.1 Municipal staff to:
  - 3.1.1 Ensure Flags are in good condition.
  - 3.1.2 Ensure the Flagpoles and equipment at municipal sites are in good operating condition.
  - 3.1.3 Implement this policy at municipal sites.



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3.2 Chief Administrative Officer to:

- 3.2.1 Review and determine the eligibility of lowering Flags to half-mast and the raising of community Flags;
- 3.2.2 Implement this policy and approve procedures.
- 3.2.3 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Municipal Council to:

- 3.3.1 Approve by resolution this policy, procedure and any amendments.

**4. End of Policy**

**PROCEDURE**

<b>Policy No.:</b> 159.22 <b>Policy Title:</b> Flag Policy <b>Department:</b> Administration	
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**1. Preamble**

- 1.1 All Flags, including the national Flag of Canada, the Flag of Alberta, the municipal Flag, the Treaty Six Flag, are symbols of honour and pride, and will be treated with respect and dignity.

**2. General**

- 2.1 The following Flags must be flown from flagpoles in the order of precedence, which is as follows:

- i. Canada
- ii. Alberta
- iii. Blackfalds
- iv. Treaty Six

- 2.2 The Town, at all Town sites, will follow the order of precedence established by Canadian Heritage.

- 2.3 The Town of Blackfalds Flag takes precedence over all charitable and non-profit organization Flags unless otherwise established by Canadian Heritage.

- 2.4 Displaying the Flag:

- i. Flags shall be flown on separate poles.
- ii. Flags shall be flown at the same height.
- iii. Flags flown in a group shall all be the same size.
- iv. Flags may be flown at night.

**3. Flags of Organizations, Sports Teams, and Dignitaries**

- 3.1 The Town may fly the Flag of a charitable or non-profit organization, sports team, or visiting dignitary to celebrate a special occasion or achievement in Blackfalds.

- i. It is the responsibility of the requesting organization or sports team to submit a written or phone request for the Office of the CAO for a Flag to be flown, as well as supplying the Flag to represent the organization or event.
- ii. If a Flag raising is requested as part of a larger ceremony, applicants must make appropriate arrangements with Administration.

**4. Flags at Half-mast**

- 4.1 The lowering of Flags at half-mast is at the directive of the:

- i. Prime Minister's office acting through Canadian Heritage;
- ii. Premier's Office acting through the Alberta Protocol Office; or

- iii. Mayor's Office acting through the CAO's Office.

4.2 Flags will be Lowered at Half-mast for:

- i. All occasions prescribed by Canadian Heritage or Alberta Protocol Office; or,
- ii. A solemn occasion for the community, applicable only to the lowering of the municipal Flag or the Treaty Six Flag.

**5. Special Days**

5.1 The Flag will be flown at half-mast at all municipal sites from sunrise to sunset on the following days:

- i. Workers' Mourning Day (April 28)
- ii. Remembrance Day (November 11)
- iii. Police and Peace Officers' National Memorial Day (Last Sunday in September)
- iv. National Day of Remembrance and Action on Violence Against Women (December 6)
- v. Orange Shirt Day (September 30)

**6. Dignitaries (Death)**

6.1 Flags will be flown at half-mast at all Town sites from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:

- i. The Sovereign,
- ii. Member of the immediate Royal Family,
- iii. Current or former Governor General of Canada,
- iv. Current or former Prime Minister of Canada,
- v. Current or former Lieutenant Governor of Alberta,
- vi. Current or former Premier of Alberta, or
- vii. Current Mayor and Councillors.

6.2 Flags will be flown at half-mast at Town sites on the day of the funeral or the memorial service for the following individuals:

- i. Federal Cabinet Minister from the constituency currently encompassing the Town of Blackfalds,
- ii. Member of Parliament from the constituency encompassing the Town of Blackfalds,
- iii. Member of the Legislative Assembly from the constituency encompassing the Town of Blackfalds
- iv. Current Treaty Six Chief, or
- v. Former Mayors and Councillors.

**7. Solemn Occasions**

7.1 Solemn occasions may arise not covered within this Council policy. In those cases, Protocol will liaise with the Mayor's Office, CAO's Office, Alberta Protocol, and Canadian Heritage as required. Protocol will recommend whether a half-mast or

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another form of recognition is appropriate.

**8. Requests to Display Flags or Lower Flags to Half-mast**

- 8.1 All requests to temporarily display a Flag or lower the Flags at half-mast for circumstances outside those prescribed by Canadian Heritage or the Alberta Protocol Office must be sent to the CAO's Office via email or by phone.
- 8.2 The CAO or designate will review and approve requests to lower Flags at half-mast and for displaying community Flags on Town sites.
- 8.3 When possible, all requests should be submitted two weeks in advance of the proposed date or event.

**9. When a Flag is To Be Lowered**

- 9.1 The Flag shall never touch the ground;
- 9.2 The Flag shall be folded in accordance with the standard prescribed by Canadian Heritage.

**10. Care and Disposal of Flags**

- 10.1 When a Flag becomes worn, noticeably faded or unfit for service it must be disposed of in a respectful manner as prescribed by Canadian Heritage.

**11. End of Procedure**



## Town of Blackfalds Municipal Policy Handbook

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**Policy Name:** Flag Policy

**Date of Approval by Council:** January 23, 2007

**Resolution No.:** 34/07

**Department:**

**Last Review Date:** April 23, 2003

**Next Review Date:** As required

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### Policy Statement:

This policy covers the flags that are flown at Town of Blackfalds owned buildings.

#### 1. GOALS

General Rules for half-mast flags for mourning

#### 2. DEFINITIONS

Flags include the Flag of Canada, Alberta and Town of Blackfalds

#### 3. PROCEDURES

Flags will be flown at half mast in accordance with the following rules:

In the case of the death of:

- a) The Sovereign or Member of the immediate Family of the sovereign;
- b) The Governor General of Canada or a former Governor General;
- c) The Prime Minister of Canada or a former Prime Minister, Cabinet Minister of Canada from Alberta;
- d) The Lieutenant-Governor of Alberta;
- e) The Premier or a Cabinet Minister of Alberta, on Public Buildings throughout the Province;
- f) In the case of the death of a Member of Parliament, on Public Buildings in the members riding.
- g) In the case of the death of a Senator, on Public Buildings in the place of residence of the Senator.
- h) In the case of the death of a MLA, on the Legislative Building and on Public Building in Members riding.
- i) In the case of the death of a current Mayor, Councilor, or full-time employee of the Town of Blackfalds. This will include the Fire Department and Royal

Canadian Mounted Police stationed at the Red Deer Rural Detachment and on a request basis former Mayors or members of Council and staff.

#### Special Days

The Flag will be Half-masted on all federal buildings and establishments in Canada, from sunrise to sunset on the following days:

- j) April 28, Workers' Mourning Day;
- k) Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- l) November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service, until sunset;
- m) December 6, National Day of Remembrance and Action on Violence Against Women.

#### 4. RESPONSIBILITIES

All requests, to have flags lowered at Town of Blackfalds buildings must be made to the office of the CAO who will then put in a request to Facilities and Parks Foreman to have the flags lowered, providing the request conforms to the current policy. Flags will be lowered or raised on any working day before or following a holiday or weekend. Staff will be notified by e-mail when flags are lowered.

#### 5. GUIDING PRINCIPLES TO STAFF

Flags are flown at half-mast from the time of notification of death, up to and including the day of the funeral. Flags can be raised after sunset on the day of the funeral. The Town of Blackfalds will raise the flags on the day following the funeral.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys.



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

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**MEETING DATE:** January 25, 2022

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

**SUBJECT:** Panorama / Parkwood Drive Intersection Traffic Improvements

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**BACKGROUND:**

During the 2021 budget deliberations funds were allocated in the amount of \$5.66 million dollars to re-face the downtown area around the new Twin Arena facility plaza and parking lot. This Womacks Road and Gregg Street realignment/Plaza project also included associated underground works, the closure of Broadway Avenue and CP rail crossing, extending Gregg Street to Waghorn from Lawton Avenue, repave Lawton and connect improvements to the intersection of Highway 2A and Gregg Street. This project is currently in construction and with the traffic being improved in this area, the Town has recognized that a small improvement to the adjacent intersection in front of FasGas and A&W; Panorama and Parkwood Drive would be recommended. As part of the 2022 capital budget, funds of \$175,000 were allocated to the intersection change of scope to be part of the original project construction contract.

**DISCUSSION:**

The intersection of Panorama and Parkwood has seen the volume of traffic and pedestrians increase with the growth along the commercial corridor. In 2020/2021 we have received two complaints from the public regarding the northern most crosswalk, which is currently the main route for pedestrian traffic. The drivers are not yielding to pedestrians.

The vehicles who turn off the Highway eastbound on Panorama quickly turn left (north) onto the Parkwood service roadway inside the intersection. As they are making this turning movement, the pedestrians crossing this intersection are being ignored or cut off by the vehicle, sometimes mid-road. There are also concerns with the speed that vehicles going eastbound to get to the traffic signals in time to make the green light from the residential area. This intersection is further impacted as the traffic coming southbound along Parkwood does not always stop at the stop sign. Administration has discussed this situation with our engineering consultants, and we have prepared two options presented in detail tonight for final consideration.

Note that both options would reduce the main concern of pedestrian safety at the crosswalk, while option 2 would also provide a dedicated left turning lane and be closer to the ultimate configuration until Highway 2A is widened. The major difference between these two options would be cost and the ability to stack traffic into the dedicated left lanes. If Council agrees to either option or some other cost option, we plan to add to the scope of the Womacks Road and Gregg Street realignment/Plaza project anticipating using the existing contract to complete the work.

Separate from the options, as part of the 2021 sidewalk program, we have added a sidewalk to the orphan curb line and improved the pedestrian movements with west crosswalk on the intersection. Staff have also included the addition of a pararamp at the north end of the proposed crosswalk. These improvements were planned under the 2021 sidewalk repair and replacement program. We have also added one set of flashing push button beacons in this area. Please see attached sketch for reference.



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

**FINANCIAL IMPLICATIONS:**

The \$175k allocated for this project under the 2022 Capital Program will be funded through the Canada Community Building Fund. Pedestrian push buttons already bought out of this capital project cost us \$15,000. We will use existing contingency in project to cover those costs.

Option 1 and Option 2 costs are under the Opinion of Probable Costs (OPC) provided by Stantec in the attached memo in the amounts of \$270k and \$360k, respectively. The west side of the Highway 2A intersection is scheduled under the existing contract in the amount of \$140,592.

The table below shows the estimated funding for each option:

	Option 1	Option 2
<b>Opinion of Probable Costs</b>	\$270,000	\$360,000
<b>West Side Contribution</b>	(\$140,592)	(\$140,592)
<b>Canada Community Building Grant</b>	(\$175,000)	(\$175,000)
<b>Street Reserves</b>	\$0	(\$44,408)
<b>Balance</b>	\$45,592	\$0

If option 2 is selected, the amount drawn from the reserve will vary based on the usage of the contingency, inflationary factors and professional services rendered. The \$44,000 reserve contribution is the upset limit if the contingency, inflationary factors and professional services rendered are 100% expended.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council accepts the recommendation of Administration in support of moving forward with Option 2 for the Panorama/Parkwood Road/Hwy 2A intersection improvements.
2. That Council instruct Administration to prepare a change order for the anticipated work through the existing Border Paving Contract for the Womacks/Gregg Project using the capital funds allocated of \$175,000 and allocate an upset amount of \$45,000 to be drawn from Streets Reserves.


**ALTERNATIVES:**

- A. Council does not award this work at this time and monitors the situation for 2023 budget discussions.
- B. That this item be referred back to Administration for more information.

**ATTACHMENTS:**

- *Stantec Drawings and Opinion of Probable Costs*

**Approvals:**

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

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

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To: Preston Weran

From: Patrick Wong, P.Eng., PTOE

Brad Vander Heyden, P.Eng.

Town of Blackfalds

Stantec Consulting Ltd.

File: 1162 39396

Date: January 19, 2022

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**Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo**

## 1 INTRODUCTION

This technical memorandum intends to evaluate the potential adjustments to the Highway 2A and Gregg Street intersection to improve traffic flow and accommodate pedestrians crossing on the south side of the intersection. The intersection location is illustrated in **Figure 1**.

**Figure 1 – Intersection Location**



Two intersection improvement options were discussed at the December 2001 meeting between Stantec and the Town. The two options are as follows:

- **Option 1** - Maintaining the current intersection geometry (with minor adjustment on the west leg), but having the sidewalks on the west and south sides of the intersection; and
- **Option 2** – Having eastbound and westbound configurations that have designated left turn, designated through, and designated right turn lanes. The crosswalks will also be on the west and south sides of the intersection.

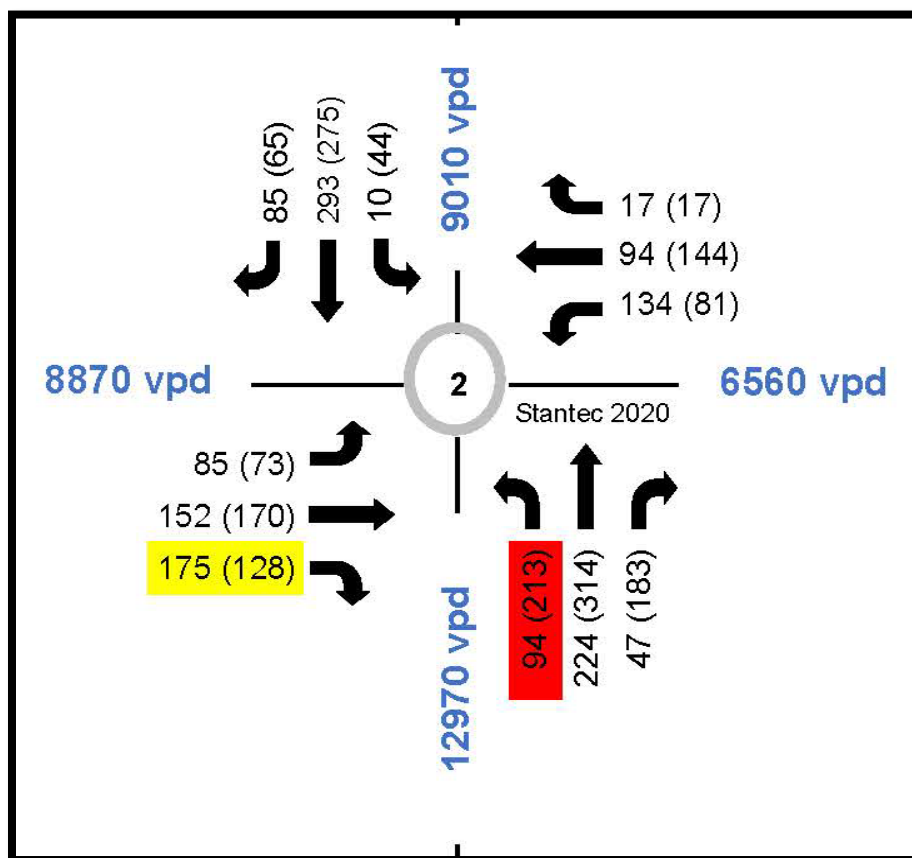
Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

## 2 EXISTING VOLUMES

AM Peak and PM Peak traffic turning movement counts were collected in September 2020 at the intersection.

A study was carried out previously to evaluate the traffic impact with the closure of Broadway Ave at the railway crossing, the updated volumes for the intersection are illustrated in **Figure 2**.

Figure 2 – Adjusted Design Volumes



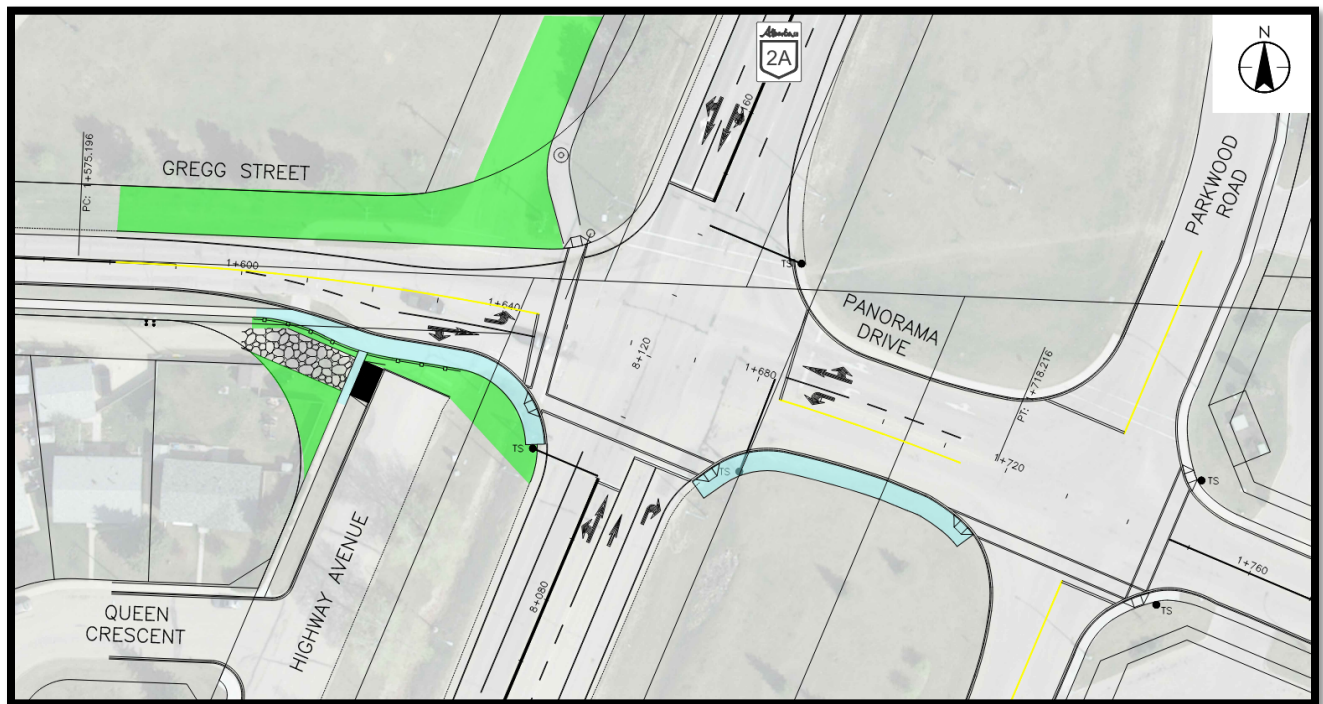
Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

### 3 OPTION 1 – TRAFFIC ANALYSIS AND EVALUATION

#### 3.1 INTERSECTION CONFIGURATION

Figure 3 below shows the option 1 intersection configuration.

**Figure 3 – Option 1 Intersection Configuration Adjustments**



Intersection adjustments are as follows:

- 1) Remove existing pedestrian crosswalk on the north side of the intersection;
- 2) Install new pedestrian crosswalks on the west and south sides of the intersection; and
- 3) Re-configure eastbound configuration to one dedicated left turn lane and a shared through and right turn lane.

Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

### 3.2 TRAFFIC OPERATION ANALYSIS

**Tables 1 & 2** summarized the analysis results, with the existing timing plans and phases (no advanced left turn phases).

**Table 1 – Intersection of Gregg Street & Highway 2A – Option 1 AM Peak**

	Intersection Movements											
	EB			WB			NB			SB		
	L / TR			L / TR			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	85	152	175	134	94	17	94	224	47	10	293	85
V/C Ratio	0.28	0.72	-	1.06	0.25	-	-	0.26	0.06	0.02	0.43	-
Lane LOS	C	C	-	F	B	-	-	A	A	A	B	-
Control Delay (s)	20.7	25	-	116	17.6	-	-	9.7	3.5	9.9	11.5	-
Queue Length 95 <sup>th</sup> (m)	18.9	53.9	-	46.5	20.9	-	-	25.5	4.8	3.4	63.1	-

**Table 2 – Intersection of Gregg Street & Highway 2A – Option 1 PM Peak**

	Intersection Movements											
	EB			WB			NB			SB		
	L / TR			L / TR			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	73	170	128	81	144	17	213	314	183	44	275	65
V/C Ratio	0.32	0.74	-	0.70	0.41	-	-	0.44	0.21	0.12	0.37	-
Lane LOS	C	C	-	D	C	-	-	B	A	A	A	-
Control Delay (s)	24.4	30.8	-	50.1	23.6	-	-	10	1.9	8.7	9.2	-
Queue Length 95 <sup>th</sup> (m)	18.7	57	-	25	33.2	-	-	39.9	7.0	8.8	48	-

The Synchro results indicated that by converting the eastbound configuration to a single left turn lane and a shared through and right turn lane, the westbound left turn movement will fail with a V/C Ratio of 1.06, LOS F and control delay of 116s. An advanced westbound left turn phase will be needed in order to allow the intersection to function adequately. **Table 3** summarized the analysis results with the added advanced westbound left turn phase.

**Table 3 – Intersection of Gregg Street & Highway 2A – Option 1 AM Peak  
(with Advanced Westbound Left turn Phase)**

	Intersection Movements											
	EB			WB			NB			SB		
	L / TR			L / TR			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	85	152	175	134	94	17	94	224	47	10	293	85
V/C Ratio	0.31	0.77	-	0.51	0.16	-	-	0.38	0.08	0.03	0.57	-
Lane LOS	C	C	-	B	B	-	-	B	A	B	C	-
Control Delay (s)	25	32.4	-	19.1	11.8	-	-	18.1	2.3	16.4	21	-
Queue Length 95 <sup>th</sup> (m)	21.9	64.6	-	22.6	17.6	-	-	34.2	3	4.4	82.5	-

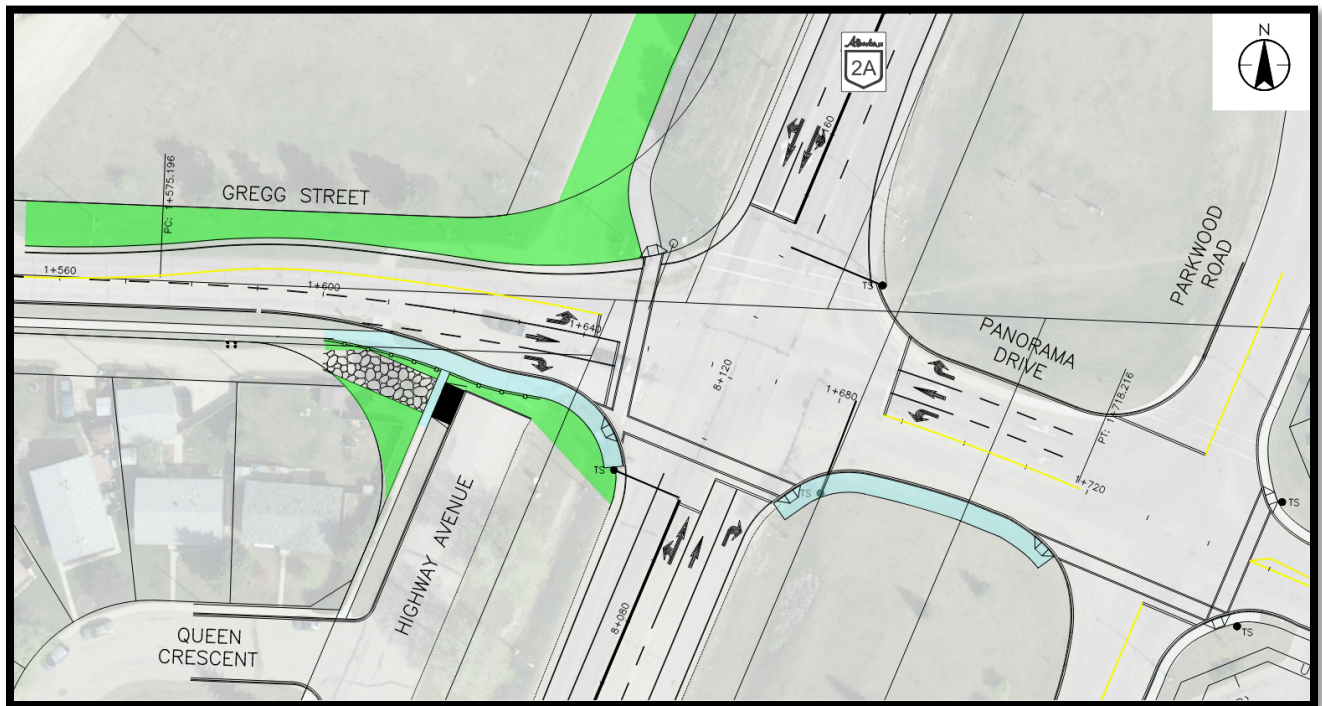
Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

## 4 OPTION 2 – TRAFFIC ANALYSIS AND EVALUATION

### 4.1 INTERSECTION CONFIGURATION

Figure 4 below shows the option 2 intersection configuration.

Figure 4 – Option 2 Intersection Configuration Adjustments



Intersection adjustments are as follows:

- 1) Remove existing pedestrian crosswalk on the north side of the intersection;
- 2) Install new pedestrian crosswalks on the west and south sides of the intersection; and
- 3) Re-configure both eastbound and westbound configurations to one dedicated left turn lane, one through lane and one dedicated right turn lane.

Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

## 4.2 TRAFFIC OPERATION ANALYSIS

**Tables 4 & 5** summarized the analysis results, with the existing timing plans and phases (no advanced left turn phases).

**Table 4 – Intersection of Gregg Street & Highway 2A – Option 2 AM Peak**

	Intersection Movements											
	EB			WB			NB			SB		
	L / T / R			L / T / R			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	85	152	175	134	94	17	94	224	47	10	293	85
V/C Ratio	0.36	0.44	0.41	0.65	0.27	0.05	-	0.23	0.06	0.02	0.39	-
Lane LOS	C	C	A	D	C	A	-	A	A	A	A	-
Control Delay (s)	25.4	25.7	6	36.2	22.8	8.1	-	6.5	2.3	6.3	7.8	-
Queue Length 95 <sup>th</sup> (m)	20.5	32.1	10.7	31.8	21.2	3.5	-	18	3.6	2.5	44.8	-

**Table 5 – Intersection of Gregg Street & Highway 2A – Option 2 PM Peak**

	Intersection Movements											
	EB			WB			NB			SB		
	L / T / R			L / T / R			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	73	170	128	81	144	17	213	314	183	44	275	65
V/C Ratio	0.40	0.56	0.35	0.51	0.47	0.06	-	0.4	0.19	0.1	0.34	-
Lane LOS	C	C	A	C	C	A	-	A	A	A	A	-
Control Delay (s)	29.9	31.4	6.9	34.7	29.1	9.1	-	6.9	1.4	5.8	6.3	-
Queue Length 95 <sup>th</sup> (m)	20	38.5	10.2	22.3	32.8	3.8	-	29.3	5.4	6.6	35.5	-

The Synchro results indicated both AM Peak and PM Peak are expected to function adequately with the adjustments at the east and west sides of the intersection. However, with the added lanes on both the east and west approaches, additional signal heads and traffic signs on the signal arms will be needed.

At the December meeting, the idea of having the pork chop islands installed on the northwest and southwest corners was brought up to determine whether it will enhance pedestrian safety. There are some advantages and disadvantages with the pork chop islands and they are listed in **Table 6**.

**Table 6 – Advantages and Disadvantages of the Pork Chop Islands**

Advantages	Disadvantages
Shorter crossing distance hence improves pedestrian safety.	Added obstruction in roadway; can be an obstacle to snow plowing and removal.
Provides a safe place for pedestrians to stand when they do not have sufficient time to complete the full crossing.	Visually impaired pedestrians may be unaware of the presence of the pork chop islands and find the accessible pedestrian way difficult to follow.
Improves visibility and sightlines for pedestrians and for drivers.	Force pedestrians to cross a lane of right-turning vehicles with no signal control.
Improves signal timing (shorter pedestrian clearance time needed) and overall operations for intersection.	May encourage drivers to speed around corners.

Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

## 5 OPINION OF PROBABLE COST

To compliment each of the above-mentioned intersection improvement options, conceptual opinion of probable cost estimates were prepared. The table below provides a high level summary of each option.

**Table 7 – Opinions of Probable Cost (Rounded to Nearest \$10,000)**

	<b>Option 1</b>	<b>Option 2</b>
Intersection Improvements Construction	\$200,000	\$270,000
Inflation, Contingency, and Professional Services (35%)	\$70,000	\$90,000
<b>Total (Rounded to nearest \$10,000)</b>	<b>\$270,000</b>	<b>\$360,000</b>
Cost Difference (Compared to Current Contract Amount of \$140,592.87)	~\$130,000	~\$220,000

## 6 CONCLUSIONS

This technical memorandum intends to evaluate the potential adjustments to the Highway 2A and Gregg Street intersection to improve traffic flow and accommodate pedestrians crossing on the south side of the intersection.

Two options were evaluated and the options are as follows:

- **Option 1** - Maintaining the current intersection geometry (with minor adjustment on the west leg), but having the sidewalks on the west and south sides of the intersection; and
- **Option 2** – Having eastbound and westbound configurations that have designated left turn, designated through, and designated right turn lanes. The crosswalks will also be on the west and south sides of the intersection.

Option 1 traffic analysis results revealed that an advanced westbound left turn phase will be needed in order to allow the intersection to function adequately. (A new four-section signal head, new wiring, new programming and new traffic signs will be required for this improvement)

Option 2 is expected to function adequately with the adjustments at the east and west sides of the intersection. However, with the added lanes on both the east and west approaches, additional signal heads and traffic signs on the signal arms will be needed.

January 19, 2022

Preston Weran

Page 8 of 8

**Reference:** Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

Should you have any further questions or comments, please feel free to contact the undersigned.

Sincerely,

**STANTEC CONSULTING LTD.**



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Stantec

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Attachments: Opinion of Probable Cost Option 1 and Option 2

## Town of Blackfalds - Highway 2A and Gregg Street Intersection Improvements

Option 1 - Westbound and Eastbound Combined Through/Right Turn and Dedicated Left Turn Lane

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
<b>Part 1: General Requirements</b>					
1.1	Mobilization and Demobilization	L.S.	1	\$14,200.00	\$14,200.00
1.2	Traffic Accommodation Strategy and Temporary Road	L.S.	1	\$3,600.00	\$3,600.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$5,000.00	\$5,000.00
<b>Subtotal Part 1:</b>					<b>\$22,800.00</b>
<b>Part 2: Site Work, Demolition, and Removals</b>					
2.1	Sawcut, Remove, and Dispose Existing Asphalt including asphalt trail	sq. m	190	\$12.80	\$2,432.00
2.2	Asphalt Concrete Pavement Milling - up to 150mm Depth	sq. m	902	\$10.30	\$9,290.60
2.3	Sawcut, Remove, and Dispose Existing Pinned Curb and/or Curb and Gutter	lin. m	34	\$18.00	\$612.00
2.4	Sawcut, Remove, and Dispose Existing Concrete Sidewalk/Monowalk including granular base	sq. m	28	\$30.00	\$840.00
2.5	Remove and Salvage Existing Sign(s) - One Post	unit	6	\$75.00	\$450.00
2.6	Remove and Relocate Existing Sign(s) - One Post	unit	1	\$325.00	\$325.00
2.7	Remove and Dispose Existing Catch Basin Manhole/Catch Basins	each	1	\$105.00	\$105.00
2.8	Salvage Existing Gravel, assume 75mm depth	cu. m	100	\$20.00	\$2,000.00
<b>Subtotal Part 2:</b>					<b>\$16,054.60</b>
<b>Part 3: Storm Sewer</b>					
3.1	Supply and Install Type F-51 Catch Basin	each	2	\$5,403.10	\$10,806.20
3.2	Supply and Install 250mm Concrete Flared End including trash grate	each	1	\$3,083.10	\$3,083.10
3.3	Tie Into Existing Storm Sewer	each	2	\$841.50	\$1,683.00
3.4	Culvert Extension - 600mm CSP	lin. m	10	\$319.30	\$3,193.00
<b>Subtotal Part 3:</b>					<b>\$18,765.30</b>
<b>Part 4: Concrete Work</b>					
4.1	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	112	\$113.30	\$12,689.60
4.2	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron	lin. m	8	\$25.75	\$206.00
4.3	Pinned Curb	lin. m	11	\$66.95	\$736.45
4.4	1.5m Separate Sidewalk including granular base	lin. m	12	\$238.75	\$2,865.00
4.5	15M Rebar Addition For Reinforcing Concrete Sidewalk at Concrete Apron	sq. m	18	\$42.25	\$760.50
4.6	Curb Ramps including granular base (Paraplegic)	each	0	\$1,072.50	\$0.00
4.7	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	22	\$214.25	\$4,713.50
<b>Subtotal Part 4:</b>					<b>\$21,971.05</b>
<b>Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation</b>					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu. m	130	\$26.00	\$3,380.00
5.2	Waste Excavation and Dispose Off-site (Provisional)	cu. m	220	\$32.00	\$7,040.00
5.3	Woven Geotextile	sq. m	295	\$2.25	\$663.75
5.4	Des. 2 Class 25 Granular Base, 200 mm depth	sq. m	205	\$15.60	\$3,198.00
5.5	Des. 2 Class 25 Granular Base, 250 mm depth (gravel lane)	sq. m	93	\$19.50	\$1,813.50

## Town of Blackfalds - Highway 2A and Gregg Street Intersection Improvements

Option 1 - Westbound and Eastbound Combined Through/Right Turn and Dedicated Left Turn Lane

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
5.6	75mm Minus Granular Sub-base, 350mm Depth	sq. m	295	\$27.95	\$8,245.25
<b>Subtotal Part 5:</b>					<b>\$24,340.50</b>
<b>Part 6: Asphaltic Concrete Paving</b>					
6.1	Asphalt Top/Overlay Lift, 50mm Type H2	sq. m	1,060	\$14.35	\$15,211.00
6.2	Asphalt Bottom Lift, 75mm Type H2	sq. m	160	\$33.95	\$5,432.00
6.3	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including Granular Base	lin. m	100	\$156.00	\$15,600.00
<b>Subtotal Part 6:</b>					<b>\$36,243.00</b>
<b>Part 7: Pavement Markings and Signage</b>					
7.1	Painted Pavement Markings and Signage	L.S.	1	\$7,500.00	\$7,500.00
<b>Subtotal Part 7:</b>					<b>\$7,500.00</b>
<b>Part 8: Landscaping and Fine Grading</b>					
8.1	Topsoil Replacement, Fine Grading, and Seeding	L.S.	1	\$10,000.00	\$10,000.00
<b>Subtotal Part 8:</b>					<b>\$10,000.00</b>
<b>Part 9: Electrical</b>					
9.1	Remove Pedestrian Push Buttons, Signs, and Pedestrian Heads from Poles on the NE corner	L.S.	1	\$1,000.00	\$1,000.00
9.2	Remove Existing Signal Pole and Base on NW Corner	L.S.	1	\$5,000.00	\$5,000.00
9.3	Add Pedestrian Push Button, Sign, and Pedestrian Heads for SW corner	L.S.	1	\$2,000.00	\$2,000.00
9.4	New Pole on the NW Corner to Suit Optimized Intersection Alignment	L.S.	1	\$30,000.00	\$30,000.00
9.5	Wiring to New Pole	L.S.	1	\$4,000.00	\$4,000.00
<b>Subtotal Part 9:</b>					<b>\$42,000.00</b>
<b>Option 1</b>					
Part 1: General Requirements					\$22,800.00
Part 2: Site Work, Demolition, and Removals					\$16,054.60
Part 3: Storm Sewer					\$18,765.30
Part 4: Concrete Work					\$21,971.05
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					\$24,340.50
Part 6: Asphaltic Concrete Paving					\$36,243.00
Part 7: Pavement Markings and Signage					\$7,500.00
Part 8: Landscaping and Fine Grading					\$10,000.00
Part 9: Electrical					\$42,000.00
<b>SUBTOTAL</b>					<b>\$199,674.45</b>
Inflation, Contingency, and Professional Services				35%	\$69,886.06
<b>TOTAL</b>					<b>\$269,560.51</b>
<b>Total Rounded (to nearest \$10,000)</b>					<b>\$270,000.00</b>

## Town of Blackfalds - Highway 2A and Gregg Street Intersection Improvements

Option 2 - Westbound and Eastbound Dedicated Left Turn/Through/Right Turn Lanes

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
<b>Part 1: General Requirements</b>					
1.1	Mobilization and Demobilization	L.S.	1	\$19,200.00	\$19,200.00
1.2	Traffic Accommodation Strategy and Temporary Road	L.S.	1	\$4,800.00	\$4,800.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$5,000.00	\$5,000.00
<b>Subtotal Part 1:</b>					<b>\$29,000.00</b>
<b>Part 2: Site Work, Demolition, and Removals</b>					
2.1	Sawcut, Remove, and Dispose Existing Asphalt including asphalt trail	sq. m	216	\$12.80	\$2,764.80
2.2	Asphalt Concrete Pavement Milling - up to 150mm Depth	sq. m	1,100	\$10.30	\$11,330.00
2.3	Sawcut, Remove, and Dispose Existing Pinned Curb and/or Curb and Gutter	lin. m	34	\$18.00	\$612.00
2.4	Sawcut, Remove, and Dispose Existing Concrete Sidewalk/Monowalk including granular base	sq. m	28	\$30.00	\$840.00
2.5	Remove and Salvage Existing Sign(s) - One Post	unit	6	\$75.00	\$450.00
2.6	Remove and Relocate Existing Sign(s) - One Post	unit	1	\$325.00	\$325.00
2.7	Remove and Dispose Existing Catch Basin Manhole/Catch Basins	each	2	\$105.00	\$210.00
2.8	Salvage Existing Gravel, assume 75mm depth	cu. m	100	\$20.00	\$2,000.00
<b>Subtotal Part 2:</b>					<b>\$18,531.80</b>
<b>Part 3: Storm Sewer</b>					
3.1	Supply and Install Type F-51 Catch Basin	each	3	\$5,403.10	\$16,209.30
3.2	Supply and Install 250mm Concrete Flared End including trash grate	each	1	\$3,083.10	\$3,083.10
3.3	Tie Into Existing Storm Sewer	each	2	\$841.50	\$1,683.00
3.4	Culvert Extension - 600mm CSP	lin. m	20	\$319.30	\$6,386.00
<b>Subtotal Part 3:</b>					<b>\$27,361.40</b>
<b>Part 4: Concrete Work</b>					
4.1	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	166	\$113.30	\$18,807.80
4.2	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron	lin. m	8	\$25.75	\$206.00
4.3	Pinned Curb	lin. m	11	\$66.95	\$736.45
4.4	1.5m Separate Sidewalk including granular base	lin. m	12	\$238.75	\$2,865.00
4.5	15M Rebar Addition For Reinforcing Concrete Sidewalk at Concrete Apron	sq. m	18	\$42.25	\$760.50
4.6	Curb Ramps including granular base (Paraplegic)	each	0	\$1,072.50	\$0.00
4.7	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	22	\$214.25	\$4,713.50
<b>Subtotal Part 4:</b>					<b>\$28,089.25</b>
<b>Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation</b>					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu. m	320	\$26.00	\$8,320.00
5.2	Waste Excavation and Dispose Off-site (Provisional)	cu. m	460	\$32.00	\$14,720.00
5.3	Woven Geotextile	sq. m	555	\$2.25	\$1,248.75
5.4	Des. 2 Class 25 Granular Base, 200 mm depth	sq. m	465	\$15.60	\$7,254.00
5.5	Des. 2 Class 25 Granular Base, 250 mm depth (gravel lane)	sq. m	93	\$19.50	\$1,813.50

## Town of Blackfalds - Highway 2A and Gregg Street Intersection Improvements

### Option 2 - Westbound and Eastbound Dedicated Left Turn/Through/Right Turn Lanes

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
5.6	75mm Minus Granular Sub-base, 350mm Depth	sq. m	555	\$27.95	\$15,512.25
<b>Subtotal Part 5:</b>					<b>\$48,868.50</b>
<b>Part 6: Asphaltic Concrete Paving</b>					
6.1	Asphalt Top/Overlay Lift, 50mm Type H2	sq. m	1,510	\$14.35	\$21,668.50
6.2	Asphalt Bottom Lift, 75mm Type H2	sq. m	420	\$33.95	\$14,259.00
6.3	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including Granular Base	lin. m	100	\$156.00	\$15,600.00
<b>Subtotal Part 6:</b>					<b>\$51,527.50</b>
<b>Part 7: Pavement Markings and Signage</b>					
7.1	Painted Pavement Markings and Signage	L.S.	1	\$10,000.00	\$10,000.00
<b>Subtotal Part 7:</b>					<b>\$10,000.00</b>
<b>Part 8: Landscaping and Fine Grading</b>					
8.1	Topsoil Replacement Landscaping and Fine Grading	L.S.	1	\$12,500.00	\$12,500.00
<b>Subtotal Part 8:</b>					<b>\$12,500.00</b>
<b>Part 9: Electrical</b>					
9.1	Remove Pedestrian Push Buttons, Signs, and Pedestrian Heads from Poles on the NE corner	L.S.	1	\$1,000.00	\$1,000.00
9.2	Remove Existing Signal Pole and Base on NW Corner	L.S.	1	\$5,000.00	\$5,000.00
9.3	Add Pedestrian Push Button, Sign, and Pedestrian Heads for SW corner	L.S.	1	\$2,000.00	\$2,000.00
9.4	New Pole on the NW Corner to Suit Optimized Intersection Alignment	L.S.	1	\$30,000.00	\$30,000.00
9.5	Wiring to New Pole	L.S.	1	\$4,000.00	\$4,000.00
<b>Subtotal Part 9:</b>					<b>\$42,000.00</b>
<b>Option 2</b>					
Part 1: General Requirements					\$29,000.00
Part 2: Site Work, Demolition, and Removals					\$18,531.80
Part 3: Storm Sewer					\$27,361.40
Part 4: Concrete Work					\$28,089.25
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					\$48,868.50
Part 6: Asphaltic Concrete Paving					\$51,527.50
Part 7: Pavement Markings and Signage					\$10,000.00
Part 8: Landscaping and Fine Grading					\$12,500.00
Part 9: Electrical					\$42,000.00
<b>SUBTOTAL</b>					<b>\$267,878.45</b>
Inflation, Contingency, and Professional Services				35%	\$93,757.46
<b>TOTAL</b>					<b>\$361,635.91</b>
<b>Total Rounded (to nearest \$10,000)</b>					<b>\$360,000.00</b>

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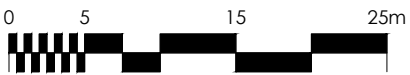
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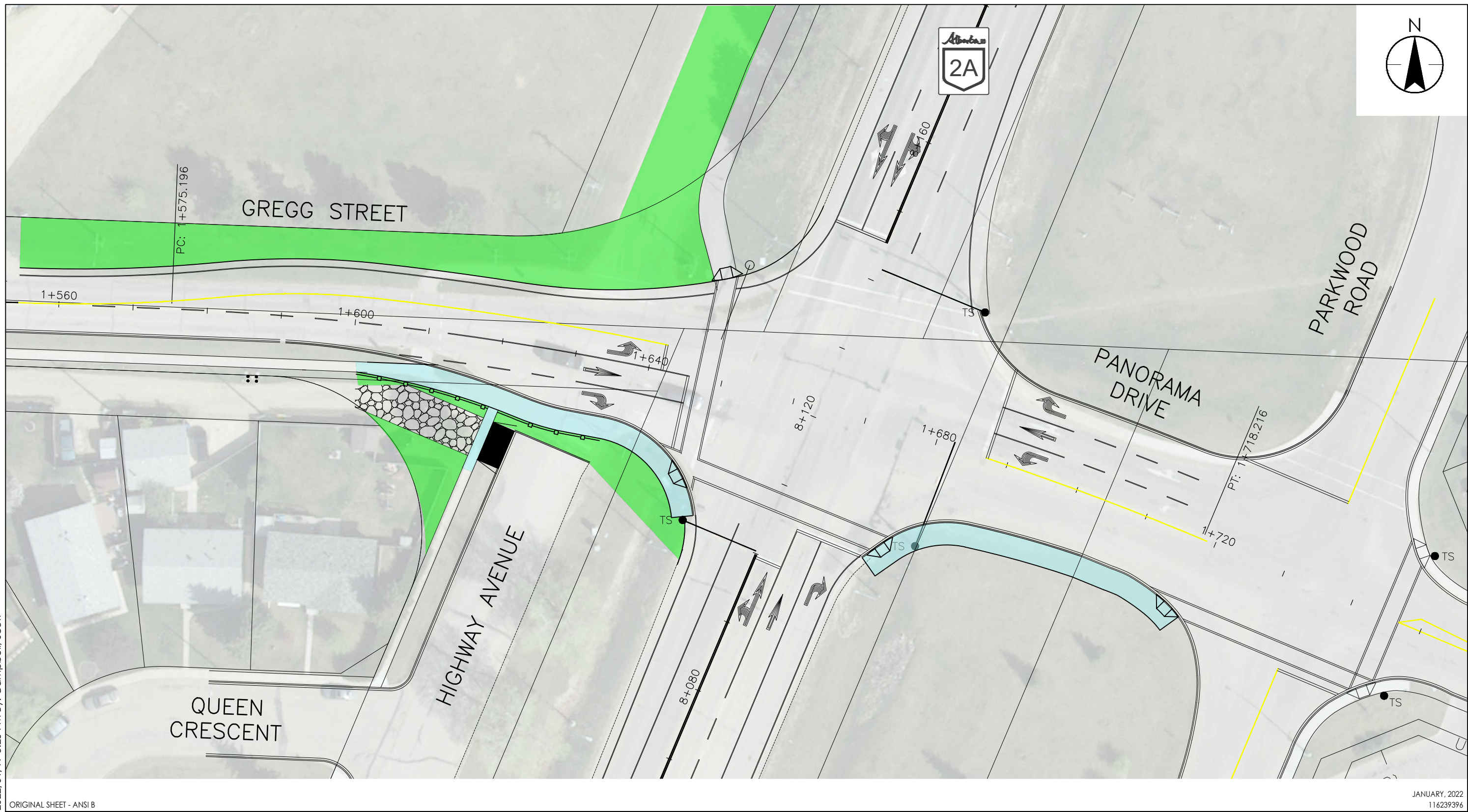
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PRELIMINARY  
FOR DISCUSSION PURPOSES ONLY



Client/Project  
TOWN OF BLACKFALDS  
WOMACKS ROAD/GREGG STREET AND PLAZA  
PARKING LOT  
Figure No.  
SK-1  
Title  
INTERSECTION OPTION 1

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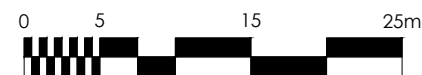
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PRELIMINARY  
FOR DISCUSSION PURPOSES ONLY



Client/Project  
TOWN OF BLACKFALDS  
WOMACKS ROAD/GREGG STREET AND PLAZA  
PARKING LOT  
Figure No.  
SK-2  
Title  
INTERSECTION OPTION 2



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

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**MEETING DATE:** January 25, 2022

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

**SUBJECT:** Utility Bylaw 1250.20/1254.21 – Schedule “B” 2022 Rates

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**BACKGROUND:**

Utility Rate Bylaw 1250.20 Schedule “B” was approved by Council on September 8<sup>th</sup>, 2020 with the 2021 rates (Bylaw 1254.21) updated in early 2021 to align with the 2021 budget. Schedule “B” is discussed annually in alignment with the operating budget for water and sewer to set the rates for each year. Last year, the 2021 rates were increased by 2.6% from 2020 rates.

Council and Administration discussed utility rates for 2022 in the budget assumption discussions that took place on November 15<sup>th</sup> at the pre-budget assumptions 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 your budget binders and was estimated at a 2.6% increase. On January 11, 2022 the Schedule B Utility Bylaw Amendment 1254.21 to increase these rates for 2022 was presented to Council. This item was referred to Administration for more information to determine impact of the proposed increase vs no increase.

At the Standing Committee Meeting on January 17<sup>th</sup>, 2022, Administration provided an updated review of our reserves and assets and presented a 0% rate increase option and information that provided specific impacts of the proposed 2022 rate increase and no increase for the 2022 year for the Standing Committee’s consideration. Through the review, there was an error noted to the proposed 2022 sewer consumption rate increase of 2.6% that was presented to Council. The budget binder has \$3.24 cubic rate proposed, however, our detailed cost centres have the correct proposed cubic meter rate proposed in the revision below at \$3.18. Therefore, the budgeted increase now reflects only a 2% increase instead of a 2.6% increase.

The 2022 operating budget included increases to the residential (and commercial) water and sewer utility rates for 2022. The proposed water and wastewater rate 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% increase per month or \$3.39 for a family of 4 (typical house) See the attached Utility Rate Table for further information.

At the January 11 Meeting, the Standing Committee recommended to Council to move forward with the 0% option for this budget year only. Future reserve balances will suffer greatly if the rates are not increased each year, based on all the factors of a utility rate model. Below is the Regional Information, Town Information, Reserve Balances and Long-term Impacts in dollar value that was provided as part of this meeting.

**Regional Information**

Regional Water per cubic metre of use is fixed at \$2.14 until 2033:

Regional wastewater per cubic metre of use is fixed at \$1.87 until 2030:



## TOWN OF BLACKFALDS COUNCIL MEETING REQUEST FOR DECISION

### **Town Information**

Included below is some general information including definitions to assist in guiding discussion and sharing of information.

Town Water/Sewer Costs =

Cost of service per year (Fixed costs + Consumption + Capital Infrastructure Replacement)

1. Rates that are set, (the revenues) are used to fund these costs above, each year, any unused funds under the operating water and sewer budget, along with the planned transfer to capital reserve (2-41-00-960) for water and wastewater are then returned to our capital reserves for future year funding of asset maintenance and builds.
2. Off-site Levies = fund new infrastructure only (our ten-year plan relating to water and sewer expansions)
3. Utility Rate Model = looks at the fixed, consumption and capital infrastructure replacement rate, to determine if there is an agree to plan to fully fund the operations/maintenance of new and existing assets and the partial funding ability to replace/repair the old assets over the life of the asset.
4. Depreciation = the loss of the asset's useful life to provide service over the course of its lifecycle (i.e. when it needs to be replaced).
5. Asset replacement contributions = return to reserves, the budget each year should be 2x the annual depreciation of the utility
6. Infrastructure Gap = due to lack of municipal and government funds, these return to reserve targets under the TCA are not typically met for most assets under control of a municipality.
7. Water and Sewer Gap = if the Town is sitting at approximately 50%, then our depreciation is at 50% higher rate than our reserve contributions are being funded at currently. In 2022 we are at 68% of the way there.

### **Reserve Balances and Long-term Impacts**

As a general accounting rule, asset replacement contributions (Reserve Contributions) should be 2x Annual depreciation.

The Towns 2022 Estimated depreciation and Reserve contributions are as follows:

	Depreciation	Target 200%	Reserve Contribution	Funded %
Water	\$680,000	\$1,360,000	\$922,154	68%
Sewer	\$400,000	\$800,000	\$539,377	68%



## TOWN OF BLACKFALDS COUNCIL MEETING REQUEST FOR DECISION

2022 Reserve balances from the updated Ten-year Plan is below. This table shows both estimated reserve contributions and well as money drawn for capital projects.

Year	Water	Sewer
2022	\$5,185,001	\$3,483,735
2023	\$6,099,657	\$3,819,641
2024	\$1,838,987	\$488,689
2025	\$2,928,317	-\$1,092,263
2026	\$4,067,647	-\$623,215
2027	-\$43,023	-\$154,167
2028	\$1,096,307	\$314,881
2029	\$2,235,637	\$783,929
2030	\$3,374,967	\$1,252,977
2031	\$4,514,297	\$1,722,026

### DISCUSSION:

#### 2022 Rate Analysis Option 1 and 2 (0% and 2% increase scenarios)

If Council chooses to maintain the 2021 rates or go with the budget planned increase of 2%, the table below shows the impact to Reserves and Tangible Capital Assets (TCA). Note, that commercial and industrial customers, will be outside of this example table below, but the main focus of concern has been residential rates increasing, so that is what we focused on in the table.

There was good discussion at the Standing Committee of Council and Administration appreciates and supports the direction from the Committee to move forward with a 0% utility rate increase for water and sewer for 2022. This plan will allow us time to review and complete the rate model analysis already planned for this year. We will then have a new five-year water and sewer utility rate projection based on our recorded asset management cost and replacement requirements, future growth, commission rates, demand and consumption data.

Based on average water use of 18 cu.m potable water and 80% wastewater of 14.4 cu.m.				
Option 2: 2.0% rate increase	Impact to residential (monthly)	Impact to individual residential (yearly)	Impact to Reserves (yearly)	Impact to long term TCA replacement in 20years
Remain with current 2022 planned rates for water and sewer	\$3.39 monthly	\$40.73	\$0.00	No deficit
Option 1 (Recommended by Committee): 0% rate increase	Impact to residential (monthly)	Impact to individual residential (yearly)	Impact to Reserves (yearly)	Impact to long term TCA replacement in 20years
Remain with previous 2021 rates for water and sewer	\$0.00 monthly	\$0.00	\$160,000 (deficit)	\$3.2 million (deficit)



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

**FINANCIAL IMPLICATIONS:**

The table above shows the impact (\$160,000 deficit) of a 0% increase on reserves, remaining at 2021 rates for a period of one year. The 0% rate increase will be reflected in the water and wastewater revenues and expenses in the budget if this recommendation moves ahead tonight.

**ADMINISTRATIVE RECOMMENDATION:**

- |   |
|---|
| <p>1. That Council instruct Administration to maintain the previous 2021 rates for water and sewer under the existing Schedule B Bylaw 1254.21 for the 2022 year.</p> |
|---|


**ALTERNATIVES:**

- A) That Council increase water and wastewater rates for 2022 by 2% as per the previous budget discussions.
- B) That Council refer this item back to Administration for further review.

**Attachments:**

- *Bylaw 1254.21 - Schedule B 2021 rates*
- *Utility Rate Table*

**Approvals:**

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

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

**Town of Blackfalds**  
**2022 Financial Plan and Budget**  
**Financial Impacts of Utility Rate Changes**

	2021					2022*				2021-22
	Typical Monthly Consumption (Cubic Meters)	Base Rate	Variable Rate	Capital Infrastructure	Total	Base Rate	Variable Rate	Capital Infrastructure	Total	Dollar Change
<b>Water</b>										
<b>Rates</b>		\$ 17.40	\$ 2.77	\$ 10.82		\$ 17.75	\$ 2.83	\$ 11.04		
Typical House	18	\$ 17.40	\$ 49.86	\$ 10.82	\$ 78.08	\$ 17.75	\$ 50.94	\$ 11.04	\$ 79.73	\$ 1.65
Low Consumption, Single Occupant	8	\$ 17.40	\$ 22.16	\$ 10.82	\$ 50.38	\$ 17.75	\$ 22.64	\$ 11.04	\$ 51.43	\$ 1.05
<b>Waste Water (80% of Water Volume)</b>										
<b>Rates</b>		\$ 14.88	3.12	-		15.18	3.18	-		
Typical House	14.4	\$ 14.88	\$ 44.93	\$ -	\$ 59.81	\$ 15.18	\$ 45.79	\$ -	\$ 60.97	\$ 1.16
Low Consumption, Single Occupant	6.4	\$ 14.88	\$ 19.97	\$ -	\$ 34.85	\$ 15.18	\$ 20.35	\$ -	\$ 35.53	\$ 0.68
<b>Solid Waste</b>										
<b>Rates</b>		<u>Residential</u> \$ 28.85				<u>Residential</u> \$ 29.43				
Typical House		\$ 28.85			\$ 28.85	\$ 29.43			\$ 29.43	\$ 0.58

**Total Billings**

**Typical House**

Total Per Month		\$ 61.13	\$ 94.79	\$ 10.82	\$ 166.74	\$ 62.36	\$ 96.73	\$ 11.04	\$ 170.13	\$ 3.39
<b>Total Annual Cost</b>		<b>\$ 733.56</b>	<b>\$ 1,137.46</b>	<b>\$ 129.84</b>	<b>\$ 2,000.86</b>	<b>\$ 748.32</b>	<b>\$ 1,160.78</b>	<b>\$ 132.48</b>	<b>\$ 2,041.58</b>	<b>\$ 40.73</b>

**Low Consumption, Single Occupant**

Total Per Month		\$ 61.13	\$ 42.13	\$ 10.82	\$ 114.08	\$ 62.36	\$ 42.99	\$ 11.04	\$ 116.39	\$ 2.31
<b>Total Annual Cost</b>		<b>\$ 733.56</b>	<b>\$ 505.54</b>	<b>\$ 129.84</b>	<b>\$ 1,368.94</b>	<b>\$ 748.32</b>	<b>\$ 515.90</b>	<b>\$ 132.48</b>	<b>\$ 1,396.70</b>	<b>\$ 27.77</b>

\* Rates for 2023 & 2024 are budgeted at 2% increases



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)

  
MAYOR RICHARD POOLE

  
CAO MYRON THOMPSON

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

(RES. 19/21)

  
MAYOR RICHARD POOLE

  
CAO MYRON THOMPSON

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

(RES. 20/21)

  
MAYOR RICHARD POOLE

  
CAO MYRON THOMPSON



**TOWN OF BLACKFALDS  
BYLAW 1254.21**

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**SCHEDULE "B"**

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

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**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

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**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.



January 7, 2022

Via Email: [carna@nurses.ab.ca](mailto:carna@nurses.ab.ca)

College & Association of Registered Nurses of Alberta  
11120 178 Street  
Edmonton, AB T5S 1P2

Dear Council:

**Re: Letter of Support for Fast Tracking Immigrant Nurses for Certification in Alberta**

The Municipality of Crowsnest Pass Council respectfully requests that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses to qualify to work in Alberta in all communities currently facing nursing shortages.

Our current health crisis has clearly demonstrated the need for additional nurses to support and enhance our current caregivers that are overworked and stretched to capacity when there are many immigrant nurses sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated nurses are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process.

Sincerely,

A handwritten signature in dark ink, reading "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: The Honorable Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities Association



January 7, 2022

Via Email: [registrar@cpsa.ab.ca](mailto:registrar@cpsa.ab.ca)

College of Physicians and Surgeons of Alberta  
2700, 10020 100 Street NW  
Edmonton, AB T5J 0N3

**Attention: Dr. Scott McLeod, Registrar**

Dear Dr. McLeod:

**Re: Letter of Support for City of Cold Lake and Streamlining Foreign Physician Assessments**

The Municipality of Crowsnest Pass Council fully supports the request by the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for physicians from outside of Canada but wish to extend this consideration be given to facilitate integration for those doctors in all communities in Alberta currently facing physician shortages.

Our current health crisis has clearly demonstrated the need for additional doctors to support and enhance caregivers that are overworked and stretched to capacity when there are many immigrant physicians sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated doctors are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process by removing the significant barriers to becoming certified in our province.

Sincerely,

A handwritten signature in dark ink, reading "Blair Painter". The signature is fluid and cursive, with the first name "Blair" and last name "Painter" clearly distinguishable.

Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: The Honorable Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities Association

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**MEETING DATE:** January 25, 2022

**PREPARED BY:** Sean Barnes, Director of Community Services

**SUBJECT:** Eagle Builders Centre Project Completion Summary

---

## **BACKGROUND**

Construction for the Eagle Builders Centre, formerly known as the Blackfalds Multi-Plex, began in late June 2020 and was slated to be completed in the fall of 2021. This project has now been completed and was administered through a Stipulated Price Contract with Delnor Construction Ltd. for \$24.6m. The tendered bid cost for the project has been received in the spring of 2020 at \$28m which then required the Town, including Council and Administration, the Recreation, Culture and Parks Board, and the Dual Ice Development Society (DIDS) working with ACI and Delnor to source areas of cost reductions that were finalized to bring project costs down to \$24.6m. A great amount of effort was also put forward to find additional cost savings as the project proceeded and through the construction process.

Although the municipality benefited from the costing standpoint undertaking the project when we did, it did come with challenges experienced mainly due to COVID, specifically with supply chain issues and other associated factors. This has been a common issue for major projects everywhere and has resulted in major increases in project costs. A recent example was provided by Eagle Builders where a 400,000 ft<sup>2</sup> basic warehouse saw a cost increase of 24% in a 14-month period for exactly the same structure. Having the project completed under a Stipulated Price Contract shielded the Town from escalated costs that similar projects across the province and country have experienced.

## **DISCUSSION**

Now that the project is complete, the Town has undertaken a reconciliation with Delnor Construction and ACI to arrive at final costs. The Town has had to bear some additional costs outside the scope of the contract for design changes in the amount of \$614K. The major portion of this is with the cantilever roof projection (\$400K) required to extend over and between the new complex and what was the existing Multi-Plex's pre-engineered structure. This design change was determined during construction due concerns for snow loading. Other design change costs include:

- Painting exterior of existing facility
- Security system connection
  - Door revisions/hardware for arena & library
- Library dishwasher
- Rebuild of woman's washroom for opening between arenas
- Seating size increase (30+ extra seats)

It should be noted that ACI Architects and Delnor construction waived all consulting fees as well as project administration costs associated with these items.

Additional costs associated with furnishings, fixtures and equipment (FF&E) to outfit the building and put into operation are in the amount of \$532k and include:

- Concession equipment
- Furniture for library & arena
- Audio system for arena
- Corporate sponsorship signage

Due to the impact of COVID-19 over the past 22 months, the construction world has changed drastically, which in turn reflects the final budget. We were fortunate to have this project put into the budget prior to the pandemic, especially through a Stipulated Price Contract (GMP) process. Today, the project would be 30-40% higher compared to pre-COVID, which translates to approximately \$10 million.

The changes and costs were brought forward to the Recreation, Culture and Parks Board at the meeting of January 6, 2022, where the following resolution was received:

**RES. 04/22**

***Mayor Hoover moved that the Recreation, Culture, and Parks Board accepts the Eagle Builders Centre Furniture, Fixtures & Equipment & Design Changes as information.***

***MOTION CARRIED UNANIMOUSLY***

ACI Architecture & Delnor Construction worked diligently to keep prices of materials and labour to a minimum, however, losses were incurred by both the construction company and architecture firm in order to do so.

It should be noted that Administration is awaiting the approval of a \$1 million grant through the province's Community Facility Enhancement Program that will assist in offsetting the design changes and FF&E.

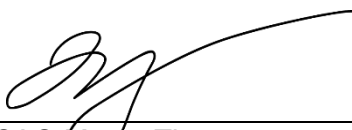
**FINANCIAL IMPLICATIONS:**


In summary the project cost overrun came in at approximately 1.7%, which for any project is very good.

The additional expenses will be funded via the following, if the grant application noted above is unsuccessful:

Lacombe County RC1 Application	\$171,900
Future Years Sponsorship (Drawn from Reserve)	\$500,000
General Capital Reserve	\$474,100

**APPROVALS**

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

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



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
NOVEMBER 10<sup>TH</sup>, 2021 – 7:00 pm**

---

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on the 10<sup>th</sup> day of November 2021 via Microsoft Teams.

**Members Present via Microsoft Teams**

Councillor Rebecca Stendie, Councillor Jim Sands, Cliff Soper, Melissa MacLeod, Sheila Giffin, Tennielle Gilchrist, Theresa Franko, Trish Willis

**Regrets**                Samantha Wilson  
                              Dena Thomas

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

**MINUTES**

**1           FCSS MEETING**

Manager Bornn ran the meeting until election of new officers.

1.1        Call to Order

Manager Bornn called the meeting to order at 7:04 pm.

**2           LAND ACKNOWLEDGEMENT**

- Manager Bornn gave the land acknowledgement.

**3           AGENDA APPROVAL**

2.1        Agenda November 10<sup>th</sup>, 2021.

**RES. 36/21**

Member Gilchrist moved to accept the agenda as amended.

- Under item 2 Land Acknowledgement: Blackfalds should read Blackfoot.
- Attachment for item 8.2 – 3-year FCSS Funding Agreement.
- Addition of Information Items 10.2 to 10.8.

**CARRIED UNANIMOUSLY**

**4           DELEGATION**

N/A

**5           ELECTION OF OFFICERS**



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
NOVEMBER 10<sup>TH</sup>, 2021 – 7:00 pm**

---

**5.1 Chair**

**RES. 37/21**

Councillor Stendie nominated Tennille Gilchrist for the Chair position, which was accepted for the next term.

**CARRIED UNANIMOUSLY**

**5.2 Vice-Chair**

**RES. 38/21**

Member Giffin put her name forward for the Vice Chair position, which was accepted, and was acclaimed for the next term.

**CARRIED UNANIMOUSLY**

**6 ADOPTION OF MINUTES**

**4.1 Meeting Minutes October 14<sup>th</sup>, 2021.**

**RES. 39/21**

Member MacLeod moved to accept the minutes dated October 14<sup>th</sup>, 2021, as presented:

**CARRIED UNANIMOUSLY**

**7 OLD BUSINESS**

N/A

**8 NEW BUSINESS**

**8.1 FCSS Orientation**

**8.2 Draft 2022 Budget**

- Manager Bornn gave an overview of the FCSS 2022 Draft Budget and noted that the only change is an increase of \$50,000 for a proposed new Social Needs Assessment. A copy of the Family and Community Support Services Funding Agreement will be emailed to the Board after the meeting.

**RES. 40/21**

Member Willis moved that the FCSS Board recommends that Council accept the FCSS draft budget.

**CARRIED UNANIMOUSLY**

**9 ACTION CORRESPONDENCE**

**10 INFORMATION**

**10.1 FCSS Manager's Update**

- Manager Bornn informed the Board of a few highlights from the information update.



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
NOVEMBER 10<sup>TH</sup>, 2021 – 7:00 pm**

---

- COVID restrictions resulted in the cancellation of Seniors Programs and Events which cannot operate without REP.
- Board/Committee Appointments – there were a total of 14 applications with 13 appointed to at least one board, filling vacancies.
- Snow Angel Program has 20 resident applications and there are 10 locations that still need a Snow Angel.
- The Winter Wear Fundraiser online dessert auction is underway and closes November 24th.

10.2 Family Resource Network November Schedule

10.3 FCSSAA Board Meeting Highlights – Conference and AGM will be held virtually in December.

10.4 FCSSAA Newsletter – news article from Minister Luan.

10.5 Memorandum of Understanding with Beyond Food Community Hub (Food Bank).

10.6 Safe & Sound Safety Training – Professional development November 18<sup>th</sup>.

10.7 New Initiative – Christmas Challenge.

10.8 Fall Fundraiser Dessert Auction

**RES. 41/21**

Member Giffin moved to accept the Information Items as presented.

**CARRIED UNANIMOUSLY**

**11 INFORMATION CORRESPONDENCE**

**11 CONFIDENTIAL MATTERS**

**13 ADJOURN**

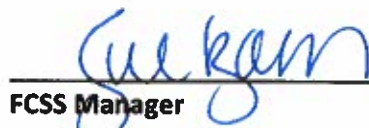
**Next meeting scheduled for December 9th, 2021, at 7:00 pm.**

Member Tennielle Gilchrist declared the meeting adjourned at 8:54 pm.



Board Member  
Tennielle Gilchrist

2022/01/13  
YYYY / MM / DD



FCSS Manager  
Sue Bernin



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
DECEMBER 9<sup>TH</sup>, 2021 – 7:00 pm**

---

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on the 9<sup>th</sup> day of December 2021 via Microsoft Teams.

**Members Present via Microsoft Teams**

Mayor Jamie Hoover, Councillor Rebecca Stendie, Councillor Jim Sands, Cliff Soper, Sheila Giffin

**Regrets**           Tennielle Gilchrist  
                      Samantha Wilson  
                      Dena Thomas  
                      Melissa MacLeod  
                      Trish Willis  
                      Theressa Franko

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

**MINUTES**

**1       FCSS MEETING**

Vice-Chair Sheila Giffin ran the meeting in the absence of our Chair.

1.1     Call to Order

Vice-Chair Giffin called the meeting to order at 7:06 pm.

**2       LAND ACKNOWLEDGEMENT**

-     Manager Bornn gave the land acknowledgement.

**3       AGENDA APPROVAL**

2.1     Agenda December 9<sup>th</sup>, 2021.

The agenda was accepted as information as the meeting did not meet quorum.

**4       DELEGATION**

N/A

**5       ADOPTION OF MINUTES**

5.1 Meeting Minutes for November 10<sup>th</sup>, 2021, accepted as information.

**6       OLD BUSINESS**

N/A

**7       NEW BUSINESS**



**TOWN OF BLACKFALDS  
REGULAR FCSS MEETING - MINUTES  
MICROSOFT TEAMS  
DECEMBER 9<sup>TH</sup>, 2021 – 7:00 pm**

---

**7.1 FCSS Orientation**

Manager Bornn presented the remainder of the slide show titled Understanding FCSS – All Modules for orientation and information purposes. If you missed this but would like to see it a link was sent with the December Agenda.

**9 ACTION CORRESPONDENCE**

**10 INFORMATION**

**10.1 FCSS Manager's Update**

- Manager Bornn informed the Board of a few highlights from the information update.
  - Staff are working on implementing a Volunteer Income Tax Program.
  - 50+ Walking Club was able to start and run under the REP Program.
  - More Than a Movie is scheduled for Wednesday, December 15<sup>th</sup> running under the REP Program.
  - Snow Angel Program has 22 resident applications and there are 7 locations that still need a Snow Angel volunteer.
  - Christmas Cards with a gift card will be sent to our volunteers as a thank you.
  - Winter Wear Fundraiser raised over \$2,000.
  - Christmas Bureau delivery took place on December 8<sup>th</sup>, hamper pick up on the 9<sup>th</sup> and there are 211 children accessing the Lunch Box Program. Town staff purchased over 200 advent calendars for distribution with the November 30<sup>th</sup> Lunch Box. The Food Bank Manager advised that she applied and will receive enough grant funding to run this program through 2022.
  - Staff took Emergency Social Services Training which was very good.

**10.2 Family Resource Network December Schedule for information.**

**11 INFORMATION CORRESPONDENCE**

**12 CONFIDENTIAL MATTERS**

**13 ADJOURN**

**Next meeting scheduled for January 13<sup>th</sup>, 2022, at 7:00 pm at the Eagle Builders Centre in the upstairs Performance Room.**

Vice-Chair Giffin declared the meeting adjourned at 8:15 pm.

Board Member

Sheila Giffin

2022/01/13

YYYY / MM / DD

  
FCSS Manager

Sue Bornn





# City of Lacombe

## COUNCIL HIGHLIGHTS

January 10, 2022

## 2. Review of Agendas

### 2.2 Consent Agenda

Council approved the consent agenda package, which included Councillor Reports, Administrative Reports, Commission, Board and Committee Reports, the adoption of the previous meeting's minutes, and the Council Mailbox.

The Consent Agenda included a motion to provide a letter of support for the Len Thompson Fish Pond Permanent Dock Project as presented.

Council also scheduled a virtual Joint Council meeting with Lacombe County for January 18, 2022, at 9:00 a.m.

The Consent Agenda additionally included Council giving first reading to Bylaw 393.5 (2022 Utility Rate Bylaw) as presented. The rates in Bylaw 393.5 will be effective on January 1, 2022, once Council completes the required three readings.

Council also gave first reading to Bylaw 493 and issued a Notice of Intent to designate the Flatiron Building as a Municipal Historic Resource and provide this notice to the property owner.

## 6. Requests for Decision

### 6.1 Bylaw 379.3 (Tax Rate Penalty Pre-COVID Levels)

Sections 340, 344, 345, and 346 of the Municipal Government Act permit the City to adopt a bylaw to allow taxes to be paid in installments at the taxpayer's option and for the City to impose penalties on unpaid taxes.

Bylaw 379.3 was prepared to meet the requirements of the Municipal Government Act. In December 2020, Council approved the 2<sup>nd</sup> and 3<sup>rd</sup> reading of Bylaw 379.2 for Tax penalty rates. The July 1 penalty authorized in this bylaw was 5 percent, lower than the pre-pandemic rate of 9 percent.

The Proposed Bylaw 379.3 includes only one change; the July 1 penalty increases from 5 percent to 10 percent. The 10 percent rate represents a 1 percent increase from pre-COVID penalties of 9 percent for consistency with penalties charged on taxes in arrears.

Council gave second and third reading to Bylaw 379.3.

## 8. In-Camera

### 8.2 Legal (FOIP Section 16)

Council approved the Vesta Energy Ltd. proposal to purchase the exclusive naming rights to the Eastside Recreation Area as presented and directed Administration to finalize the seven-year agreement.

### 8.3 Legal (FOIP Section 16)

Council authorized Administration to cancel all four of the City's remaining groundwater licences.

***\*The next scheduled Council Meeting:***

***-Tuesday, January 18, 2022 – Joint Council Meeting at 9:00 a.m. – Virtually***

***-Monday, January 24, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall***

***-Monday, February 14, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall***



WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING January 13, 2022

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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.

### **ROAD CLOSURE REQUEST – ROAD PLAN 3593J – CONSOLIDATION & SALE**

At the November 30, 2021 meeting, by resolution, Council instructed the County Manager to proceed with the process to close Road Plan 3593J and that this proposal be circulated to interested parties for comment. Council was informed that there were no objections received from government agencies, utility companies or adjacent landowners.

The following resolution received the approval of Council and will be forwarded to the Minister of Alberta Transportation for approval:

*IN THE MATTER of the closure to public travel and canceling a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended;*

*WHEREAS the land hereafter described is no longer required for public travel;*

*NOW THEREFORE BE IT RESOLVED that the Council of Lacombe County does hereby close the following described road, subject to the rights of access granted by other legislation or regulations:*

- 1) Plan 3593J lying within the SW 8-41-24 W4M (4.17 acres +/-)*

*Excepting Thereout All Mines and Minerals*

*for the purpose of the consolidation of the 4.17 acres +/- with the lands in the Certificate of Title 202 096 153 +1 for the SW 8-41-24 W4M.*

### **LEN THOMPSON FISHPOND ACCESSIBILITY PROJECT**

As per Council approval Lacombe County will provide a letter of support to the Lacombe Fish and Game Association for their application to the Community Facility Enhancement Program for funding for the proposed Len Thompson Fishpond Dock Project.

### **NUMAN - TAX CANCELLATION PENALTY REQUEST**

A motion that Lacombe County cancel the \$ 357.50 late payment penalty levied on tax account #3927242140 did not receive Council approval.

### **HESC ENERGY – TAX CANCELLATION PENALTY REQUEST**

A motion that Lacombe County cancel the \$ 45,139.27 late payment penalties levied on properties owned by HESC Energy did not receive Council approval.

### **ROBINSON – TAX CANCELLATION PENALTY REQUEST**

A motion that Lacombe County cancel the \$ 135.18 late payment penalty levied on tax account #4102031001 did not receive Council approval.

### **BUCHANAN – TAX CANCELLATION PENALTY REQUEST**

A motion that Lacombe County cancel the \$ 159.00 late payment penalty levied on tax account #3925091035 did not receive Council approval.



WHERE PEOPLE ARE THE KEY

### **STRATEGIC PLAN OVERVIEW**

Due to the current situation with COVID-19 the strategic planning workshop to be held on January 11 and 12, 2022 was postponed. The workshop will now be held March 8 and 9, 2022 in the Lacombe County Council Chambers commencing at 9:00 a.m. each day.

### **ENHANCE ENERGY**

Representatives from Enhance Energy provided a presentation on the activities and initiatives for the company. The presentation was received for information, and it was agreed that Council will tour the company's facility in the future.

**Next Regular Council Meeting is**  
**Thursday, January 31, 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  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
December 1, 2021**

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A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held both in person and virtually on December 1, 2021 at the Eagle Builders Centre and via Microsoft Teams commencing at 6:00 pm.

**MEMBERS PRESENT:**

Public at Large:

Kimberley Sommerville, Kala Pandit, Jennifer Myslicki (Via Teams), Erin Davis, Jill Bried

Lacombe County Council Appointee:

Ken Weenink on behalf of Barb Shepherd

Town of Blackfalds Council Appointee:

Councillor Rebecca Stendie, Councillor Laura Svab

Regrets:

**ATTENDING:**

Sean Barnes

Director of Community Services

Jeff Heindel

Parks and Facilities Manager

Rick Kreklewich

Abbey Centre General Manager

Mandi Gerhardt

CSD Administrative Assistant

**PUBLIC ATTENDING:**

**ABSENT:**

**AGENDA**

**1. RECREATION, CULTURE AND PARKS BOARD MEETING**

**1.1 CALL TO ORDER – 6:00 PM – MICROSOFT TEAMS & IN PERSON**

- The regular meeting was called to order by Chair Sommerville at 6:38 PM.

**2. LAND ACKNOWLEDGEMENT**

- a. Chair Sommerville gave the acknowledgement.

**3. AGENDA APPROVAL**

**3.1 AGENDA FOR THE DECEMBER 1, 2021 RECREATION, CULTURE AND PARKS BOARD MEETING**

- Additions made:
  - 6.2 Member Myslicki Exemption

**RES. 64/21**

**Councillor Svab moved to approve the agenda for the December 1, 2021 meeting as amended.**

***MOTION CARRIED UNANIMOUSLY***

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Recreation, Culture and Parks Board  
Regular Meeting Agenda  
December 1, 2021



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
December 1, 2021**

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**4. DELEGATION**

4.1 TOUR OF FACILITY

**5. BUSINESS ARISING FROM MINUTES**

N/A

**6. BUSINESS**

6.1 MEMBER E. DAVIS RESIGNATION

- Member Davis gave verbal update.
- Unable to commit the time and energy to continue with the Board, would like to give the position to someone who has the time and passion for the Board.
- Administration has appreciated all the hard work Member Davis has put in during her time on the Board.

**RES. 66/21**

Councillor Svab moved that the Recreation, Culture, and Parks Board accepts the resignation of Member Erin Davis, with respect, forward to Council for final approval.

***MOTION CARRIED UNANIMOUSLY***

6.2 MEMBER MYSLICKI EXEMPTION

- Director Barnes & Member Myslicki gave verbal update.
- Unable to make the meetings due to a conflicting schedule with Minor hockey.
  - January – March hockey will be Wednesday till 6:30-6:45 pm.
- Member Myslicki will attend the RCP meetings at 7:00 pm via Microsoft Teams for January – March.
  - Will start to attend in person meetings in April.

***ACCEPTED UNANIMOUSLY***

**7. ACTION CORRESPONDENCE**

N/A

**8. INFORMATION**

8.1 EAGLE BUILDERS CENTRE- FEE STRUCTURE

- Member Kreklewich gave verbal update.
- Two new meeting rooms have been added to our rates & fees at the Eagle Builders Centre.
  - Used the Abbey Centre as a bases for room rental rates.
  - Ice rental for new arena is priced the same as the existing arena.
- Fee bylaw is reassessed by the Town every two years.



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
December 1, 2021**

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- Newly adjusted rates will be brought forward to the RCP Board in the new year.
- Groups that qualify for the “Local” rate are located within Lacombe Country & Blackfalds area.
- Non-Profit: Minor Hockey, Skating Club, etc.
  - Tournament rate is higher than normal rate – due to the more profit they can make during that time.
- Rink rental rates for all user groups are comparable to Sylvan Lake and Lacombe.

#### 8.2 FURNITURE, FIXTURES & EQUIPMENT (FF&E)

- Director Barnes gave verbal update.
- Building envelop (\$24.6 million) does not include a few miscellaneous items.
- Additional items that were not included in the building envelope:
  - Audio system
  - Furnishing arena & library
  - Concession equipment
  - Eagle Builders Centre signage
  - Painting exterior of existing arena
  - Corporate signage for sponsors
  - Wi-Fi
  - Security system (cameras, alarms)
  - Building acoustics
- Waiting to hear back from Minister Orr regarding the \$1 million Community Facility Enhancement Program grant, this will cover the costs of the miscellaneous items.
- Around \$875,000 has been fundraised through corporate sponsorships.

#### 8.3 EVENTS UPDATE

- Member Kreklewich & Councillor Svab gave verbal update.
- Snacks with Santa was very well attended.
  - 313 out of 400 tickets were sold (4 time slots for guests to choose from).
  - Many preferred this event over breakfast/lunch with Santa due to less people and more structured event.
- Light Up Blackfalds was very well attended, although no actual event was held.
  - New addition is the Light Up Blackfalds Christmas Tour, 18 houses signed up.
- Winterfest 2022 planning process has begun, there will be a change of location and activities.

#### 8.4 CANADA COMMUNITY REVITALIZATION FUND

- Director Barnes gave verbal update.
- Received \$500,000 towards the outdoor community plaza at the Eagle Builders Centre.
- Roughly \$650,000 cost to build plaza, \$25k sponsorship has been secured, in the process of negotiation a \$100k naming right sponsorship.



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
December 1, 2021**

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**8.5 EAGLE BUILDERS PROJECT - UPDATE**

- Director Barnes gave verbal update.
- Library is still delayed for opening; Carley (Library Administrator) has been very understanding.
- There has been lots of interest for concerts and pro rodeos to be held at the EBC.
  - Great opportunity to make a large revenue during a short time.
- Overflow parking signs have been set up around Town to show where residents can park during games/events. Permanent signage has been ordered.
- Pedestrian crosswalk going through the parking lot needs to be more visible, flashing lights have been installed.

**8.6 PARKS AND FACILITIES - UPDATE**

- Member Heindel gave verbal update.
- Light Up in Tayles Park is complete and running, very well attended by community.
- Parks crews are focusing on outdoor rink & pond preparation.
- Facilities crew working hard to keep the EBC clean and working through the constant changes.
  - Custodians will be assisting during games & tournaments.

**8.7 ABBEY CENTRE – UPDATE**

- Member Kreklewich gave verbal update.
- Upcoming Christmas market being held in the field house, non-rep event (meaning they could operate at 1/3 capacity).
  - Different entrances to keep crowds separate from the rest of the facility.
- Facility is busier now that the rep program has been implemented.
  - Child minding and program attendance have increased a noticeable amount.
  - Facility bookings have increased (birthdays, weddings, etc.).
- QR codes have been a constant issue but it's a provincial mandate
- Ironing out kinks with new software system
- No further information given regarding the ATM break in at the Abbey

**9. APPROVAL OF INFORMATION ITEMS**

**RES. 68/21**

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

***MOTION CARRIED UNANIMOUSLY***

**10. APPROVAL OF MINUTES**

**RES. 69/21**

**Member Pandit moved that the Recreation Board accept the minutes for November 3 meeting as amended.**

- Ensure all names & titles are correct



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
December 1, 2021**

---

- 6.1 – Contract

***MOTION CARRIED UNANIMOUSLY***

**11. ADJOURN**

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

**RES. 70/21**

Meeting adjourned at 8:09 PM.

***MOTION CARRIED UNANIMOUSLY***



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**KIMBERLY SOMMERVILLE, CHAIR**



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**SEAN BARNES, DIRECTOR OF COMMUNITY SERVICES**

**Next meeting scheduled for January 6, 2022 @ 6:30pm**



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
December 14, 2021, Commencing at 6:15 P.M.**

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on December 14, 2021, at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 6:15 p.m.

**MEMBERS PRESENT:**

Laura Svab – Chairperson  
Brenda Dennis – Vice Chairperson  
Trish Willis  
Jim Sands

**REGRETS:**

Alex Garcia

**PUBLIC ATTENDING:**

None

**ATTENDING:**

Billie Scott, Development Officer II

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

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

**AGENDA APPROVAL:**

**Resolution 39-21**

Member Dennis moved to approve the December 14, 2021, agenda as 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 218-21 – Riser Developments Ltd.  
Rear Yard and Total Lot Coverage Relaxations  
61 Murphy Close (Lot 44m Block 11, Plan 152 2519)  
Residential Single Dwelling Medium Lot District (R-1M)**

Administration provided background information on the proposed development.

**Resolution 40-21**

MOVED by Member Sands that the Municipal Planning Commission APPROVE Development Permit application 218-21 granting a rear yard relaxation from 4.5 m to 3.4 m and total lot coverage relaxation from 40% to 40.5% at 61 Murphy Close (Lot 44, Block 11, Plan 152 2519) subject to the following conditions being met to the satisfaction of the Development Officer:

1. The proposed development shall be undertaken and completed in accordance with the approved plans.
2. The applicant shall ensure that the rear yard relaxation does not exceed 3.4m and total lot coverage does not exceed 40.5%.



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
December 14, 2021, Commencing at 6:15 P.M.**

3. Applicant is responsible for ensuring that development is outside active utility right of ways.
4. Any changes to the deck shall require a separate permit application.

**Notes:**

1. 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;
2. In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all federal, provincial, and other municipal legislation.
3. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
4. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this by-law are complied with.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**6.1 Minutes of November 9, 2021**

**Resolution 41-21**

Member Willis moved to approve the minutes of November 9, 2021, as presented.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Chairperson Svab adjourned the meeting at 6:26 p.m.

**CHAIR**

**SECRETARY**

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**MEETING DATE:** January 25, 2022

**PREPARED BY:** Sean Barnes, Director of Community Services

**SUBJECT:** Canada 150 Mural Placement in the Eagle Builders Centre

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## **BACKGROUND**

At the October 12, 2021 Regular Council Meeting, Council gave final approval to have the Canada 150 Mural moved from outside on South Street to inside the Eagle Builders Centre to preserve it from sunlight and weather damage.

**310/21** Councillor Olfert moved that Council accepts the recommendation of the Recreation, Culture and Parks Board in choosing location 2 for the Canada 150 Mural in the Eagle Builders Centre.

**CARRIED UNANIMOUSLY**

## **DISCUSSION:**

Due to the ongoing construction within the facility, the decision was made to postpone installing the mural until the new year. During the second week of January, Lacombe SignMasters was able to move and install the mural in the selected location.

You can now find the Canada 150 Mural inside the Eagle Builders Centre arena concourse, right next to the Blackfalds Bulldogs' retail space.

## **ATTACHMENTS:**

- *Canada 150 Mural*

## **APPROVALS**



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CAO Myron Thompson



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Department Director/Author





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

Page 1 of 1

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**MEETING DATE:** January 25, 2022

**PREPARED BY:** Sean Barnes, Director of Community Services

**SUBJECT:** Award Magazine Eagle Builders Centre Feature

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**BACKGROUND**

In September 2021, Award Magazine reached out to the Community Services Department with an interest in profiling the Eagle Builders Centre, formerly the Blackfalds Multi-Plex Expansion Project, for their upcoming December 2021 issue.

Award magazine is an award-winning Canadian architecture magazine in their 35<sup>th</sup> year of publishing. In each issue they profile significant building projects across the country.


Award is strictly a trade publication for professionals; their readership is comprised of design and constructional professionals; architects, interior designers, consulting engineers, landscape architects, general contractors, building developers, facility managers, and city/municipal planners across Canada.

**DISCUSSION**

The article was featured in the December 2021 issue of Award Magazine (page 70) and highlights the state-of-the-art features of this building.

**ATTACHMENTS**

**APPROVALS**



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CAO Myron Thompson



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Department Director/Author



## EAGLE BUILDERS CENTRE

by PETER STENNING

The Blackfalds Multi-Plex Expansion (formally named the Eagle Builders Centre in the summer of 2020) began with the intent to create a second ice surface for the Alberta community of just over 11,000 and morphed to accommodate a new library in a facility that is now being called one of the most anticipated builds of its kind.

Sean Barnes, director of community services at the Town of Blackfalds, says a second ice surface was first discussed in 2015 when minor hockey was on the rise and Blackfalds sports teams were being turned away from the community's at-capacity existing arena.

The project kicked into high gear when Doug Quinn, former head coach of the Red Deer Optimist Chiefs midget hockey team, was putting together the newest Alberta Junior Hockey League (AJHL) team and approached the Town with the idea of moving into the proposed new facility.

"The joining of the AJHL team confirmed that the 1,200 seats proposed in the original plan would be used," Barnes says. "Then the Blackfalds Library approached the Town, asking to be incorporated in the facility, as the mix of sport and arts and culture would create many synergies."

Kevin Osborne, senior technologist and associate at ACI Architects, says the library provided an architectural massing component at the front of the facility and wood accents were expressed throughout the interior. "We located it at the front of the building, with a main entrance leading guests either to it or the ice arena, or to a feature staircase to the second floor concourse and



seating – some of which is Loge seating for families or business groups."

Links were created to access the original arena; other elements include a multi-purpose community room, outdoor patio, lease spaces for businesses, and AJHL dressing room, players lounge, treatment room, and training centre.

Originally it was intended for glulam beams to span the new arena's ceiling, but steel truss assemblies were chosen instead due to budget considerations. "With the entire ceiling painted charcoal these beams provide an elegant looking exposed structure, and the facility is augmented with stained fir features and wood slatting," Osborne says. Further ambiance was achieved by a dimmable LED lighting system that integrates with the lighting system of Quinn's new Junior A team, the Blackfalds Bulldogs.

The library was designed as an inviting open concept with traditional

fixed stacks, as well as electronic media, computer friendly seating, and a feature fireplace. Natural light penetration was achieved by the entire east wall being glazed, and augmented by random diffused panels.

A pivotal point in the Eagle Builders Centre occurred when Mark Hall, project manager at Delnor Construction Ltd., began talking with Blackfalds-based Eagle Builders, specialists in what he describes as "one of the most elite precast systems I have ever come across. So much so that while the project originally stipulated a cast-in-place concrete and structural steel building, we proposed a precast structure including the bleacher seating: a package deal that would help enormously in meeting everyone's goal of having the facility ready for the fall 2021 hockey season."

Osborne points out that the panels incorporated some architectural creativity, "in that we fenestrated them

### LOCATION

5302 Broadway Avenue, Blackfalds, Alberta

### OWNER/DEVELOPER

Town of Blackfalds

### ARCHITECT

ACI Architects Inc.

### GENERAL CONTRACTOR

Delnor Construction Ltd.

### STRUCTURAL CONSULTANT

Grubb Engineering Corporation

### MECHANICAL CONSULTANT

Arrow Engineering

### ELECTRICAL CONSULTANT

AECOM Canada Ltd.

### CIVIL CONSULTANT

Design Works Engineering Ltd.

### LANDSCAPE ARCHITECT

Design North Landscape Architecture Inc.

### TOTAL SIZE

6,425 square metres (new arena)

### TOTAL COST

\$24.6 million

to impart the appearance of metal panels. More importantly, the panels reduced project costs and led to significant efficiencies."

Indeed, Hall, RJC, AECOM Canada Ltd., and Arrow Engineering worked with Eagles on 2D drawings to determine penetrations and infrastructure in the panels for electrical and mechanical systems. "We determined the requirements room by room, a process that took several months and simplified construction enormously," Hall says. "We went from grade level to a full stand-up building in eight weeks, and with a roof in place by Christmas, we were able to work through the winter and largely avoid heating and hoarding."

One challenge not arising from the original design came when the existing ice arena was deemed not structurally sound enough to accommodate the additional snow loads created by the new, taller facility (which couldn't have been situated farther away due to site constraints). "So the design team, in conjunction with Grubb Engineering, developed a cantilevered roof structure to extend over the existing rink," Osborne says. "The extension benefits the new facility because it's a way of controlling water drainage as well."

As of October, the Eagle Builders Centre was nearing completion, and Barnes says that those who have seen the interior "are dazzled and think it's one of the most beautiful sports facilities in Canada. My hat is off to Blackfalds Town Council, ACI, Delnor, and the trades for this amazing project." ■

## Council Monthly Round Table Report

TO		Members of Council		
FROM		Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: October 26 – Jan 18		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 26, 2021	x			Swearing in/Inaugural meeting
Oct 28, 2021	x			Council training, Delburne
Nov 1, 2021	x			Meeting with AUMA legal
Nov 2, 2021	x			MarComm Mayors Blog planning meeting
Nov 3	x			Rec Board meeting
Nov 4	x		X	Payroll orientation
Nov 4	x			Regional meeting with MP Calkins on RCMP retroactive increase
Nov 8	x			Policing committee meeting
Nov 9	x			RCC
Nov 10	x			FCSS meeting
Nov 11		x		Remembrance Day wreath laying
Nov 15	x			Budget deliberation/SCC
Nov 16-19		x		AUMA conference Edmonton
Nov 19		x		Blackfalds Bulldogs inaugural home game, EBC
Nov 22			x	EBC tour for City or Spruce Grove administration
Nov 23	x			RCC
Nov 24	x			Code of Conduct review
Nov 25		x		Lacombe Santa Parade
Nov 29	x			NRDRWSC Org. Meeting
Nov 29	x			NRDRWWSC Org. meeting
Nov 29	x			Lacombe Foundation Org. meeting
Nov 29	x			Special Council meeting

## Council Monthly Round Table Report

Dec 1	x			CAEP Fall general meeting
Dec 1	x			Rec Board meeting
Dec 2	x			RDRMUG virtual
Dec 3		x		Apollo Medical clinic grand opening
Dec 6	x			NRDRWSC bylaw update
Dec 6	x			NRDRWWSC bylaw update
Dec 8			x	Lacombe Foundation Chairperson administration
Dec 8	x			St. Gregory school council meeting
Dec 9		x		Blackfalds Staff Christmas party
Dec 9	x			FCSS meeting
Dec 11-12			x	MUNI 101 training
Dec 14	x			RCC
Dec 15	x			Meeting with Lacombe County Reeve
Dec 20	x			Meeting with Sylvan Lake Mayor
Jan 5, 2022	x			St. Gregory school council meeting
Jan 6	x			Rec Board meeting
Jan 11	x			Food Hub meeting
Jan 11	x			RCC
Jan 13	x			FCSS meeting
Jan 17	x			Lacombe Foundation Chairperson administration
Jan 17	x			SCC

## Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council’s information</li></ul>		
REPORT DATE		For the period: 26 Oct – 15 January		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 26	X			Swearing in Ceremony + Org. Meeting - <a href="#">Minutes</a>
Oct 28		X		Council Orientation in Delburne
Nov 4	X			Chamber of Commerce Meeting
Nov 5			X	EBC Tour (with Rec Board)
Nov 9	X			RCC - <a href="#">Highlights</a>
Nov 15	X			Budget Deliberations
Nov 15	X			SCC - <a href="#">Minutes</a>
Nov 16 - 19		X		AUMA Conference in Edmonton
Nov 23	X			RCC - <a href="#">Minutes</a>
Nov 24	X			Info Gathering Meeting

## Council Monthly Round Table Report

Nov 29	X			Special Council Meeting - <a href="#">Minutes</a>
Dec 2	X			Chamber of Commerce Christmas Event (Virtual)
Dec 8	X			Policing Committee Meeting
Dec 11 – 12		X		Munis 101 Course (Blackfalds)
Dec 13	X			EDTAC Meeting
Dec 14	X			RCC - <a href="#">Highlights</a>
Jan 5		X		EPR Municipal Workshop (Virtual)
Jan 6	X			Chamber Meeting
Jan 11	X			Beyond Food Community Hub Meeting
Jan 11	X			RCC – <a href="#">Minutes</a>

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Brenda Dennis</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: October 26, 2021 to January 13, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
October 26	X			Organization Meeting
October 28		X		Council Orientation @ Delburne
November 2	X			IREC School Council Meeting
November 4	X			Parkland Regional Library
November 9	X			MPC
November 9	X			Council Meeting
November 15	X			Budget deliberations
November 15	X			Standing Committee
November 16-19		X		AUMA Convention
November 22			X	HR My Way Orientation

## Council Monthly Round Table Report

November 23	X			Council Meeting
November 24	X			Code of Conduct Meeting
November 29	X			Special Council Meeting
December 11-12		X		MUNIS 101 Elected Officials Education Program
December 13	X			EDTAC
December 14	X			MPC
December 14	X			Council Meeting
January 4	X			IREC School Council Meeting
January 5			X	Talk of the Town Submission
January 5	X			FCSS Interagency Meeting
January 11	X			Food Bank Meeting
January 11	X			MPC
January 11	X			Council Meeting
January 13	X			Rural RD Restorative Justice Community Advisory Council

## Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: Oct 15, 2021 - Jan 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 26	X			Council meeting/ Swearing in/ Orientation
Oct 28			X	Council Orientation/ Orientation to Good Governance 2021 Delburne
Nov 9	X			MPC Orientation/ MPC November Meeting
Nov 9	X			Regular Council Meeting
Nov 10	X			FCSS November Meeting
Nov 15	X			Budget Deliberations
Nov 15	X			Standing Committee Meeting
Nov 17/18/19			X	Alberta Municipalities (formerly AUMA) Convention Edmonton
Nov 23	X			Regular Council Meeting
Dec 9	X			FCSS December Meeting



**BLACKFALDS**  
ALBERTA

## Council Monthly Round Table Report

403.885.4677  
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www.blackfalds.com

Dec 11/12			X	Alberta Municipalities EOEP MUNI 101
Dec 14	X			MPC December Meeting
Jan 11	X			Food Bank Meeting/ MPC Meeting/ Regular Council Meeting
Jan 13	X			FCSS January Meeting

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Rebecca Stendie</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: October 16, 2021 – January 16, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
October 26, 2021				Council swearing in ceremony/orientation
October 28, 2021				Council orientation training in Delburne
November 3, 2021				Recreation, Culture, and Parks Board Meeting
November 9, 2021				Regular Council Meeting
November 10, 2021				Family and Community Support Services Meeting
November 16-19, 2021				Alberta Municipalities convention including meeting with RCMP K-division where Council advocated for fair funding allocation for local Victim Services, and Victims of Crime Fund changes to make it easier for victims to access much needed supports in a timelier fashion.
November 23, 2021				Regular Council Meeting
December 1, 2021				Recreation, Culture, and Parks Board Meeting
December 9, 2021				Family and Community Support Services Meeting

## Council Monthly Round Table Report

December 11-12, 2021				Munis 101 training sessions
December 14, 2021				Regular Council Meeting
January 6, 2022				Recreation, Culture, and Parks Board Meeting
January 11, 2022				Meeting with Blackfalds Food Hub Board
January 11, 2022				Regular Council Meeting
January 13, 2022				Family and Community Support Services Meeting

## Council Monthly Round Table Report

TO		Members of Council		
FROM		Laura Svab		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: Oct 26, 2021 – Jan 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 26			x	Meet and Greet
Oct 26	x			Swearing in Ceremony, then Organizational Meeting
Oct 28	x			Council Orientation
Nov 2	x			IRJC Parent Council Meeting
Nov 2	x			Library Board Meeting
Nov 3	x			Recreation, Culture and Parks Board Meeting
Nov 9	x			MPC Orientation followed with MPC Meeting
Nov 9	x			Regular Council Meeting
Nov 15	x			2022 Budget Deliberations
Nov 15	x			Standing Committee Meeting
Nov 16-19	x			Alberta Municipalities Conference
Nov 19	x			Meeting with RCMP Senior Officers and JSG
Nov 23	x			Regular Council Meeting
Nov 27		x		Snacks with Santa
Nov 29	x			IT Meeting
Nov 29	x			Special Council Meeting
Nov 30	x			IRJC Parent Council Meeting
Dec 1	x			Recreation, Culture and Parks Board Meeting
Dec 3		x		Apollo Clinic Grand Opening
Dec 8	x			Policing Committee Meeting
Dec 9		x		Staff Christmas Party
Dec 11-12	x			Muni 101 - Elected Officials Education Program



## Council Monthly Round Table Report

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Dec 14	x			MPC meeting
Dec 14	x			Regular Council Meeting
Jan 4	x			Library Board Meeting
Jan 6	x			Recreation, Culture and Parks Board Meeting
Jan 11	x			Meeting with Food Bank
Jan 11	x			MPC meeting
Jan 11	x			Regular Council Meeting



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 11, 2022 at 7:00 p.m.**  
**Via Remote Virtual Platform**  
**MINUTES**

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, January 11, 2022, via remote virtual platform, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Myron Thompson, CAO  
Preston Weran, Director of Infrastructure and Property Services  
Justin de Bresser, Director of Corporate Services  
Chris Johnson, Economic Development Officer  
Kalina Van Winssen, Executive Assistant

**REGRETS**

Sean Barnes, Director of Community Services

**MEDIA**

None

**PUBLIC**

None

**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**

**001/22** Councillor Svab moved that Council adopt the January 11, 2022 agenda as amended by removing the RCMP Year-end Report Delegation.

**CARRIED UNANIMOUSLY**

**BUSINESS**

**Request for Decision – Alberta Regional Rail Letter of Support**

Alberta Regional Rail requested a letter of support for a Regional Rail network that will service small towns between Edmonton and Calgary.

**002/22** Councillor Dennis moved Council to express their support, without committing funds, of the Alberta Regional Rail Integrated Travel System as outlined through approval of a Letter of Support to Alberta Regional Rail.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 11, 2022 at 7:00 p.m.**  
**Via Remote Virtual Platform**  
**MINUTES**

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**Request for Decision – Bylaw 1264.22 Authorized Overdraft Bylaw**

Administration prepared Bylaw 1264.22 to authorize the Town to make use of overdraft protection, if it is needed.

- 003/22** Councillor Stendie moved that Council give First Reading to Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

- 004/22** Councillor Svab moved that Council give Second Reading to Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

- 005/22** Deputy Mayor Appel moved that Council agree to proceed with Third and Final Reading of Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

- 006/22** Councillor Sands moved that Council give Third and Final Reading of Bylaw 1264.22, being the Authorized Overdraft Bylaw for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**Request for Decision – Bylaw 1265.22 Procedural Bylaw**

The 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. This has been updated with the new Council elected.

- 007/22** Deputy Mayor Appel moved that Council give First Reading to Bylaw 1265.22, a Bylaw to regulate the proceedings and conduct of Council and Council Committee Meetings.

**CARRIED UNANIMOUSLY**

**Request for Decision – Bylaw 1266.22 Utility Rate Bylaw Amendment**

Utility Rate Bylaw Amendment 1266.22 contains an amended Schedule B which has been updated with the 2022 rates as discussed in budget deliberations. This will amend and update the rates in Utility Rate Bylaw 1254.21.

- 008/22** Councillor Coulter moved that Council refer this item back to Administration for further information.

**CARRIED**

*Opposed: Mayor Hoover and Councillor Dennis*

**Request for Decision – Bylaw 1267.22 Solid Waste Management Bylaw Amendment**

Solid Waste Management Bylaw 1267.22 contains an amended Schedule A in order to update the 2022 rates as discussed in budget deliberations. This will amend Solid Waste Management Bylaw 1167/13.

- 009/22** Deputy Mayor Appel moved 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.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 11, 2022 at 7:00 p.m.**  
**Via Remote Virtual Platform**  
**MINUTES**

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**010/22** Councillor Stendie moved 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.

**CARRIED UNANIMOUSLY**

**011/22** Councillor Svab moved that Council agree 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.

**CARRIED UNANIMOUSLY**

**012/22** Councillor Stendie moved 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.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Municipal Planning Commission Meeting Minutes – November 9, 2021
- FCSS Minutes – October 14, 2021
- Economic Development and Tourism Advisory Committee Minutes – September 13, 2021
- Report to Council, Building and Development Permit Report – December 2021
- Report to Council, Enforcement Services Monthly Report – December 2021
- BOLT Transit Report – December 2021
- Lacombe County Council Meeting Highlights – December 16, 2021

**013/22** Councillor Svab moved to accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**Round Table Discussion**

None

**ADOPTION OF MINUTES**

**014/22** Deputy Mayor moved that Council accept the Regular Council Meeting Minutes from December 14, 2022 as presented.

**CARRIED UNANIMOUSLY**

**Notices of Motion**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

None

**BREAK**

**015/22** Councillor Svab moved for a five-minute recess at 8:11 p.m.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
Tuesday, January 11, 2022 at 7:00 p.m.  
Via Remote Virtual Platform  
**MINUTES**

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**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:16 p.m.

**CONFIDENTIAL – Closed Session**

- **FOIP S. 24**

**016/22**

Councillor Sands moved that Council move to a closed session commencing at 8:16 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of Alberta's Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

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

**017/22**

Councillor Stendie moved to come out of the closed session at 8:34 p.m.

**CARRIED UNANIMOUSLY**

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

**ADJOURNMENT**

Mayor Hoover adjourned the meeting at 8:34 p.m.

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Jamie Hoover, Mayor

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Myron Thompson, CAO



**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
January 17, 2022 at 7:00 p.m.  
**MINUTES**

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, January 17, 2022, via remote virtual platform, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Myron Thompson, CAO  
Preston Weran, Director of Infrastructure and Property Services  
Justin de Bresser, Director of Corporate Services  
Laura Thevenez, Infrastructure Services Manager  
Marco Jadie, IT Tech  
Lorrie Logan, Municipal Clerk

**REGRETS**

Councillor Laura Svab

**MEDIA**

None

**PUBLIC**

Jim de Boon, Klassic Kennels

**CALL TO  
ORDER:**

Deputy Mayor Appel called the Standing Committee 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**

**01/22** Mayor Hoover moved that the Standing Committee of Council adopt the agenda as amended by deferring the RCMP delegation.

**CARRIED UNANIMOUSLY**

**DELEGATION**

**Animal Control Year-end Report**

Jim de Boon provided an overview of the 2021 Animal Control efforts to the Committee.

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None

**BUSINESS**



**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
January 17, 2022 at 7:00 p.m.  
**MINUTES**

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**Request for Direction, Sidewalk Repair Policy 158.22**

Manager Thevenaz brought forward an updated Sidewalk Repair Policy, which is used to help achieve long-term financial sustainability for the Town's sidewalk assets.

- 02/22** Councillor Stendie moved that the Standing Committee of Council recommend that the Sidewalk Repair and Replacement Policy be forwarded to Council for formal approval.

**CARRIED UNANIMOUSLY**

**Request for Direction, Flag Policy 159.22**

CAO Thompson brought forward an updated Flag Policy, to ensure consistent standards for half-masting procedures and flying community Flags.

- 03/22** Mayor Hoover moved that the Standing Committee of Council provide feedback on Flag Policy 159.22; and, that it be brought forward to the next Regular Council Meeting for formal approval.

**CARRIED UNANIMOUSLY**

**Request for Direction, Amendment to Utility Bylaw 1266.22**

Director Weran provided further information on updating utility rates for 2022, with options for a 0% increase and a 2% increase. Draft Utility Rate Bylaw 1266.22 reflects a 2% increase to utility rates.

- 04/22** Councillor Dennis moved that the Standing Committee recommend to Council to maintain the previous 2021 rates under the existing Bylaw.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

**Foreign Medical Practitioners Letter of Support**

A request was received from Crowsnest Pass to provide a letter of support for fast-tracking newcomers from the medical industry to qualify to work in Alberta.

- 05/22** Councillor Stendie moved that Standing Committee of Council recommend to Council that they consider drafting a letter of support in regards to medical staff.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- 2020 Financial Indicators

- 06/22** Mayor Hoover moved to accept the information item as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE**

None

**ADOPTION OF MINUTES**

None

**BUSINESS FOR THE GOOD OF THE COMMITTEE**

None



**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
January 17, 2022 at 7:00 p.m.  
**MINUTES**

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**BREAK**

**07/22** Councillor Dennis moved for a five-minute recess at 7:47 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Deputy Mayor Appel called the Standing Committee of Council meeting back to order at 7:53 p.m.

**CONFIDENTIAL – Closed Session**

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

**08/22** Councillor Sands moved that Council move to a closed session commencing at 7:53 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Sections 19 and 24 of Alberta's Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

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

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

**09/22** Councillor Sands moved to come out of the closed session at 8:02 p.m.

**CARRIED UNANIMOUSLY**

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

**ADJOURNMENT**

Deputy Mayor Appel adjourned the meeting at 8:02 p.m.

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Deputy Mayor, Marina Appel

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Myron Thompson, Chief Administrative Officer