



Town of Blackfalds  
**Regular Council Meeting**  
Via Remote Videoconferencing Platform  
June 22, 2021 at 7:00 pm

## **AGENDA**

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1. **Call to Order**
2. **Adoption of Agenda**
  - 2.1 Agenda for June 22, 2021
3. **Delegation**
  - 3.1 Council Reconciliation Discussion - Lloyd Desjarlais, Manager of Indigenous Student Services, RDC
  - 3.2 Eagle Builders Centre: Architect Update - Eddo Cancian
4. **Public Hearing**

None
5. **Business Arising from Minutes**

None
6. **Business**
  - 6.1 CAO Report (*verbal*)
  - 6.2 [Request for Decision, Council Remuneration Review Committee](#)
  - 6.3 [Request for Decision, Office Hours Policy](#)
  - 6.4 [Request for Decision, Purchasing Policy](#)
  - 6.5 [Request for Decision, 2022 Budget Timeline](#)
  - 6.6 [Request for Decision, Aurora Heights Playground Approval](#)
7. **Action Correspondence**
  - 7.1 [988 Suicide Prevention Hotline](#)
  - 7.2 [Central Alberta Mayors Support Letter – Central Alberta Child Advocacy Centre](#)
8. **Information**
  - 8.1 Eagle Builders Centre Project Update – Director Barnes (*verbal*)
  - 8.2 [Municipal Planning Commission Meeting Minutes – May 25, 2021](#)
  - 8.3 [FCSS Funding Letter – Ministry of Community and Social Services](#)
  - 8.4 [Lacombe County Council Highlights – June 10, 2021](#)
  - 8.5 [City of Lacombe Council Highlights – June 14, 2021](#)
9. **Round Table Discussion**
  - 9.1 [Mayor Poole](#)
  - 9.2 [Deputy Mayor Svab](#)
  - 9.3 [Councillor Appel](#)
  - 9.4 [Councillor Hoover](#)
  - 9.5 [Councillor Olfert](#)
  - 9.6 [Councillor Stendie](#)
  - 9.7 [Councillor Taylor](#)
10. **Adoption of Minutes**
  - 10.1 [Minutes from Regular Council Meeting on June 8, 2021](#)
  - 10.2 [Minutes from Standing Committee Meeting on June 14, 2021](#)
11. **Notices of Motion**
  - 11.1 [Land Use Bylaw Feedback Process for Developers, Builders, and Impacted Organizations](#)
12. **Business for the Good of Council**

None
13. **Confidential**
  - 13.1 FOIP S. 23
14. **Adjournment** – Verbal





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

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**MEETING DATE:** June 22, 2021

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

**SUBJECT:** Council Remuneration Review Committee

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**BACKGROUND:**

A Council Remuneration Review Committee (CRRC) is established ahead of each new Council term to make recommendations on compensation amounts for the incoming Council. The Committee will consist of 5 citizens from the community as well as administrative personnel and a member of a consulting firm to be utilized to gather and establish information. The information that is gathered is done in conjunction with the wage and salary survey process for in scope and out of scope employees.

The Terms of Reference that guides the process for the CRRC is an appendix to the Council Remuneration Policy that is also updated prior to a new term of Council.

**DISCUSSION:**

Administration has updated the Terms of Reference for the Council Remuneration Review Committee (as attached) and will be seeking Council's formal approval of the document as well as the formal appointment of the five (5) citizens at large that have agreed to participate on the Committee. The citizens that have agreed to participate on the Committee include:

- Melodie Stol
- Kevin Hallet
- Dena Thomas
- Denise Sumner
- Ken Hubbard

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council formally approve the Council Remuneration Review Committee Terms of Reference as presented.
2. That Council appoint the citizen representation as recommended to participate on the Council Remuneration Review Committee.

**ALTERNATIVES:**

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

**ATTACHMENTS:**

- *Council Remuneration Review Committee - Terms of Reference (amended with markups)*





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

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- *Council Remuneration Review Committee - Terms of Reference (amended clean version)*

**Approvals:**

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



**Appendix “A” – Terms of Reference – Council Remuneration Review Committee**

<b>Policy No.: 154.21</b> <b>Policy Title: Council Remuneration &amp; Compensation Policy</b> <b>Department: Administration</b>	
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**1. RESPONSIBILITIES:****1.1 Council**

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

**1.2 Chief Administrative Officer**

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

**1.3 Council Remuneration Committee**

- 1.3.1 Will elect a Chair and Vice Chair for the Committee;
- 1.3.2 Will make recommendations to Council in relation to Council Remuneration;
- 1.3.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 1.3.4 Will make recommendations to Council in relation to a Benefits Package;
- 1.3.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;



- 1.3.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

#### **1.4 Remuneration Committee Chair Duties**

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

## **2. PROCEDURES FOR COUNCIL REMUNERATION COMMITTEE**

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



**Appendix "A" – Terms of Reference – Council Remuneration Review**

**Committee**

<b>Policy No.: <u>154.21</u></b> <b>Policy Title: Council Remuneration &amp; Compensation Policy</b> <b>Department: <u>Administration</u></b>	
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**1. RESPONSIBILITIES:**

**1.1 Council**

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

**1.2 Chief Administrative Officer**

- 1.2.1 Will act in an advisory role to the ~~Committee~~;
- 1.2.2 Provide the assistance of a Human Resource ~~Officer~~ to assist in information gathering and analysis, and facilitation process
- 1.2.3 Provide any information necessary information to the ~~Committee~~ necessary to fulfill their duties;
- 1.2.4 Utilize the current Municipal Affairs Municipal Measurement Index to utilize comparator municipalities. Comparators will be within +/- ten percent in relation to the Town of Blackfalds. Comparable Communities (minimum of 6) within the Province to be surveyed utilizing indicators (i.e population, per capita equalized assessment) contained in the most recent Financial Indicator Graphs established by Municipal Affairs;
- 1.2.5 Ensure the survey information is collected, ~~and~~ compiled, and available ~~at the beginning of the year prior to an election and available~~ for when the ~~committee~~ is ready to undertake the review ~~meet~~.

**2. Council Remuneration ~~Committee~~**

- 2.1 Will elect a Chair and Vice Chair for the ~~Committee~~;
- 2.2 Will make recommendations to Council in relation to Council Remuneration;
- 2.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 2.4 Will make recommendations to Council in relation to a Benefits Package;



- 2.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;
- 2.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

### 3. Remuneration ~~Committee~~Committee Chair Duties

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

### 4. Procedures for Council Remuneration ~~Committee~~Committee

#### ~~4.1 Timing of the Formation of the Committee~~Committee

~~4.24.1~~ The ~~committee~~Committee will be established ~~prior to mid year in September of the year prior to the of an~~ election year. ~~—The committee~~Committee will complete their review and make recommendation prior to ~~the first Council meeting in August mid-November of that year.~~

~~4.34.2~~ The ~~Committee~~Committee will consist of ~~nine~~eight~~seven~~ members including ~~five~~five citizens from the Community, ~~the~~the CAO, ~~and the Director of Corporate Services, the Human Resource Officer and member of the consulting firm (Hhuman Rresource Aadvisor) that gathered and processed the compensation survey data. who will both be non-voting.~~

~~4.44.3~~ The ~~Committee~~Committee members chosen will consist of individuals who are active and connected in the Community or have a professional background in finance, business, education, law or governance.

~~4.54.4~~ ~~The CAO may also appoint a Human Resource advisor to participate on the Committee~~Committee. This individual will not be the only committeeCommittee members to have voting rights.

~~4.64.5~~ The Term of the ~~Committee~~Committee shall be appointed for a term not to exceed one year, ~~and a new committee~~Committee will be established one year ahead of a municipal election.

~~4.74.6~~ Meeting dates and times shall be held at the discretion of the ~~Committee~~Committee and a quorum shall consist of three members.

~~4.8~~ Each member of the ~~Committee~~Committee will observe and keep confidential matters relating to the business or affairs of Council members or the Town of Blackfalds which may directly or indirectly come to their knowledge through the ~~Committee~~Committee





## Town of Blackfalds Council Remuneration Policy

activities. ~~Committee~~Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

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

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**MEETING DATE:** June 22, 2021

**PREPARED BY:** Myron Thompson, CAO

**SUBJECT:** Office Hours Policy Update

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**BACKGROUND:**

Administration is in the process of examining and bringing up to date its policies. The Office Hours Policy was last revised in 2011 and therefore there have been minor changes made to update it. This Policy was reviewed at the Standing Committee Meeting on June 14 with no recommended changes.

**DISCUSSION:**

The Office Hours Policy was created in order to be accountable to the public, by setting consistent hours (8:30 a.m. – 4:30 p.m.) in which the Civic Centre will operate and provide services. It also notes the exceptions such as weekends, statutory holidays, and additional holidays such as Easter Monday and Christmas Eve. The Policy outlines that changes to normal operating hours will only be given with permission of the CAO and should not be less than 24 hours.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council accept the recommendation of Standing Committee of Council in the approval of Office Hours Policy 153.21 as presented.

**ALTERNATIVES**

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

**Attachments:**

- 153.21 Office Hours Policy
- 2011 Office Hours Policy

**Approvals:**

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





<b>Policy No.: 153.21</b> <b>Policy Title: Office Hours Policy</b> <b>Department: Administration</b> <b>Effective Date:</b> <b>Revised: June 2021</b> <b>June 8, 2011</b> <b>Supersedes Policy/Bylaw: 2011 Office Hours Policy</b> <b>Review Date: June 2024</b>	<b>Council Approval:</b>  <b>Resolution No.</b>  <b>Date:</b>
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### **Policy Statement**

**Municipal office hours at the Civic Centre are 8:30 a.m. to 4:30 p.m. for service to the public at large.**

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

- 1.1 To be accountable to residents in setting and offering consistent hours by which the Civic Centre will operate and provide services.

#### **2. Responsibilities**

- 2.1 Municipal Council to:

2.1.1 Approve by resolution this policy, procedure and any amendments.

- 2.2 Chief Administrative Officer to:

2.2.1 Implement this policy and approve procedures.

2.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

#### **3. End of Policy**





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**PROCEDURE**

<b>Policy No.:</b> 153.21 <b>Policy Title:</b> Office Hours Policy <b>Department:</b> Administration	
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**1. General Specifications**

- 1.1 The front doors of the Civic Centre will be unlocked and reception services available at 8:30 a.m. weekday mornings and will close at 4:30 p.m.

**2. Exceptions**

- 2.1 The following are exceptions to the regular operating hours:
- 2.1.1 The Civic Centre will be open on weekdays as noted above with the exception of days deemed a statutory holiday.
- 2.1.2 On Easter Monday and Christmas Eve the Civic Centre will also be closed.

**3. Changes to Operating Hours**

- 3.1 Changes to operating hours may occur in special circumstances and will be subject to the following requirements:
- 3.1.1 Changes to the normal operational hours must be posted and advertised with as much advance notice as is possible and should not be less than 24 hours.
- 3.1.2 Changes to the normal operational hours must be authorized by the Chief Administrative Officer or their designate.

**4. End of Procedure**

**Approval**

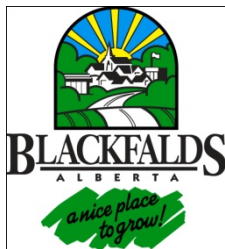
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**Chief Administrative Officer**

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**Date**





# Town of Blackfalds Municipal Policy Handbook

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**Policy Name:** Office Hours

**Date of Approval by Council:** February 22, 1994

**Resolution No.:** 211/11

**Last Review Date:** June 28, 2011

**Next Review Date:** As Needed

**Special Notes:**

## **Policy Statement:**

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Municipal Office Hours are 8:30 a.m. to 4:30 p.m. for service to the public at large commencing April 1, 1994.

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## **General Specifications:**

The front doors of the municipal office will be unlocked and the reception services available at 8:30 am weekday mornings, excepting those days that are deemed a statutory holiday and will close at 4:30 pm.

Changes to the normal offices hours must be authorized by the Chief Administrative Officer or their designate.

Any changes to the normal operational hours must be posted and advertised with as much advance notice as is possible and should not be less than 24 hrs.

**APPROVED BY:**

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Mayor Melodie Stol

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Acting CAO Sean Barnes





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

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**MEETING DATE:** June 22, 2021

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

**SUBJECT:** Purchasing Policy Update

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**BACKGROUND:**

The Purchasing Policy was last updated in 2011, and the current policy is due for a review. In an effort to streamline the purchasing abilities of authorized staff, Administration has made further amendments for Council's consideration, including a new procedure. Feedback from the Standing Committee Meeting on June 14 was also used to further amend the Policy.

**DISCUSSION:**

The Purchasing Policy is essentially the rules in order to procure goods and services within a defined range of conditions. This document enables authorized personnel to efficiently carry out their duties whilst maintaining a consistent approach.

The Purchasing Policy has undergone an extensive review in order to update the policy and procedure to current practices. The Finance Team initially reviewed the document and made the required changes and feedback from the managers group was also welcomed.

The new marked up document has been provided with any additions included in red, whereas any deletions from the old Policy has been struck out.

Administration has expanded the section for Local Preference (Section 5) and added a new section speaking to the procurement of green products and services (Section 13). The green procurement section emphasizes the importance on goods and services that have a positive impact on the environment at all stages of the products life cycle. This section also speaks to the importance of the cost benefit of green procurement.

One additional change was made from the June 14 Standing Committee Meeting on Local Preferences (Section 5), which clarifies that subject to the processes in Section 4, employees may refer prime contractors to local businesses that can act as suppliers and contractors.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council accepts the recommendation of the Standing Committee of Council in the approval of the Purchasing Policy 151.21 as presented.

**ALTERNATIVES**

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





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

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**Attachments:**

- 151.21 Purchasing Policy – Clean Copy
- 151.21 Purchasing Policy – Marked-up Copy
- 2011 Purchasing Policy

**Approvals:**

  
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CAO Myron Thompson

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



<b>Policy No.: 151.21</b> <b>Policy Title: Purchasing Policy</b> <b>Department: Corporate Services</b> <b>Effective Date:</b> <b>Reviewed: June 2021</b> <b>Revised: June 2021</b> <b>July 2011</b> <b>April 2007</b> <b>Supersedes Policy/Bylaw: 2011 Purchasing Policy</b>	<b>Council Approval:</b>  <b>Resolution No:</b>  <b>Date:</b>
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## **Policy Statement**

The Town of Blackfalds delivery of services and acquisition of assets will be performed in a manner that might best achieve a high-quality product and/or service while maintaining an accountable, transparent, efficient and fair purchasing process. Investing in our community is done with an ever-present consideration of the financial impact on the taxpayers.

## **1. Reason for Policy**

- 1.1 Acquire goods and services for the Town of Blackfalds using a method that provides best value for the dollars spent.
- 1.2 Restrict purchasing powers to only persons possessing such authority through the purchasing policy or bylaw of the Town of Blackfalds.
- 1.3 Ensure proper approval procedure.
- 1.4 Purchases made in accordance with this policy shall not require Council approval provided budget appropriation approved by the Town Council has not been exceeded.

## **2. Definitions**

- 2.1 Purchase Order: A commercial electronic document and first official offer issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services. Created in the financial system to approve a purchase prior to committing the expense with a vendor and reflect the financial commitment in the system against the cost GL code.



- 2.2 Request for Proposal (RFP): A solicitation often made through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.
- 2.3 Tender: To make a formal written offer to carry out work, supply goods, or buy land, shares, or another asset for a stated fixed price and where all services, ~~shares~~, or another asset for a stated fixed price and where all services, work and outcomes are clearly defined. A mandatory evaluation criterion is set prior to the release of the invitation to tender and a criterion is applied to acceptance of a tender, including budgetary consideration. The option to not proceed with a project or purchase must be dealt with in a change order fashion and not negotiated at the time of awarding the contract.
- 2.4 Best Value: A combination of quality, timeline, cost, and efficiency is used to calculate the best value. The value of each criterion for purchases is determined at the time of acquisition of the product and/or service.
- 2.5 Emergency: An event that requires prompt coordination of actions or special regulations of persons or property to protect the safety, health or welfare of people or to limit damage to property.
- 2.6 Local Supplier: A person, firm, corporation or business which has a valid Town of Blackfalds business license and has a business address located within the corporate limits of the Town and/or within a 10 km radius.
- 2.7 Business Licence: A permit authorized and issued by the Town of Blackfalds to allow individuals or companies to conduct business within the Town of Blackfalds geographical jurisdiction.
- 2.8 Green Procurement: Purchasing products or services, which minimize, or provide favourable environmental impacts.
- 2.9 Single Source: Refers to a product or service that is proprietary and no alternate sources of supply/service exist.
- 2.10 Purchasing Authority: Refers to the authority granted to an employee to purchase and/or approve the purchase of goods and or services on behalf of the Town. This does not include the authority to sign or execute contracts.
- 2.11 Trade Agreements: The Canadian Free Trade Agreement, the New West Partnership Trade Agreement and any future trade agreements the Town may become subject to plus any amendments made to these Trade Agreements.



### **3. Responsibilities**

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

- 3.1.1 Approve by resolution this policy and any amendments;
- 3.1.2 Consider purchasing processes for successful implementation of this policy.

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

- 3.2.1 Implement this policy and approve procedures;
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

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

- 3.3.1 Ensure implementation of this policy and procedure;
- 3.3.2 Ensure that this policy and procedure is reviewed every three years;
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

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

- 3.4.1 Understand, and adhere to this policy and procedure;
- 3.4.2 Ensure employees are aware of this policy and procedure.

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

- 3.5.1 Understand and adhere to this policy and procedure.

### **4. Appendix**

- 4.1 None

### **5. End of Policy**



<b>PROCEDURE</b>	<b>Policy No.: 151.21</b> <b>Policy Title: Purchasing Policy</b> <b>Department: Corporate Services</b>
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## 1. Preamble

- 1.1 The purpose of the Purchasing Policy is to establish and delegate purchasing authority, ensure fairness and expediency in Town purchases, reflect a commitment to protect our local economy and ensure compliance with legislation and current trade agreements.

## 2. Authorization

- 2.1 The following employees of the Town of Blackfalds will have authorization to issue a purchase order for purchases in the listed ranges:

▪ Chief Administrative Officer	No Limit
▪ Director of Corporate Services	Up to \$10,000
▪ Director of Community Services	Up to \$10,000
▪ Director of Infrastructure & Property Services	Up to \$10,000
▪ Protective Services Manager (DEM)	Up to \$10,000
▪ Financial Services Manager	Up to \$5,000
▪ Information Technology Manager	Up to \$5,000
▪ Parks & Facilities Manager	Up to \$5,000
▪ FCSS Manager	Up to \$5,000
▪ Infrastructure Services Manager	Up to \$5,000
▪ Marketing & Communications Manager	Up to \$5,000
▪ Planning & Development Manager	Up to \$5,000
▪ Fire Chief	Up to \$5,000
▪ Economic Development Officer	Up to \$5,000
▪ Human Resources Officer	Up to \$5,000
▪ Utility Foreman	Up to \$2,500
▪ Parks Foreman	Up to \$2,500
▪ Transportation Foreman	Up to \$2,500
▪ Environmental Foreman	Up to \$2,500
▪ Recreation and Culture Programmer	Up to \$2,500
▪ Fitness and Aquatic Programmer	Up to \$2,500

- 2.1.1 Upon approval of the department Director ~~and the Chief Administrative Officer~~, additional staff members may be authorized to issue purchase orders for purchases up to a maximum of \$2,500.00.
- 2.1.2 Authorized personnel will be responsible for expenditures in their department only. In the case of an order containing goods and services for two or more departments, each authorized signing authority is required to code and



approve the invoice for payment, or sign a purchase order, whichever is required.

### **3. Vendor Relations**

- 3.1 To maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all dealings. At all times, applicable laws must be observed. In this regard the following should apply when dealing with suppliers and their representative:
  - 3.1.1 Offer prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
  - 3.1.2 Provide equal opportunity for all suppliers to respond to the Town's procurement requirements.
  - 3.1.3 Guarantee the confidentiality of all specifications and price quotations made by vendors responding to a Request for Proposal. Bottom line quotes will be made public in accordance with FOIP and the *Municipal Government Act*.
  - 3.1.4 If for any reason a supplier is permitted to re-quote, their competitors will be given the same opportunity.

### **4. Purchase**

- 4.1 The direct purchasing process allows purchases of items under \$2,000 dollars to be left to the discretion of the authorized signing authority. There is no competitive pricing requirement, but the signing authority is expected to obtain the best possible value for the taxpayer's money.
- 4.2 That three written price estimates be obtained prior to the purchasing of budgeted items valued between \$2,001 dollars and \$5,000 dollars. Copies of written price estimates shall be attached to the final invoice for payment.
- 4.3 A purchase order must be issued for any purchase of goods or services that do not have a contract or agreement in place and exceed \$5,000. Three written confirmations of price estimates must be received prior to the purchase of budgeted items valued at \$5,000 to \$10,000.
- 4.4 Purchase orders must be completed within the financial system and bear the appropriate authorization as per the Purchasing Policy prior to ordering the goods or services on behalf of the Town. The approving individual is responsible to ensure that the purchase is appropriate and within budgetary guidelines. A purchase order that does not correspond in value to an invoice must have a written explanation for any variance exceeding 5% or \$500.00.



- 4.5 Procurement of goods and services between \$10,000 and \$75,000 shall be awarded on the basis of written Request for Proposal. If there are local suppliers, the request for written Proposals shall be advertised locally or the local suppliers shall be invited to respond. If verbal invitations are extended to local suppliers, the buyer shall ensure that the identical information is given to each of those suppliers. Requests for Proposal shall include all acceptable known local suppliers and may include out-of-town suppliers.
- 4.6 Procurement of goods and services over \$75,000 shall be awarded on the basis of:
- 4.6.1 Written tender submissions to be prepared by a designated engineer and used for projects and/or services that have enough detailed information to limit the number of change orders required and prevent project cost overruns.
  - 4.6.2 Written Request for Proposals are to be prepared by department Directors and used for projects that have specified outcomes and are open to the methods of delivery.
  - 4.6.3 Requests for Proposals/Tenders must not exceed thresholds of Trade Agreements.
- 4.7 Tenders and Request for Proposals for procurement of goods and services for capital works shall be advertised, and/or undertaken by invitation for known local and non-local suppliers.
- 4.8 The evaluation criteria in which Tenders/Proposals are ranked and chosen may be determined by the Director depending on the nature of the purchase and the expertise required.
- 4.9 Unless otherwise specified by Council, the Chief Administrative Officer is delegated the authority to accept any proposal, the value of which does not exceed \$100,000; as long as,
- 4.9.1 The goods or services are provided for in an approved budget;
  - 4.9.2 Multi-year service contracts will be approved by Council;
  - 4.9.3 The Tender or Proposal is to be awarded based on best value.
- In the event of the following, the Tender or Proposal shall be submitted to Council for approval:
- 4.9.4 The budget allocation is insufficient in the opinion of the Chief Administrative Officer;
  - 4.9.5 The award is to be made to any firm with a proposal that does not demonstrate best value.



- 4.9.6 All Tenders or Proposals over \$100,000 shall be submitted to Council for approval.
- 4.10 The lowest estimate will not always be accepted, if consideration of warranty, special conditions and availability make the lowest bid less desirable.

## **5. Local Preference**

- 5.1 Preference should be given to Town of Blackfalds based suppliers and contractors with the final decision based on an overall “best value” evaluation. This is subject to ensuring the Town does not exceed the thresholds of Trade Agreements.
  - 5.1.1 Employees with purchasing authority are encouraged to make all direct purchases from local businesses, where possible.
  - 5.1.2 Employees with purchasing authority are encouraged to invite all qualified local businesses to submit a quotation for goods and services as part of the competitive pricing or quotation process.
  - 5.1.3 When the Town awards a contract through the process set out in Section 4, employees with purchasing authority may suggest and recommend to the Prime Contractor local businesses that can act as suppliers and subcontractors.
  - 5.1.4 When evaluating different vendors on the price factor, ensure prices are directly comparable. When comparing prices; supplies for purchases below \$75,000. Employees with purchasing authority may accept a local price preference of 5% to a maximum of \$2,000.

## **6. Managing Capital Projects**

- 6.1 All contracts for capital projects shall be awarded according to the Town’s Purchasing Policy. Administration of all capital projects is the responsibility of the Chief Administrative Officer who may delegate such responsibility to the appropriate Director or another person. The Chief Administrative Officer or that delegated person shall approve all expenditures i.e., progress payments up to the approved contract price. Where administrative responsibility has been delegated, the person to whom the responsibility is delegated shall ensure:
  - 6.1.1 That the work, goods supplied or service supplied has met the standard specifications contracted for;
  - 6.1.2 That the price charged is according to the contract and where a progress or similar payment is involved, that the portion of the contract being paid for is complete in all respects;
  - 6.1.3 That all the terms and conditions specified by the Town have been met;



- 6.1.4 That funds are available within the capital project budget; and
- 6.1.5 That the expenditure is charged against the activity to which it is coded. The Chief Administrative Officer may revise terms and conditions of a contract providing that the revision does not substantially change the project, or cause the project to exceed the budget. Changes to contracts exceeding contingency amounts, will not be changed without Council's prior approval, except in an emergency as deemed necessary by the Chief Administrative Officer.

## **7. Responsibility**

- 7.1 Every authorized employee is responsible for ensuring that Purchase Orders are used within the specified guidelines and approval is obtained prior to making purchases.
- 7.2 It is the responsibility of all to obtain the best possible value for the taxpayer's dollar and to ensure that their purchasing authority is not abused.
- 7.3 Misuse or abuse of the purchasing authority may result in disciplinary action or termination.

## **8. Petty Cash**

- 8.1 An employee may be reimbursed for purchases made for by the individual and authorized by the supervisor to an amount of \$100.00. The reimbursed amount will be paid out of the Town's petty cash fund upon presentation of a paid receipt.
- 8.2 The Director of Corporate Services or designate is authorized to reimburse cash purchases.

## **9. Business Licences and Worker's Compensation**

- 9.1 Those successful bidders, where applicable, shall be required to have a Town of Blackfalds Business Licence as per the bylaw prior to the start of work, and this requirement shall be included in the Tender or Request for Proposal document.
- 9.2 Where required, Workers' Compensation Numbers shall be provided to the Town prior to the start of work and this requirement shall be included in the Tender or Request for Proposal document.
- 9.3 When a contractor is required to have WCB. Payment of invoice's will be held until WCB clearance is obtain, where the labour portion of the invoice is over \$1,000



## **10. Other Over-riding Factors**

- 10.1 The Director of Corporate Services may approve the issuance of an open purchase order for local vendors as requested by a department Director. All receipts and applicable purchase orders must be submitted to the Accounts Payable Clerk immediately after the procurement of goods.
- 10.2 Any change will constitute a reissue of the Purchase Order.

## **11. Single Source**

- 11.1 Single source is a product or service that is proprietary and no alternate sources of supply/service exist. Each single source purchase must have a clearly defined backup to demonstrate what makes it qualify for this type of purchase.
- 11.2 Repairs to equipment and/or facilities that require immediate attention may be obtained through a single source type of purchase. Single source Vendors should be known for their ability to deliver best value on a regular basis.

## **12. Exceptions**

- 12.1 For emergencies or single source supplies, the requirements of competitive bidding in this policy may not be followed. For emergency purchases, approval must be obtained as soon as possible from the Director (for \$2,000 to \$10,000), Chief Administrative Officer (for amounts exceeding \$100,000), and Council will be advised at the next scheduled Regular Meeting of Council.
- 12.2 Notwithstanding anything in this Policy, the CAO may authorize any required expenditures in emergency situations where:
  - 12.2.1 The health and safety of employees or the public is at risk
  - 12.2.2 The loss or failure of infrastructure is at risk;
  - 12.2.3 Any delay in procuring goods and services could jeopardize the Town's ability to provide essential services; or,
  - 12.2.4 Pursuant to an enactment such as the *Emergency Management Act*.

## **13. Green Procurement**

- 13.1 Green Procurement means purchasing products or services, which minimize, or provide favourable environmental impacts. It takes into consideration the costs and environmental consequences of a product in all stages of its life cycle.
- 13.2 The Town will consider Green Procurement when making purchasing decisions when Goods and Services are available at competitive prices, and the environmental



benefits provided do not negatively affect the intended end use. Sustainable criteria will be examined when purchasing products and services.

- 13.3 All purchases will be made with the effort to procure, when feasible, recycled products, reusable products, and products designed to be recycled as long as the price differential is reasonable.

#### **14. End of Policy**





## Town of Blackfalds POLICY

<b>Policy No.: 151.21</b> <b>Policy Title: Purchasing Policy</b> <b>Department: Corporate Services</b> <b>Effective Date:</b> <b>Reviewed: June 2021</b> <b>Revised: June 2021</b> <b>July 2011</b> <b>April 2007</b> <b>Supersedes Policy/Bylaw: 2011 Purchasing Policy</b>	<b>Council Approval:</b>  <b>Resolution No:</b>  <b>Date:</b>
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### Policy Statement

The Town of Blackfalds delivery of services and acquisition of assets will be performed in a manner that might best achieve a high-quality product and/or service while maintaining an accountable, **transparent**, efficient and fair purchasing process. Investing in our community is done with an ever-present consideration of the financial impact on the taxpayers.

### 1. Reason for Policy

- 1.1 Acquire goods and services for the Town of Blackfalds using a method that provides best value for the dollars spent.
- 1.2 Restrict purchasing powers to only persons possessing such authority through the purchasing policy or bylaw of the Town of Blackfalds.
- 1.3 Ensure proper approval procedure.
- 1.4 Purchases made in accordance with this policy shall not require Council approval provided budget appropriation approved by the Town Council has not been exceeded.

### 2. Definitions

- 2.1 Purchase Order: A commercial electronic document and first official offer issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services. Created in the financial system to approve a purchase prior to committing the expense with a vendor and reflect the financial commitment in the system against the cost GL code.





## Town of Blackfalds POLICY

- 2.2 Request for Proposal (RFP): A solicitation often made through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.
- 2.3 Tender: To make a formal written offer to carry out work, supply goods, or buy land, shares, or another asset for a stated fixed price and where all services, ~~shares~~, or another asset for a stated fixed price and where all services, work and outcomes are clearly defined. A mandatory evaluation criterion is set prior to the release of the invitation to tender and a criterion is applied to acceptance of a tender, including budgetary consideration. The option to not proceed with a project or purchase must be dealt with in a change order fashion and not negotiated at the time of awarding the contract.
- 2.4 Best Value: A combination of quality, timeline, cost, and efficiency is used to calculate the best value. The value of each criterion for purchases is determined at the time of acquisition of the product and/or service.
- 2.5 Emergency: An event that requires prompt coordination of actions or special regulations of persons or property to protect the safety, health or welfare of people or to limit damage to property.
- 2.6 Local Supplier: A person, firm, corporation or business which has a valid Town of Blackfalds business license and has a business address located within the corporate limits of the Town and/or within a 10 km radius.
- 2.7 Business Licence: A permit authorized and issued by the Town of Blackfalds to allow individuals or companies to conduct business within the Town of Blackfalds geographical jurisdiction.
- 2.8 Green Procurement: Purchasing products or services, which minimize, or provide favourable environmental impacts.
- 2.9 Single Source: Refers to a product or service that is proprietary and no alternate sources of supply/service exist.
- 2.10 Purchasing Authority: Refers to the authority granted to an employee to purchase and/or approve the purchase of goods and or services on behalf of the Town. This does not include the authority to sign or execute contracts.
- 2.11 Trade Agreements: The Canadian Free Trade Agreement, the New West Partnership Trade Agreement and any future trade agreements the Town may become subject to plus any amendments made to these Trade Agreements.





## Town of Blackfalds POLICY

### 3. Responsibilities

#### 3.1 Municipal Council to:

- 3.1.1 Approve by resolution this policy and any amendments;
- 3.1.2 Consider purchasing processes for successful implementation of this policy.

#### 3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and approve procedures;
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

#### 3.3 Director of the Department to:

- 3.3.1 Ensure implementation of this policy and procedure;
- 3.3.2 Ensure that this policy and procedure is reviewed every three years;
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

#### 3.4 Manager to:

- 3.4.1 Understand, and adhere to this policy and procedure;
- 3.4.2 Ensure employees are aware of this policy and procedure.

#### 3.5 All Employees to:

- 3.5.1 Understand and adhere to this policy and procedure.

### 4. Appendix

- 4.1 None

### 5. End of Policy





## Town of Blackfalds POLICY

<b>PROCEDURE</b>	<b>Policy No.: 151.21</b> <b>Policy Title: Purchasing Policy</b> <b>Department: Corporate Services</b>
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### 1. Preamble

- 1.1 The purpose of the Purchasing Policy is to establish and delegate purchasing authority, ensure fairness and expediency in Town purchases, reflect a commitment to protect our local economy and ensure compliance with legislation and current trade agreements.

### 2. Authorization

- 2.1 The following employees of the Town of Blackfalds will have authorization to issue a purchase order for purchases in the listed ranges:

▪ Chief Administrative Officer	No Limit
▪ Director of Corporate Services	Up to \$10,000
▪ Director of Community Services	Up to \$10,000
▪ Director of Infrastructure & Property Services	Up to \$10,000
▪ Protective Services Manager (DEM)	Up to \$10,000
▪ Financial Services Manager	Up to \$5,000
▪ Information Technology Manager	Up to \$5,000
▪ Parks & Facilities Manager	Up to \$5,000
▪ FCSS Manager	Up to \$5,000
▪ Infrastructure Services Manager	Up to \$5,000
▪ Marketing & Communications Manager	Up to \$5,000
▪ Planning & Development Manager	Up to \$5,000
▪ Fire Chief	Up to \$5,000
▪ Economic Development Officer	Up to \$5,000
▪ Human Resources Officer	Up to \$5,000
▪ Utility Foreman	Up to \$2,500
▪ Parks Foreman	Up to \$2,500
▪ Transportation Foreman	Up to \$2,500
▪ Environmental Foreman	Up to \$2,500
▪ Recreation and Culture Programmer	Up to \$2,500
▪ Fitness and Aquatic Programmer	Up to \$2,500

- 2.1.1 Upon approval of the department Director and the Chief Administrative Officer, additional staff members may be authorized to issue purchase orders for purchases up to a maximum of \$2,500.00.

- 2.1.2 Authorized personnel will be responsible for expenditures in their department only. In the case of an order containing goods and services for two or more departments, each authorized signing authority is required to code and

Commented [JdB1]: @Managers Please ensure titles of positions are correct.





## Town of Blackfalds POLICY

approve the invoice for payment, or sign a purchase order, whichever is required.

### 3. Vendor Relations

- 3.1 To maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all dealings. At all times, applicable laws must be observed. In this regard the following should apply when dealing with suppliers and their representative:
  - 3.1.1 Offer prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
  - 3.1.2 Provide equal opportunity for all suppliers to respond to the Town's procurement requirements.
  - 3.1.3 Guarantee the confidentiality of all specifications and price quotations made by vendors responding to a Request for Proposal. Bottom line quotes will be made public in accordance with FOIP and the *Municipal Government Act*.
  - 3.1.4 If for any reason a supplier is permitted to re-quote, their competitors will be given the same opportunity.

### 4. Purchase

- 4.1 The direct purchasing process allows purchases of items under \$2,000 dollars to be left to the discretion of the authorized signing authority. There is no competitive pricing requirement, but the signing authority is expected to obtain the best possible value for the taxpayer's money.
- 4.2 That three ~~written price telephone and/or internet~~ estimates be obtained prior to the purchasing of budgeted items valued between \$2,001 dollars and \$5,000 dollars. Copies of the ~~written price telephone and/or internet~~ estimates shall be attached to the final invoice for payment.
- 4.3 A purchase order must be issued for any purchase of goods or services that do not have a contract or agreement in place and exceed \$5,000. Three written confirmations of price estimates must be received prior to the purchase of budgeted items valued at \$5,000 to \$10,000.
- 4.4 Purchase orders must be completed within the financial system and bear the appropriate authorization as per the Purchasing Policy prior to ordering the goods or services on behalf of the Town. The approving individual is responsible to ensure that the purchase is appropriate and within budgetary guidelines. A purchase order that does not correspond in value to an invoice must have a written explanation for any variance exceeding 5% or \$500.00.





## Town of Blackfalds POLICY

- 4.5 ~~That three written confirmations of price estimates be received prior to the purchase of budgeted items valued at \$5,000.00 to \$10,000.00. Copies of the recorded telephone and/or internet estimates shall be attached to the final invoice for payment.~~ **Moved this section to 4.3.**
- 4.6 **Procurement** of goods and services between \$10,000 and \$75,000 shall be awarded on the basis of written Request for Proposal. If there are local suppliers, the request for written Proposals shall be advertised locally or the local suppliers shall be invited to respond. If verbal invitations are extended to local suppliers, the buyer shall ensure that the identical information is given to each of those suppliers. Requests for Proposal shall include all acceptable known local suppliers and may include out-of-town suppliers.
- 4.7 Procurement of goods and services over \$75,000 shall be awarded on the basis of:
- 4.7.1 Written tender submissions to be prepared by a designated engineer and used for projects and/or services that have enough detailed information to limit the number of change orders required and prevent project cost overruns.
- 4.7.2 Written Request for Proposals are to be prepared by department Directors and used for projects that have specified outcomes and are open to the methods of delivery.
- 4.7.3 Requests for Proposals/Tenders must not exceed thresholds of Trade Agreements.**
- 4.8 Tenders and Request for Proposals for procurement of goods and services for capital works shall be advertised, and/or undertaken by invitation for known local and non-local suppliers.
- 4.9 The evaluation criteria in which Tenders/Proposals are ranked and chosen may be determined by the Director depending on the nature of the purchase and the expertise required.**
- 4.10 Unless otherwise specified by Council, the Chief Administrative Officer is delegated the authority to accept any proposal, the value of which does not exceed \$100,000; as long as,
- 4.10.1 The goods or services are provided for in an approved budget;
- 4.10.2 Multi-year service contracts will be approved by Council;
- 4.10.3 The Tender or Proposal is to be awarded based on best value.

In the event of the following, the Tender or Proposal shall be submitted to Council for approval:

**Commented [JdB2]:** Need to adjust numbering once completed





## Town of Blackfalds POLICY

- 4.10.4 The budget allocation is insufficient in the opinion of the Chief Administrative Officer;
- 4.10.5 The award is to be made to any firm with a proposal that does not demonstrate best value.
- 4.10.6 All Tenders or Proposals over \$100,000 shall be submitted to Council for approval.
- 4.11 The lowest estimate will not always be accepted, if consideration of warranty, special conditions and availability make the lowest bid less desirable.

### 5. Local Preference

- 5.1 Preference should be given to Town of Blackfalds based suppliers and contractors with the final decision based on an overall "best value" evaluation. **This is subject to ensuring the Town does not exceed the thresholds of Trade Agreements.**
  - 5.1.1 **Employees with purchasing authority are encouraged to make all direct purchases from local businesses, where possible.**
  - 5.1.2 **Employees with purchasing authority are encouraged to invite all qualified local businesses to submit a quotation for goods and services as part of the competitive pricing or quotation process.**
  - 5.1.3 **When the Town awards a contract through the process set out in Section 4, employees with purchasing authority may suggest and recommend to the Prime Contractor local businesses to act as suppliers and subcontractors.**
  - 5.1.4 When evaluating different vendors on the price factor, ensure prices are directly comparable. When comparing prices; supplies for purchases below **\$75,000. Employees with purchasing authority may accept a local price preference of 5% to a maximum of \$2,000.**

### 6. Managing Capital Projects

- 6.1 All contracts for capital projects shall be awarded according to the Town's Purchasing Policy. Administration of all capital projects is the responsibility of the Chief Administrative Officer who may delegate such responsibility to the appropriate Director or another person. The Chief Administrative Officer or that delegated person shall approve all expenditures i.e., progress payments up to the approved contract price. Where administrative responsibility has been delegated, the person to whom the responsibility is delegated shall ensure:
  - 6.1.1 That the work, goods supplied or service supplied has met the standard specifications contracted for;





## Town of Blackfalds POLICY

- 6.1.2 That the price charged is according to the contract and where a progress or similar payment is involved, that the portion of the contract being paid for is complete in all respects;
- 6.1.3 That all the terms and conditions specified by the Town have been met;
- 6.1.4 That funds are available within the capital project budget; and
- 6.1.5 That the expenditure is charged against the activity to which it is coded. The Chief Administrative Officer may revise terms and conditions of a contract providing that the revision does not substantially change the project, or cause the project to exceed the budget. Changes to contracts exceeding contingency amounts, will not be changed without Council's prior approval, except in an emergency as deemed necessary by the Chief Administrative Officer. ~~who will advise Council at their next scheduled meeting. This was moved down to 13.2.~~

### 7. Responsibility

- 7.1 Every authorized employee is responsible for ensuring that Purchase Orders are used within the specified guidelines and approval is obtained prior to making purchases.
- 7.2 It is the responsibility of all to obtain the best possible value for the taxpayer's dollar and to ensure that their purchasing authority is not abused.
- 7.3 Misuse or abuse of the purchasing authority may result in disciplinary action or termination.

### 8. Petty Cash

- 8.1 An employee may be reimbursed for purchases made for by the individual and authorized by the supervisor to an amount of ~~\$100.00~~. The reimbursed amount will be paid out of the Town's petty cash fund upon presentation of a paid receipt.
- 8.2 The Director of Corporate Services or designate is authorized to reimburse cash purchases.

### 9. Business Licences and Worker's Compensation

- 9.1 Those successful bidders, where applicable, shall be required to have a Town of Blackfalds Business Licence ~~as per the bylaw~~ prior to the start of work, and this requirement shall be included in the Tender or Request for Proposal document.
- 9.2 Where ~~required~~ applicable, Workers' Compensation Numbers shall be provided to the Town prior to the start of work and this requirement shall be included in the Tender or Request for Proposal document.





## Town of Blackfalds POLICY

Note of explanation: "Where applicable, is defined as where required," for example:

- a. If the Town is to bring in a contractor to complete a capital project for the Town, and that contractor is working in Town and will be here in Town, they will be required to have a Town of Blackfalds Business License. If the Town purchases supplies out of Town and has them delivered, that supplier will not require a Town of Blackfalds Business License.
- b. Contractors performing work for the Town of Blackfalds requiring that the contractor be registered with the Workers' Compensation board shall be required to supply their Workers' Compensation Board number to the Town of Blackfalds buyer. This number will then accompany the purchase order.

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- 9.3 When a contractor is required to have WCB. Payment of invoice's will be held until WCB clearance is obtain, where the labour portion of the invoice is over \$1,000

### 10. Other Over-riding Factors

- 10.1 The Director of Corporate Services may approve the issuance of an open purchase order for local vendors as requested by a department Director. All receipts and applicable purchase orders must be submitted to the Accounts Payable Clerk immediately after the procurement of goods.
- 10.2 Any change will constitute a reissue of the Purchase Order.

### 11. Single Source

- 11.1 Single source is a product or service that is proprietary and no alternate sources of supply/service exist. Each single source purchase must have a clearly defined backup to demonstrate what makes it qualify for this type of purchase.
- 11.2 Repairs to equipment and/or facilities that require immediate attention may be obtained through a single source type of purchase. Single source Vendors should be known for their ability to deliver best value on a regular basis.

### 12. Exceptions

- 12.1 For emergencies or single source supplies, the requirements of competitive bidding in this policy may not be followed. For emergency purchases, approval must be obtained as soon as possible from the Director (for \$2,000 to \$10,000), Chief Administrative Officer (for amounts exceeding \$100,000), and Council will be advised at the next scheduled Regular Meeting of Council.
- 12.2 Notwithstanding anything in this Policy, the CAO may authorize any required expenditures in emergency situations where:





## Town of Blackfalds POLICY

12.2.1 The health and safety of employees or the public is at risk

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12.2.2 The loss or failure of infrastructure is at risk;

12.2.3 Any delay in procuring goods and services could jeopardize the Town's ability to provide essential services; or,

12.2.4 Pursuant to an enactment such as the *Emergency Management Act*.

### 13. Green Procurement

- 13.1 Green Procurement means purchasing products or services, which minimize, or provide favourable environmental impacts. It takes into consideration the costs and environmental consequences of a product in all stages of its life cycle.
- 13.2 The Town will consider Green Procurement when making purchasing decisions when Goods and Services are available at competitive prices, and the environmental benefits provided do not negatively affect the intended end use. Sustainable criteria will be examined when purchasing products and services.
- 13.3 All purchases will be made with the effort to procure, when feasible, recycled products, reusable products, and products designed to be recycled as long as the price differential is reasonable.

### 14. End of Policy





# Town of Blackfalds Municipal Policy Handbook

**Policy Name:** Town of Blackfalds Purchasing Policy

**Date of Approval by Council:** April 23, 2002

**Resolution No.** 232/11

**Last Review Date:** **July 12, 2011**  
April 10, 2007

**Next Review Date:**

## **POLICY STATEMENT**

The Town of Blackfalds delivery of services and acquisition of assets will be performed in a manner that might best achieve a high quality product and/or service while maintaining an accountable, efficient and fair purchasing process. Investing in our community is done with an ever present consideration of the financial impact on the tax payers.

## **1 General Purpose**

- 1.1 Acquire goods and services for the Town of Blackfalds using a method that provides best value for the dollars spent.
- 1.2 Restrict purchasing powers to only persons possessing such authority through the purchasing policy or bylaw of the Town of Blackfalds.
- 1.3 Ensure proper approval procedure.
- 1.4 Purchase made in accordance with this policy shall not require Council approval provided budget appropriation approved by the Town Council has not been exceeded.

## **2 Definitions**

- 2.1 Purchase Order: A commercial electronic document and first official offer issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services. Created in the financial system to approve a purchase prior to committing the expense with a vendor and reflect the financial commitment in the system against the cost GL code.
- 2.2 Request for Proposal (RFP): A solicitation often made through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.
- 2.3 Tender: To make a formal written offer to carry out work, supply goods, or buy land, shares, or another asset for a stated fixed price and where all services, shares, or another asset for a stated fixed price and where all services, work and outcomes are clearly defined. A mandatory evaluation criterion is set prior to the release of the invitation to tender and a criterion is applied to acceptance of a tender, including budgetary consideration. The option to not proceed with a project or purchase must be dealt with in a change order fashion and not negotiated at the time of awarding the contract.
- 2.4 Best Value: A combination of quality, timeline, cost, and efficiency is used to calculate the best value. The value of each criterion for purchases is determined at the time of acquisition of the product and/or service.



- 2.5 Emergency: An event that requires prompt coordination of actions or special regulations of persons or property to protect the safety, health or welfare of people or to limit damage to property.
- 2.6 Local Supplier: A person, firm, corporation or business which has a valid Town of Blackfalds business license and has a business address located within the corporate limits of the Town and/or within a 10 km radius.
- 2.7 Business Licence: A permit authorized and issued by the Town of Blackfalds to allow individuals or companies to conduct business within the Town of Blackfalds geographical jurisdiction.

### **3 Authorization**

- 3.1 The following employees of the Town of Blackfalds will have authorization to issue a Purchase Order for purchases in the listed ranges:

▪ Chief Administrative Officer	All Amounts
▪ Director of Corporate Services	Up to \$10,000.00
▪ Director of Community Services	Up to \$10,000.00
▪ Director of Infrastructure & Property Services	Up to \$10,000.00
▪ Information Technology Manager	Up to \$5,000.00

Upon approval of the department Director and the Chief Administrative Officer, additional staff members may be authorized to issue Purchase Orders for purchases up to a maximum of \$2,500.00

Authorized personnel may only be responsible for expenditures in their department only. In the case of an order containing goods and services for two or more departments, each authorized signing authority is required to code and approve the invoice for payment, or sign a Purchase Order, whichever is required.

### **4 Vendor Relations**

To maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all dealings. At all times, applicable laws must be observed. In this regard the following should apply when dealing with suppliers and their representative:

- 4.1 Accord prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
- 4.2 Provide equal opportunity for all suppliers to respond to the Town's procurement requirements.
- 4.3 Guarantee the confidentiality of all specifications and price quotations made by vendors responding to a Request for Proposal. Bottom line quotes will be made public in accordance with FOIP and the *Municipal Government Act*.
- 4.4 If for any reason a supplier is permitted to re-quote, their competitors will be given the same opportunity.

### **5 Purchase**

- 5.1 A Purchase Order must be issued for any purchase of goods or services that do not have a contract or agreement in place and exceed \$5,000.00.
- 5.2 Purchase orders must be completed within the financial system and bear the appropriate authorization as per the Purchasing Policy prior to ordering the goods or services on behalf of



the Town. The approving individual is responsible to ensure that the purchase is appropriate and within budgetary guidelines. A Purchase Order that does not correspond in value to an invoice must have a written explanation for any variance exceeding 5% or \$500.00.

- 5.3 Purchases of budgeted items under \$2,000.00 dollars will be left to the discretion of the authorized signing authority to obtain the best possible value for the taxpayer's money.
- 5.4 That three recorded telephone and/or internet estimates be obtained prior to the purchasing of budgeted items valued between \$2,001.00 dollars and \$5,000.00 dollars. Copies of the recorded telephone and/or internet estimates shall be attached to the final invoice for payment.
- 5.5 That three written confirmations of price estimates be received prior to the purchase of budgeted items valued at \$5,000.00 to \$10,000.00. Copies of the recorded telephone and/or internet estimates shall be attached to the final invoice for payment.
- 5.6 Procurement of goods and services between \$10,000 and \$75,000 shall be awarded on the basis of written Request for Proposal. If there are local suppliers, the request for written Proposals shall be advertised locally or the local suppliers shall be invited to respond. If verbal invitations are extended to local suppliers the buyer shall ensure that the identical information is given to each of those suppliers. Requests for Proposal shall include all acceptable known local suppliers and may include out-of-town suppliers.
- 5.7 Procurement of goods and services over \$75,000 shall be awarded on the basis of:
  - 5.7.1 Written tender submissions are to be prepared by a designated engineer and used for projects and/or services that have enough detailed information to limit the number of change orders required and prevent project cost overruns.
  - 5.7.2 Written Request for Proposals are to be prepared by department Directors and used for projects that have specified outcomes and are open to the methods of delivery.

Tenders and Request for Proposals for procurement of goods and services for capital works shall be advertised, and/or undertaken by invitation for known local and non-local suppliers.

Unless otherwise specified by Council, the Chief Administrative Officer is delegated the authority to accept any proposal, the value of which does not exceed \$100,000; as long as,

- 5.7.3 The goods or services are provided for in an approved budget;
- 5.7.4 Multi-year service contracts will be approved by Council;
- 5.7.5 The tender or proposal is to be awarded based on best value.

In the event of the following, the tender or proposal shall be submitted to Council for approval:

- 5.7.6 The budget allocation is insufficient in the opinion of the Chief Administrative Officer;
- 5.7.7 The award is to be made to any firm with a proposal that does not demonstrate best value.

All tenders or proposals over \$100,000.00 shall be submitted Council for approval.

- 5.8 The lowest estimate will not always be accepted, if consideration of warranty, special conditions and availability make the lowest bid less desirable.



- 5.8.1 Preference should be given to Town of Blackfalds based suppliers and contractors with the final decision based on an overall "best value" evaluation.
- 5.8.2 When evaluating different vendors on the price factor, ensure prices are directly comparable. When comparing prices; supplies for purchases below \$75,000, the Town may apply a local price preference of up to 10% price difference. Town Staff shall apply a local preference of 10% on price to a maximum of \$1,500.00 price difference.

## **6 Managing Capital Projects**

6.1 All contracts for capital projects shall be awarded according to the Town's Purchasing Policy. Administration of all capital projects is the responsibility of the Chief Administrative Officer who may delegate such responsibility to the appropriate Director or another person. The Chief Administrative Officer or that delegated person shall approve all expenditures i.e., progress payments up to the approved contract price. Where administrative responsibility has been delegated, the person to whom the responsibility is delegated shall ensure:

- 6.1.1 That the work, goods supplied or service supplied has met the standard specifications contracted for;
- 6.1.2 That the price charged is according to the contract and where a progress or similar payment is involved, that the portion of the contract being paid for is complete in all respects;
- 6.1.3 That all the terms and conditions specified by the Town have been met;
- 6.1.4 That funds are available within the capital project budget; and
- 6.1.5 That the expenditure is charged against the activity to which it is coded. The Chief Administrative Officer may revise terms and conditions of a contract providing that the revision does not substantially change the project, or cause the project to exceed the budget. Changes to contracts exceeding contingency amounts, will not be changed without Council's prior approval, except in an emergency as deemed necessary by the Chief Administrative Officer, who will advise Council at their next scheduled meeting.

## **7 Responsibility**

- 7.1 Every authorized employee is responsible for ensuring that Purchase Orders are used within the specified guidelines and approval is obtained prior to making purchases.
- 7.2 It is the responsibility of all to obtain the best possible value for the taxpayer's dollar and to ensure that their purchasing authority is not abused.
- 7.3 Misuse or abuse of the purchasing authority may result in disciplinary action or termination.

## **8 Petty Cash**

- 8.1 An employee may be reimbursed for purchases made for by the individual and authorized by the supervisor to an amount of \$50.00. The reimbursed amount will be paid out of the Town's petty cash fund upon presentation of a paid receipt.
- 8.2 The Director of Corporate Services or designate is authorized to reimburse cash purchases.



## **9 Business Licences and Worker's Compensation**

- 9.1 Those successful bidders, where applicable, shall be required to have a Town of Blackfalds Business Licence prior to the start of work, and this requirement shall be included in the Tender or Request for Proposal document.
- 9.2 Where applicable, Workers' Compensation Numbers shall be provided to the Town prior to the start of work and this requirement shall be included in the Tender or Request for Proposal document.

Note of explanation: "Where applicable, is defined as where required," for example:

- a. If the Town is to bring in a contractor to complete a capital project for the Town, and that contractor is working in Town and will be here in Town, they will be required to have a Town of Blackfalds Business License. If the Town purchases supplies out of Town and has them delivered, that supplier will not require a Town of Blackfalds Business License.
- b. Contractors performing work for the Town of Blackfalds requiring that the contractor be registered with the Workers' Compensation board shall be required to supply their Workers' Compensation Board number to the Town of Blackfalds buyer. This number will then accompany the purchase order.

## **10 Other Over-riding Factors**

- 10.1 The Director of Corporate Services may approve the issuance of an open purchase order for local vendors as requested by a department Director. All receipts and applicable purchase orders must be submitted to the Accounts Payable Clerk immediately after the procurement of goods.
- 10.2 Any change will constitute a reissue of the Purchase Order.

## **11 Single Source**

- 11.1 "Single Source" Refers to a product or service that is proprietary and no alternate sources of supply/service exist. Each single source purchase must have a clearly defined backup to demonstrate what makes it qualify for this type of purchase.
- 11.2 Repairs to equipment and/or facilities that require immediate attention may be obtained through a single source type of purchase. Single source Vendors should be known for their ability to deliver best value on a regular basis.
- 11.3 "Exceptions" For emergencies or single source supplies, the requirements of competitive bidding in this policy may not be followed. For emergency purchases, approval must be obtained as soon as possible from: Director (for \$2,000 to \$10,000), Chief Administrative Officer (for amounts exceeding \$100,000), and Council will be advised at the next scheduled Regular Meeting of Council.





## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

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**MEETING DATE:** June 22, 2021

**PREPARED BY:** Darolee Bouteiller, Corporate Services Manager

**SUBJECT:** 2022 Budget Planning Timeline Dates and Approvals

---

### **BACKGROUND:**

Section 242 of the *Municipal Government Act (MGA)* requires that a budget be approved prior to the start of each year. A balanced operating budget must be approved by Council every calendar year.

A preliminary budget schedule with suggested timelines and activities is being provided for Council's review and consideration (attached). The annual budget the Town of Blackfalds creates consists of the Operating Budget with a three-year forecast, and a 2022 Capital Budget with a ten-year Capital Plan. Both Budgets will follow a process consisting of four phases; Planning & Directing, Development, Endorse & Approve and Communicate. Council will be required to give direction, endorse, and approve during the various phases of the Budget. Administration's responsibilities are to develop the Budget based on the Council priorities, strategic plans, and MSP.

### **DISCUSSION:**

This budget schedule follows the Budget Planning Policy and Procedures and ensures both Council & Administration have a set schedule to move forward with endorsements throughout the process. This schedule includes both Capital and Operating Budget timeframes for planning, reviews, and approvals at all levels.

This year it will be our intention to approve a final 2022 Capital Budget and ten-year Capital Plan on December 14, 2021. Capital planning discussions will commence early July and Budget development throughout August & September, with CAO & Director endorsement by mid-October. A Draft of the Capital Budget 2022-2032 will be reviewed with Council in detail during a pre-Council meeting November 9, 2021. Any changes from the capital review with Council will be incorporated into the final Budget and presented at the December 14 RCC for approval.

It is further our intention to have Council approve an interim Operating Budget for 2022, on December 14, 2021. Followed by approval of the final Operating Budget 2022 on February 22. As set out in section 5 of the Budget Planning Policy, an interim operating Budget may be adopted for a portion of the calendar year.

#### **5. Interim and Final Budget**

- 5.1 *The interim budget will be approved prior to December 31 of the year preceding the budget. This provides legislated approval for the municipality to make expenditures.*
- 5.2 *The final assessment for the fiscal year is received by February of the year in question. Prior to approval of the tax rate bylaw, the interim budget needs to be adjusted to*





## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

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*reflect the new assessment and requisitions (if available) for the schools and senior requisitions. The interim budget with amendments for tax revenue, assessment and requisitions will be presented for approval as final budget prior to the tax bylaw being presented.*

The Operating Budget development will commence June 30 with preliminary work and updates. Council will establish budget priorities, assumptions and give general budget direction at a pre-Council meeting scheduled for August 24. Administration will prepare an Interim Operating Budget for Council approval on December 14. Administration will continue to develop the 2022 Operating Budget and have available to Council a version of the Draft Operating Budget by December 31. An Operating Budget Workshop with Council will be scheduled for February 3 & 4. The Workshop will review the Draft Operating Budget. The final Operating Budget will reflect consideration from the Workshop and be presented to Council for final approval at the February 22, 2022 RCC.

The decision to extend the Operating Budget to include an interim budget for the first two months of 2022 will allow a newly elected Council more time to familiarize themselves with procedures and significantly more time to review the draft Budget and prepare for the Workshop prior to approving the final Operating Budget. This is a process readily adopted by many municipalities.

Should the Budget process require additional deliberation or a special meeting, Administration will make allowances at that time.

The final Budget will be prepared using the custom-built reports from Questica.

Public engagement is an important part of Budget preparations, which provide a clear understanding of community priorities. In prior years we have engaged with the public in different capacities utilizing surveys, citizen budget, budget week, social media information, and open houses. The costs and success of each of these events vary widely, and the current state of the COVID-19 pandemic will also bring important considerations. It is Administration's intention to review the engagement options and bring forward a proposal for public engagement at a later date.

### **FINANCIAL IMPLICATIONS:**

The Budget is a requirement based on Section 242 of the *Municipal Government Act*. It is a core document that provides financial guidance and information to staff regarding how Council wishes to manage the operations of the municipality to implement their policies and programs.

### **ADMINISTRATIVE RECOMMENDATION:**

That Council accepts the recommendation of Administration to approve the 2022 Budget Timeline as presented.





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

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**ALTERNATIVES:**

- A) That Council does not accept the recommendation of Administration to approve the 2022 Budget Timeline.
- B) That Council refer this back to Administration for further review.

**Attachments:**

- *2022 Budget Timeline*

**Approvals:**

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

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



**Town of Blackfalds**
**2022 Budget Preparation Timeline**

Activity	Details	Budget Phase		June	July	August	September	October	November	December	Jan-22	Feb-22	Mar-22	Apr-22
Budget Timeline	Finance to Present 2022 Budget Timeline to Council for approval	Planning	RCC	22										
Public Engagement Discussion	Determine an effective Public Engagement Program. Should be a combination of events, and done prior to finalizing a draft. Council approval of public engagement	Planning	RCC											
Staffing Updates in Questica	Update roles, positions and individuals in Questica	Develop	Adm.	30 -	31									
Operating Budget - Preliminary	Staffing Plan Discussions, with CAO, Directors & HR	Planning	Adm.		15									
Operating Budget - Preliminary	Staffing Plan Approvals with CAO, Directors & HR	Endorse	Adm.			15								
Operating Budget - Preliminary	Utility Rates Discussions with CAO & Director of Infrastructure & Planning	Planning	Adm.		15									
Operating Budget - Preliminary	Utility Rates Discussions with CAO & Director of Infrastructure & Planning	Endorse	Adm.			15								
Questica Training	Give Budget Managers, Directors and CAO , and staff Questica refresher Offer two days.	Planning	Workshop			26-27								
Budget Assumptions To Council	Pre-Council Meeting for Council to give General Budget Direction. Council to set priorities, focus areas and give general budget direction. Pre- Council Meeting	Planning	RCC			24								
Capital Budget Planning	Finance to review the 10 Year Capital Plan with Directors and Managers. Various meetings throughout the month, adjust priorities, timelines and project scope of the 10 year capital Plan. Discussions completed by end of August.	Planning	Adm.		1st -	31								
Capital Budget Planning	Finance to prepare, alter and rebalance the changes to the 10 Year Capital Plan. Completed by mid- Sept.	Develop	Adm.				30							
Operating Budget - Preliminary Work	Finance - Set up operations centres with established Insurance, Utilities, Telephone, Debenture Debt & Interest, etc. Complete for end of August	Develop	Adm.			31								
Capital Budget - CAO Approval	CAO & Director Approval of Final Capital Budget and 10 Year Plan	Endorse	Adm.					15						
Operating Budget - Preparation	Rollout Budget Manager access; allow 2.5 weeks for budgets to be entered into the 2022 budget. Beginning September, to be finished by the 18th	Develop	Adm.				17							
Capital Budget - Draft Preparation	Make Available copies of the DRAFT Capital Budget and ten-year Capital plan	Communicate	Adm.					31						
Capital Budget - Draft Approval	Review of Capital Budget and Ten year Capital Plan with Council. Pre Council Meeting 5:30 - 7 PM.	Endorse	RCC						9					
Operating Budget - Director Review	Administrative review Budgets with Managers, Directors & CAO - Director Approval to be completed by Oct 2	Endorse	Adm.					2						



Operating Budget - Balance	Finance to balance operations budget, make revisions requested by Directors, Final Review - CAO Approval	Endorse	Adm.					31							
Adoption of 2022 - 2032 Capital Plan - Town of Blackfalds	Council approval of the Capital Plan and 20222 Capital Budget	Approval	RCC							14					
Adoption of 2022 Town of Blackfalds Operating Interim - Budget	Council approval of the Interim Operating Budget	Approval	RCC							14					
2022 Final Capital Budget	Post Final Capital Budget on Website on or before Dec 31	Communicate	Adm.							31					
2022 Interim Operating Budget	Post - Approved Interim Operating Budget for 2022	Communicate	Adm.							31					
2022 DRAFT - Operating Budget	Make available Copies of the Draft Operating Budget for CAO, Directors and Council by Dec 31	Communicate	Adm.							31					
Questica Training - Council	Council - Refresher & training on Questica. Training 6-7 pm, prior to Council Meeting.	Communicate	RCC								11				
Budget Workshop with Council	Detailed Review Operating Draft Budget with Council - Wednesday & Thursday Evening	Endorse	Workshop									2-3			
Final Operating Budget	Council to Approve 2022 Operating Final Budget	Approval	RCC									22			
2022 Final Budget	Post - Final Operating Budget on the Website, and Distribute to staff as required	Communicate	Adm.										11		
2022 - Spring Adjustments Operating Budget	Last day to consider Spring Adjustments for 2022 Final Operating Budget	Develop	Adm.											15	
2022 - Spring Adjustments Operating Budget	Council approval for Spring Adjustments (if required)	Approval	RCC											26	
2022 Spring Adjustments - Operating Budget	Post - 2022 Spring Adjustments (if Required) on Website, and make available to staff as required	Communicate	Adm.											30	

Capital Plan  
Operating Plan



**MEETING DATE:** June 22, 2021

**PREPARED BY:** Jeff Heindel, Parks and Facilities Manager

**SUBJECT:** Aurora Heights Playground

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## BACKGROUND

Blackfalds is known for the vast variety of outdoor parks and playgrounds which are well used by all members of the community. On May 5, 2021, the Aurora Heights Playground themes were brought forward to the Recreation, Culture and Parks (RCP) Board Meeting. The RCP Board made the decision to move forward with the “train” theme for the Request for Proposal and have the final three design options chosen by the RCP Board to go out to public vote to determine the winning playground design.

The Town received nine proposals for the project containing 25 unique train designs. Administration consulted with senior members of the Parks & Facilities staff to get their input and were able to narrow it down to six designs for the RCP Board to vote on. Recommendations were based on value, equipment provided, implementation of the train theme, use of space, connectivity, etc.

## DISCUSSION

The survey was put out to public vote with the top three (3) designs via the Towns social media pages and had 451 votes total. The results were as followed:

- 1<sup>st</sup>: Option A BDI Play Designs Inc – 301 votes, 66.7%**
- 2<sup>nd</sup>: Option B Playworks – 97 votes, 21.5%
- 3<sup>rd</sup>: Option C Canadian Recreation Solutions – 44 votes, 9.7%
- No Response: 9 votes, 1.9%

The option chosen by the public did not contain a swing set, however, in the past community members had voiced their dissatisfaction of playgrounds being built with no swing set. Taking this into consideration Administration reviewed the budget breakdown and worked with BDI to add a swing set component without exceeding the allotted budget.

### **RES. 37/21**

***Member Myslicki moves that the Recreation, Culture and Parks Board will decide the top three (3) designs via an internal email vote, the results from the internal vote will be put out to public to determine the top design.***

***MOTION CARRIED UNANIMOUSLY***

## FINANCIAL IMPLICATIONS

The total amount budgeted for the Aurora Heights Playground was \$150,000.00. The money for this project is collected through recreation levies paid by the developer. The total price for BDI Playground Option A is \$150,000.00.



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**ADMINISTRATIVE RECOMMENDATION**

1. That Council moves to accept the chosen winner from the public of Option A - BDI Play Designs Inc. for the new Aurora Heights community playground in the amount of \$150,000.00.

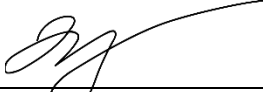
**ALTERNATIVES** *(other than the recommendation)*

- a) That Council refer this item to Administration for further consideration.
- b) That Council can delete the swing set and have a cost of 149,996.00.

**ATTACHMENTS**

- *Option A BDI Play Designs Inc.*
- *Option B PlayWorks*
- *Option C Canadian Recreation Solutions*

**APPROVALS**



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CAO Myfen Thompson



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Department Director/Author





**Blue Imp™**  
PLAY STRONG

*Note: Colours shown may not accurately reflect actual colours.*





Aurora Park - Option 2  
layout # A08422-1-C1 | J06960



Note: Colours shown may not accurately reflect actual colours.





Aurora Park - Option 2  
layout # A08422-1-C1 | J06960



Note: Colours shown may not accurately reflect actual colours.





















Tot Seat

Belt Seat

Steel Mesh  
Hex Roof

Deck to Deck  
Bumpy Climber

Arch Roof

Finger Maze  
Panel

Train  
Cab

Dragonfly  
Totter

Fender for  
Train x4

3' Single  
Wide Plastic Slide

Switchback  
Climber

8' Quantum II  
Spiral Slide

Fan Climber











New industry first  
Antimicrobial coating  
inhibits germ growth.



Watch how it works!  
Scan with your phone

**Blackfalds - Aurora Heights**  
Playground Design

**A4**





**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
ACTION CORRESPONDENCE**

---

**MEETING DATE:** June 14, 2021

**SUBJECT:** 988 Suicide Hotline

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**BACKGROUND:**

On the May 25<sup>th</sup> Regular Council Meeting, Council received a request from MP Blaine Calkins Office to provide support for the 988 national suicide hotline proposal. Council requested more information on the proposal.

**DISCUSSION:**

The response received from MP Calkins Office is as follows:

Ultimately it will be up to the CRTC to decide which funding mechanism is used, but we are pushing for a model similar to the one used to fund 911. Currently the major telecoms charge a small percentage of use-based fee on individual users phone bills. For example the cost for 911 in Nova Scotia is approximately .43 cents a month per user. The price varies across Canada, province by province. In Alberta the fee is .44 cents a month.

The federal government has already indicated that they are setting money aside in this years federal budget, but they have not indicated how much.

The idea would be to incorporate all the of the existing services. People already working in call centres providing help would keep their jobs... The only change would be to the infrastructure that gets the calls to them.

So instead of dialing a 10-digit number or a 1-800 number, you would call 988 and the operator would direct your call to the appropriate agency in the appropriate location.

Not all districts have specific suicide hotline help, so for areas that don't currently have one, they would be handed by the national organizations in locations as close as possible. Some municipalities or regions only operate services during the day. When those services are closed, the calls would be redirected to a national service.

**Attachments:**

- 988 Hotline Support Letter





May 12, 2021  
Blackfalds, Alberta

Town of Blackfalds  
Box 200  
5018 Waghorn Street  
Blackfalds, Alberta  
T0M 0J0

Dear Mayor and Council:

On December 11<sup>th</sup>, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline line to Canada.

**That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.**

We're asking all municipalities across Canada to consider passing a motion similar, to the one below. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

The past year has been a challenging year. Lives and livelihoods have been lost. We have begun to see the devastating impacts that COVID has had, through isolation, on the mental health of Canadians. The rates of suicide continue to rise. As elected officials and as leaders, and especially during this period of difficulty as a nation, Canadians are counting on all of us to make a difference.

Please consider passing this motion as soon as possible.

Sincerely,



Blaine Calkins, MP  
Red Deer – Lacombe

Enclosure (1)

## Ottawa Constituency

Room 401, Justice Building, Ottawa, ON K1A 0A6 | #201-5025 Parkwood Road, P.O. Box 59, Blackfalds, AB, T0M 0J0  
Tel.: 613-995-8886 Fax.: 613-996-9860 | Tel.: 587-621-0020 Toll Free: 1-800-665-0865 Fax: 587-621-0029  
[blaine.calkins@parl.gc.ca](mailto:blaine.calkins@parl.gc.ca) | [blaine.calkins.c1@parl.gc.ca](mailto:blaine.calkins.c1@parl.gc.ca)



**Draft motion:**

**Support for 988 Crisis Line**

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS \_\_\_\_\_ Town Council/Municipality/City recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT \_\_\_\_\_ Town Council/Municipality/City endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.



**Office of the Mayor**

**Sean McIntyre**

June 7, 2021

Honourable Jason Kenney, Premier  
307 Legislature Building  
Edmonton, AB T5K 2B6

Dear Premier Kenney,

On behalf of the Town of Sylvan Lake, I am writing this letter of support for the Central Alberta Child Advocacy Centre on their integrated building project on Red Deer College Campus.

As a key partner, I can see the vital impacts this will have for our community and all of Central Alberta, through the complete wraparound services for all of those who are impacted by abuse, neglect, maltreatment and mental health.

I was honoured to be part of the original coalition to see a Child Advocacy Centre established in Central Alberta. I am so glad to see that since November 2017, the Central Alberta Child Advocacy Centre has brought the issue of child abuse to the forefront through increased capacity and community awareness of child advocacy Centres across Alberta. With enhanced knowledge of trauma informed training and integrated practices, the future for front line service providers, caregivers, teachers, and other community partners has renewed optimism for more efficient and effective practices, while giving back the promise and possibility of a healthy future for children and youth affected by abuse.

*As such, it is essential that the infrastructure funding for the Central Alberta Child Advocacy Centre is granted, and it is hoped that this letter of support will be of assistance in this regard.*

We look forward to working alongside the Central Alberta Child Advocacy Centre and its partners in this new facility to empower children, youth and families to build connection and resiliency through positive mental health objectives. We would gladly stand with you publicly in support of this project.

Thank you for your service, your time and your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sean McIntyre", with a horizontal line underneath.

Sean McIntyre



June 1, 2021

Honourable Jason Kenney  
Premier  
307 Legislature Building  
Edmonton, AB T5K 2B6

Dear Premier Kenney,

On behalf of the municipality of XX, I am writing this letter of support for the Central Alberta Child Advocacy Centre on their integrated building project on Red Deer College Campus.

As a key partner, I can see the immense impacts this will have for my community and Central Alberta through the complete wraparound services for all of those who are impacted by abuse, neglect, maltreatment, and mental health.

Since November 2017, the Central Alberta Child Advocacy Centre has brought the issue of child abuse to the forefront through increased capacity and community awareness of child advocacy Centres across Alberta. With enhanced knowledge of trauma informed training and integrated practices, the future for front line service providers, caregivers, teachers, and other community partners has

renewed optimism for more efficient and effective practices, while giving back the promise and possibility of a healthy future for children and youth affected by abuse.

As such, it is essential that the infrastructure funding for the Central Alberta Child Advocacy Centre is granted, and it is hoped that this letter of support will be of assistance in this regard.

We look forward to working alongside the Central Alberta Child Advocacy Centre and its partners in this new facility to empower children, youth and families to build connection and resiliency through positive mental health objectives. We would gladly stand with you publicly in support of this project.

Thank you for your time and consideration.

Sincerely,





# Central Alberta Child Advocacy Centre

Developing A Centre of Excellence

Our Journey from 2016-2021

May 2021



## Summary

The Central Alberta Child Advocacy Centre is committed to becoming a Centre of Excellence specializing in leading practices, training, research, community awareness and education in the area of integrated child advocacy practices. The Centre recognizes the need for coordinated research, training and professional development in child advocacy and is committed to working with key stakeholders to implement and investigate best practices in relation to childhood trauma and maltreatment. This Centre of Excellence will build the capacity for Alberta to become a leader in research and advance development of training and professional development opportunities.

In 2016, after the funeral of the tenth young adult and youth who died by suicide in Red Deer, a group of passionate professionals, community members, political representatives and key stakeholders gathered to channel the collective community heartbreak and passion into a mental health strategy that would help our youth who need it most. Upon connecting with Sheldon Kennedy, who has been a mentor and advocate for the work of CACs, the community landed on the integrated practice models of CACs. Five years later, the community support for this initiative is still a driving force in ensuring we can make change in Central Alberta and has been especially evident in the \$7,000,000 secured donor funding for the new facility. Through the extensive support of stakeholders, donors and government, the CACAC has seen great progress and success in a short period of time.

Operationally, the organization has been working to implement best practices of integrated, hub models to Central Alberta to better serve children and youth affected by abuse, trauma and mental health. In this short period of time, the CACAC has worked alongside provincial child advocacy centres to create one provincial voice and streamline best practices, always working in the best interest of the children and families we serve.

Presently, the CACAC has secured sufficient funding in the initial stages of the capital campaign to build a stand alone facility on Red Deer College campus, occupied by multi-disciplinary professionals: the Central Alberta Sexual Assault Support Centre, Fetal Alcohol Syndrome Disorder Network and complementary mental health programs. In addition to the co-location of these agencies, the facility would contain a learning institute for the development of training, professional development, credit and non-credit education programs, work integrated learning and research opportunities. Our vision is to ensure this centre is a one-stop destination with complete wraparound services for all of those who are impacted by abuse, neglect, maltreatment and mental health.

The CACAC: Centre of Excellence will focus on these key objectives:

1. Champion leading integrated practices through key stakeholders and partners to ultimately better the lives of children, youth and families affected by trauma, abuse and mental health concerns.
2. Become a research hub in Alberta focused on childhood trauma, maltreatment and mental health.
3. Identify the social and economic return created by child advocacy centres and work alongside government organizations to create objectives.



Through these objectives, Alberta is taking a preventative approach to societal issues, aiming to reduce long-term impacts/costs within the system of child welfare and bettering the lives of countless Albertans.

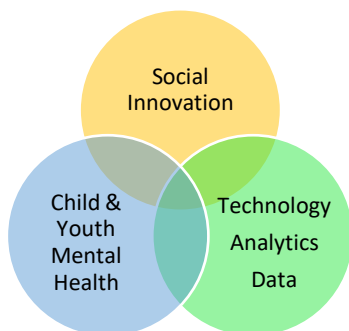
## **Integrated Practice Model and Social Return on Investment**

*“The intention and goal are to create strength to help shift systems to be better because we know better today.” – Sheldon Kennedy*

The integrated practice model has become popular internationally in child welfare systems as its proven outcomes have provided evidence to the betterment of multi-levels of key stakeholders, service delivery professionals and the individuals it serves. With guidance from Sheldon Kennedy, Edmonton Police Chief Dale McFee, Cal Corley of the CSA, the Central Alberta CAC has targeted a key objective to focus on social innovation, analytics and implementation sciences to transform research into action through shared strategy, workforce capacity development and practical skill application.

The integrated practice model will

- highlight the value for stakeholders
- systematically heighten efficiency and effectiveness of service delivery
- reduce long term impacts/ costs of child abuse



### **Highlight the value for stakeholders**

In addition to the productivity, effectiveness and financial benefits of integrated practice and using a cross-sectoral approach, the CACAC has utilized the business model and land partnership agreement with RDC to create sustainable revenue streams to support necessary vital programs. These cost savings of both partner agencies and CACAC operational fundraising will greatly benefit various government ministries, stakeholders and donor funds to ensure that valuable stakeholder dollars are being used in the most fiscally responsible manner to produce the best outcomes.

While it is not yet possible to measure the long-term impacts on the lives of children and youth affected by these practices, the research opportunities presented at the CACAC have the ability to provide analytics to display those outcomes.

We have begun work alongside ISM Canada who is a leading marketing provider in data analytics, strategy and artificial intelligence. This partnership facilitates the ability to use expert data analysis to quantify the social and economic value created by integrated practices.



Ultimately, data analysis alongside research opportunities will provide the quantitative and qualitative measures required to evaluate long term implications integrated practice delivers to the child welfare, judicial and health system.

### **Centre of Excellence in Alberta**

In addition to service delivery of the child advocacy centre, the Centre of Excellence will be a provincial hub for government agencies, professionals, and academic institutions to make advances in economic and social issues that affect the lives of Albertans daily. It is the mission of the CACAC and its key partners to set the foundation for change, increase research and become a leader in the field of child advocacy.

Through strategic partnerships and one shared purpose, this Centre of Excellence will encompass these key objectives:

- Become a hub for data collection, provincial statistics/trends and reporting for child welfare.
- Provide coordinated research, training and development in the area of child trauma, maltreatment and mental health.
- Research and evaluate the Integrated Practice Model and best practices.
- Develop credit and non-credit programming for academic students, front line service providers, and early-year learning professionals.
- Research and provide supporting evidence on the social return on investment of child welfare practices.
- Encourage industry leaders, research professionals and international advocates to come to Alberta for conferences, seminars, research studies and program development.
- Embody collaborative, cross-sectoral practices to reduce costs/impacts on service delivery across Alberta.
- Provide higher quality service to children, youth and families to build renewed optimism for a healthy and happy future.
- Champion leading practices to continually improve outcomes through evidence-based practices.
- Encourage information sharing, publication of research and statistical trends to propel Canada to leaders in childhood trauma, maltreatment and mental health.

### **Red Deer College Partnership**

The current operational partnership group of RDC and CACAC have targeted these key areas of interest.

- Student Engagement – Work integrated learning through practicums, cooperative programs and internships.
- Programming, curriculum, and micro-credentials
- Research – Implementation and actualization of evidence-based practice



- Broader Awareness – Those needing supports for mental health, abuse, neglect and maltreatment know where to receive specialized treatment regardless of where they live
- Funding Initiatives – Provincial, National, and International conferences on social innovation and child maltreatment

## **Partnerships**

- Central Alberta Child Advocacy Centre
- Red Deer College
- Central Alberta Sexual Assault Centre
- Fetal Alcohol Syndrome Disorder Network
- Central Alberta Women's Emergency Shelter
- Alberta Education (10 school divisions and Christian/Private Schools)
- The City of Red Deer
- Federal, Provincial and Municipal Governments

## **Charting A Sustainable Bold Path**

The Central Alberta Child Advocacy Centre is committed to embracing the challenges and obstacles unique to becoming a Centre of Excellence while moving the issue of childhood trauma to the forefront. We have set ambitious goals and will continue to prompt provincial and national dialogue because our children and youth deserve to lead happy and healthy lives.

As of May 2021, the CACAC has fostered and secured foundational partnerships and financial commitment to mobilize an innovative way to provide cost savings to the government, support provincial initiatives for Albertans and equip the future generation of professionals with the practical skills, experience, and knowledge to propel Alberta to success across various sectors.

With the passion, influence and commitment of this community driving force, it is our vision to ensure this is truly a Centre for all Albertans and will set the foundation for change.





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
May 25, 2021 Commencing at 6:00 P.M.**

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A Municipal Planning Commission Meeting for the Town of Blackfalds was held on May 25, 2021 at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 6:00 p.m.

**MEMBERS PRESENT:**

Jamie Hoover  
Rylan Zakreski  
Laura Svab  
Alex Garcia

**REGRETS:**

Will Taylor

**PUBLIC ATTENDING**

None

**ATTENDING:**

Billie Scott, Development Officer II  
Liz Pollock, Municipal Planning Intern  
Preston Weran, Director of Infrastructure and Property Services

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

Member Hoover called the meeting to order at 6:03 p.m.

**AGENDA APPROVAL**

**Resolution 23-21**

Member Svab moved to approve the May 25, 2021 agenda presented.

**BUSINESS ARISING FROM MINUTES:**

None

**BUSINESS:**

**4.1 Application 92-21**

**Single Family Dwelling - Rear Yard Relaxation Request  
Discretionary Use within R-1L - Residential Single Dwelling Large Lot District  
53 Arrowwood Close (Lot 42, Block 6, Plan 082 4628)  
R-1L - Residential Single Dwelling Large Lot District**

Administration provided background information on the proposed Rear Yard Relaxation.

**Resolution 24-21**

Member Garcia moved that the Municipal Planning Commission APPROVE Development Permit 92-21, granting a relaxation from 7.5 m to 6.09 m in recognition of the irregular shaped lot, at 53 Arrowwood Close (Lot 42, Block 6, Plan 082 4628) , subject to the following terms and conditions:

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





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
May 25, 2021 Commencing at 6:00 P.M.**

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2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed with twelve (12) months from the date of issue of this development permit.
4. The 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.
5. Applicant is responsible for ensuring that development is outside active utility right of ways.
6. Development Permit card must be displayed during development.
7. 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;
8. 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.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**5.1 Minutes of May 25, 2021**

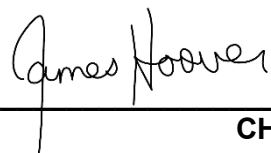
**Resolution 25-21**


Member Zakreski moved to approve the minutes of May 12, 2021 as presented.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Chairperson Hoover adjourned the meeting at 6:11 p.m.

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

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





ALBERTA  
COMMUNITY AND SOCIAL SERVICES

*Office of the Minister*

June 2, 2021

His Worship Mr. Richard Poole  
Mayor  
Town of Blackfalds  
PO Box 220  
5018 Waghorn Street  
Blackfalds, AB T0M 0J0

Dear Mayor Poole:

Thank you for your letter of support regarding the Town of Blackfalds Family and Community Support Services. As Minister of Community and Social Services, I appreciate the opportunity to respond and apologize for the delay in getting back to you.

I recognize how important Family and Community Support Services programming continues to be for communities in Alberta. They are a vital resource and community hub for providing services and supports as Albertans continue to face many challenges with the COVID-19 pandemic. I am pleased to hear your local Family and Community Support Services program provides many services and supports to a wide range of individuals in your community, including seniors, children, youth and families.

Budget 2021 will maintain Family and Community Support Services funding at \$100 million to support charities, not-for-profits and civil society organizations, working to make life better for vulnerable Albertans.

We value our important partnerships with municipalities and Metis Settlements to provide preventive social services and support communities in responding to local needs and social problems. We will continue to work with all of our partners to make sure Albertans get the help they need.

Thank you again for writing and advocating for continued support and funding for your local Family and Community Support Services program. I look forward to continuing to work together to serve Albertans.

Sincerely,

Rajan Sawhney  
Minister of Community and Social Services





WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 10, 2021

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### **COVID-19 UPDATE**

Council was provided with an update on the latest COVID-19 statistics and the Province's current announcement re: stages for the elimination of mandatory restrictions and the current vaccine statistics.

### **PUBLIC HEARING - BYLAW NO. 1341/21**

A public hearing was held for Bylaw No. 1341/21. Bylaw No. 1341/21 is a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17 to provide for the redesignation of approximately 10.00 acres (4.05 hectares) described as Block 5 Plan 982 4269, Pt. NE 01-41-01 W5M from Recreation "PR" District to Recreational Vehicle Resort "R-RVR" District.

Bylaw No. 1341/21 was given second reading and third reading.

### **MUNICIPAL GOVERNMENT ACT AMENDMENTS – SUBDIVISION & DEVELOPMENT APPEALS**

A report on the amendments to the Municipal Government Act and the implementation of the Land and Property Right Tribunal Act as per Bill 48 (Red Tape Reduction) was received for information.

The County Manager was directed to write a letter to the Minister of Municipal Affairs with regard to Lacombe County's concerns regarding the amendments to the Municipal Government Act as per Bill 48 as it relates to Subdivision and Development Appeals.

### **HIGHWAY 11 (EAST OF HAYNES) AREA OUTLINE PLAN**

The Terms of Reference for the Highway 11 (East of Haynes) Area Structure Plan (ASP) was presented for Council's information and subsequently endorsed by Council. Background research on the ASP will take place throughout the summer and public engagement is expected to take place in the fall.

### **ALPHABOW ENERGY- TAX PAYMENT PROPOSAL**

A resolution to approve AlphaBow Energy's proposed tax payment proposal for the payment of outstanding property taxes did not receive Council approval.

### **HAMLET OF MIRROR/LAKEVIEW ESTATES – EMERGENCY REPAIRS & UPGRADES**

The following resolutions received the approval of Council:

- 1) *that the County Manager authorize repairs to the Lakeview Estates Variable Frequency Drive of \$8,860.00; and further, that those repairs be funded from the Lakeview Estates Water System Reserve; and*
- 2) *that the County Manager authorize upgrades to the Mirror Pumphouse Programmable Logic Controller of \$29,806.63; and further, that those upgrades be funded from the Hamlet of Mirror Utility Reserve.*

### **BYLAW NO. 1345/21**

Bylaw No. 1345/21, a bylaw of Lacombe County to provide for municipal elections in Lacombe County was read a first, second and third time and so passed by Council.

### **2021 MUNICIPAL ELECTION – PUBLICATION OF NAMES OF NOMINEES**

A resolution authorizing the County Manager to publish the names of those who have submitted nomination papers for the office of Councillor on the County's website once the nomination papers are accepted by the Returning Officer or another election official received the approval of Council.





WHERE PEOPLE ARE THE KEY

**LAND LEASE – SE 11-41-28 W4M**

The County Manager was directed to prepare a report with regard to a request from Harvey Prins regarding the reimbursement of taxes paid on the land lease of 7-acres of Lacombe County land located on the SE 11-41-28 W4M.

**LETTER OF SUPPORT – PROVINCIAL RCMP**

By resolution of Council the County Manager was directed to prepare a letter to the Honorable Kaycee Madu, Minister of Justice and Solicitor General, in support of the Royal Canadian Mounted Police (RCMP) and in opposition to the Provincial Government's proposal for an Alberta Provincial Police Force.

**Next Regular Council Meeting is**  
**Thursday, June 24, 2021 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**Tuesday, October 5, 2021 – 9:00 a.m.**

**Lacombe County Administration Building**

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





# City of Lacombe

## COUNCIL HIGHLIGHTS

June 14, 2021

### 4. Public Hearings

#### 4.1 Land Use Bylaw 400.35 Amendment (Site Specific Use/Fitness Facility)

A public hearing was held regarding an application made to allow "Fitness facility" as a use on the West Part of Lot 30, Plan RN9. The subject site is located at 5346 50 Avenue and is the former site of the Lacombe Pentecostal Church.

The proposed bylaw, if approved, would limit this use to the subject site.

### 5. Requests for Decision (Regular)

#### 5.1 Land Use Bylaw 400.35 Amendment (Site Specific Use/Fitness Facility)

An application was made to allow "Fitness facility" as a use on the West Part of Lot 30, Plan RN9. The subject site is located at 5346 50 Avenue and is the former site of the Lacombe Pentecostal Church.

The proposed bylaw, if approved, would limit this use to the subject site. Administration had concerns regarding on-street parking/passenger pick up and drop off and traffic in the lane. Administration, therefore, recommended Council postpone the third reading of Bylaw 400.35 to the June 28, 2021 Council meeting to allow consideration of additional amendments from Administration.

Council gave second reading to Bylaw 400.35.

#### 5.2 Kew Gardens Playground Replacement (Contract Award)

The Lacombe & District Recreation, Parks, and Culture Board recommended to Council a proposal from Canadian Recreation Solutions at \$149,750 plus GST. The proposal meets the City's needs while including unique features not available in other City playgrounds to date.

The project is scheduled to commence in early fall, completed by October 1, 2021.

Council approved the award of a contract to Canadian Recreation Solutions.

#### 5.3 Security for Development Agreements (Surety Bonds)

Administration recommended Council endorse the use of surety bonds as an acceptable form of development security.

Benefits of doing so include:

- Improved liquidity for Developers



- Providing the City with the same financial assurance as irrevocable letters of credit
- The Developer can put their cash and credit towards new developments and further investment in the community
- Surety prequalification of Developers provides the City with additional assurance of the Developer's ability to complete their project

Council endorsed the use of surety bonds as an acceptable form of development security in the City of Lacombe.

#### **5.4 2021 Snow Clearing Policy Review**

The City's Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads, sidewalks, and trails.

Now that the season has concluded, Administration invited Council's input on the service delivery in 2020-2021.

Council directed the Administration to add the Midway Centre roads to the Priority 2 snow clearing schedule in the Snow Clearing Policy.

#### **5.5 Bylaw 253.3 (Responsible Alcohol Consumption in Parks)**

Administration presented an amendment to Bylaw 253, the Parks and Facilities Bylaw, to allow Responsible Liquor Consumption in City Parks.

Council voted against the motion to pass the third reading to the Bylaw 253.3, meaning Responsible Liquor Consumption in City Parks will not go forward.

#### **5.6 Municipal Election Bylaw 484**

The next municipal election occurs on October 18, 2021, for Alberta municipalities. As a result, there are changes and edits to the Municipal Election Bylaw required to prepare for the election.

Administration created a new bylaw, Election Bylaw 484, which aligns with the updated Local Authorities Election Act.

Council gave second and third reading to Municipal Election Bylaw 484.

## **8. Notice of Motion**

### **8.1 Councillor Konnik**

Councillor Konnik previously made the motion: "That council include a ballot for a vote on a question at the next municipal election, asking citizens if they would like to see Video Lottery Terminals return within our city boundaries or that Council rescind Bylaw 244."

Council directed administration to begin the process of rescinding Bylaw 244.

## **9. In Camera**

### **9.2 Legal (FOIP Section 16)**

Council directed administration to draft a letter in support of Vesta Energy's application to the Alberta Energy Regulator as discussed.



Council additionally approved the installation of groundwater wells as requested subject to the listed conditions.

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

***-Monday, June 28, 2021 – Regular Council Meeting at 5:00 p.m.***

***-Monday, July 12, 2021 – Regular Council Meeting at 5:00 p.m.***

***-Monday, August 9, 2021 – Regular Council Meeting at 5 p.m.***



## Council Monthly Round Table Report

TO		Members of Council		
FROM		Richard Poole		
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, and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: 16 of May to 15 of June, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR MAYISIONS
	(Choose one)			
May/ June			numerous Pod casts	Continuing education of hour long podcasts by MW shares and other presenters. X 3
May 17	X			North Red Deer Water Services Commission meeting
May 17	X		Zoom meeting	Town of Blackfalds Web page update
May 17	X		Zoom meeting	Standing Committee of Council meeting.
May 18	X		Zoom meeting	Blackfalds Health Professional Attraction &Retention Committee
May 19	X			Agenda Review meeting
May 19	X		Zoom meeting	Women in Politics committee meeting.
May 20				Cheque review and signing.
May 20	X		Zoom meeting	Red Deer River Municipal Users group, executive and regular meeting.
May 25	X		Zoom meeting	Town of Blackfalds Regular Council meeting
May 27	X		Zoom meeting	Women in Politics committee meeting
May 31-June 4	Conference		Virtual 9-5	FCM annual conference.
June 3				Cheque signing and review
June 7	X		Zoom meeting	Blackfalds Health Professional Attraction &Retention Committee
June 8	X		Zoom meeting	Town of Blackfalds Regular Council Meeting
June 9	X		Zoom meeting	Women in Politics committee
June 14	X		Zoom meeting	Standing committee of Council meeting
June 15	Webinar		Zoom meeting	Infrastructure Asset Management of Alberta webinar 9-12.
June 15	X			Agenda review meeting between CAO and Mayor





## **Council Monthly Round Table Report**

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403.885.4677  
info@blackfalds.com  
www.blackfalds.com



## 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: May 16, 2021 – June 15, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 17	x			Website Update Review
May 17	x			Standing Committee of Council
May 19	x			Women and Minorities in Politics
May 21	x			Adhoc Sub Committee
May 25	x			Municipal Planning Commission
May 25	x			Regular Council Meeting
May 27	x			Women and Minorities in Politics
May 30			x	Prepared MC Notes/Speech for Women and Minorities in Politics Event
June 1		x		Women and Minorities in Politics Lunch Zoom Event - MC
June 1	x			Library Board
June 1-4	x			FCM Virtual Conference
June 8	x			Municipal Planning Commission
June 8	x			Regular Council Meeting
June 9	x			Women and Minorities in Politics
June 10	x			St Gregory the Great School Council
June 14	x			Standing Committee of Council



## 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: 15 May – 14 June		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 17	X			Website Update Review
May 17	X			SCC - <a href="#">Minutes</a>
May 19	X			Women + Minorities in Politics (WMP) Committee Meeting
May 20	X			EDTAC Sub-Committee Meeting – <i>will be working continuously this Summer to have a report prepared for the Fall</i>
May 25	X			RCC - <a href="#">Minutes</a>
May 27	X			Women + Minorities in Politics (WMP) Committee Meeting
June 1	X			EDTAC Sub-Committee Meeting
June 1		X		Women + Minorities in Politics – First Event!
June 2			X	EBC Tour with RCP Board
June 2	X			Rec, Culture & Parks Meeting



## Council Monthly Round Table Report

June 8	X			RCC - <a href="#">Agenda</a>
June 9	X			Women + Minorities in Politics (WMP) Committee Meeting
June 14	X			SCC - <a href="#">Agenda</a>



## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		Jamie Hoover		
<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: May 16 2021 to June 16, 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
		<i>(Choose one)</i>		
May 17	x			Website review
May 17	x			SCC
May 21	x			Sub-committee meeting
May 25	x			MPC
May 25	x			RCM
June 8	x			MPC
June 8	x			RCM
June 14	x			MPC
June 14	x			SCC
June 16			x	EBC tour



## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		Ray Olfert		
<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: 16 May 2021 to 15 June 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
May 17			x	Website Update Review
May 17	x			Regular Standing Committee Meeting
May 20	x			Regular PRL Board Meeting
May 25	x			Regular Council Meeting
May 31		x		Virtual FCM Conference
June 1	x	x		Virtual FCM Conference
June 1	x			Regular Library Board Meeting
June 2		x		Virtual FCM Conference



## Council Monthly Round Table Report





**BLACKFALDS**  
ALBERTA

## Council Monthly Round Table Report

403.885.4677  
info@blackfalds.com  
www.blackfalds.com

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## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>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: 15 May 2021 to 15 June 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
May 17 2021				Women and Minorities in Politics Committee
May 22 2021				Regular Council meeting
June 7 2021				Blackfalds Healthcare Practitioner Attraction and Retention Committee
June 8 2021				Regular Council meeting
June 10 2021				Red Deer Rural Restorative Justice Committee
June 10 2021				Family and Community Support Services
June 11 2021				Councillor's Corner submission
June 14 2021				Standing Committee meeting



## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Will Taylor</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: May 16 to 17 June 2021		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
June 2nd	x			Recreation, Culture and Parks Board meeting
June 3rd	x			Blackfalds Chamber of Commerce meeting
June 8th	x			Municipal planning meeting
June 8th	x			Recreation, Culture and Parks Board meeting
June 10th	x			Restorative Justice meeting
June 14th	x			Standing Committee meeting
June 16th			x	Eagle Building Centre TOUR





Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, June 8, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, June 8, 2021, via virtual remote platform, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Myron Thompson, CAO  
Preston Weran, Director of Infrastructure and Property Services  
Justin De Bresser, Director of Corporate Services  
Sue Bornn, Manager of FCSS  
Sean Barnes, Director of Community Services  
Kalina Van Winssen, Executive Assistant  
Liz Pollock, Infrastructure and Property Services Intern

**REGRETS**

None

**MEDIA**

None

**PUBLIC**

None

**CALL TO  
ORDER:**

Mayor Poole called the Regular Council Meeting to order at 7:01 p.m.

**ADOPTION OF AGENDA**

**169/21** Councillor Olfert moved that Council adopt the June 8, 2021 agenda as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS**

**Request for Decision – Municipal Election Advanced Vote**

Administration reviewed the proposed dates for the 2021 Municipal Election Advanced Vote, election signage locations, and provided an update on planning considerations.

**170/21** Councillor Hoover moved that Council approve the Advanced Vote dates for the 2021 Municipal Election as follows:

Advanced Vote: October 4 – 8, 12 – 15  
October 6 & 14 open late  
October 16

**CARRIED UNANIMOUSLY**





Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, June 8, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

- 171/21** Councillor Appel moved that Council approve the designated areas as identified in the 2021 Election Signage Map, subject to change in the future.

**CARRIED UNANIMOUSLY**

**Request for Decision – Election Bylaw Amendment**

The Election Bylaw was brought forward for amendment as Administration have changed the tabulators from entirely electronic, to paper ballot due to the addition of the referendum questions, which cannot fit on the previously used tabulators' screen.

- 172/21** Councillor Stendie moved that Council give First Reading to Bylaw 1260.21, a Bylaw to amend Election Bylaw 1251.20.

**CARRIED UNANIMOUSLY**

- 173/21** Councillor Olfert moved that Council give Second Reading to Bylaw 1260.21, a Bylaw to amend Election Bylaw 1251.20.

**CARRIED UNANIMOUSLY**

- 174/21** Deputy Mayor Svab moved that Council agrees to proceed with Third and Final Reading of 1260.21, a Bylaw to amend Election Bylaw 1251.20.

**CARRIED UNANIMOUSLY**

- 175/21** Councillor Hoover moved that Council give Third and Final Reading to Bylaw 1260.21, a Bylaw to amend Election Bylaw 1251.20.

**CARRIED UNANIMOUSLY**

**Request for Decision – Drive in Movie/Fireworks Event Permit**

A showing of War with Grandpa, preceded by the 9-minute Volunteer Recognition Video, will take place on June 18, 2021 at dusk (approximately 10 p.m.). On June 19, 2021 at a similar time a fireworks show will be hosted by the municipality at the location immediately to the east of the RCMP Detachment/Fire Hall.

- 176/21** Councillor Appel moved that Council accept the special events permits for activities taking place over Blackfalds Days weekend, June 18 & 19, 2021.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

**Request from Canadian Union of Postal Workers**

The Canadian Union of Postal Workers requested Council's support on their delivering Community Power Campaign, which aims to revitalize Canadian post offices and make the delivery process more environmentally friendly.

- 177/21** Councillor Stendie moved that Council accept the Delivering Community Power Campaign as information.

**CARRIED UNANIMOUSLY**

**Village of Clive Parade Invitation – June 19**

A request was made by the Village of Clive for Mayor Poole or a designate to attend the Clive Parade on June 19, 2021.





Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, June 8, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

- 178/21** Councillor Stendie moved that Councillor Olfert attend the Village of Clive Funfest Parade if AHS permits the event.

**CARRIED UNANIMOUSLY**

**Town of Bowden Parade Invitation – July 17**

A request was made by the Town of Bowden for Mayor Poole to attend the Bowden Parade on July 17, 2021.

- 179/21** Councillor Stendie moved that Councillor Olfert and Deputy Mayor Stendie attend the Town of Bowden Parade if AHS permits the event.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Report to Council, Building and Development Permit Report – May 2021
- Report to Council, Enforcement Services Monthly Report – May 2021
- Report to Council, BOLT Transportation
- Report to Council, BHPARC Update
- Recreation, Culture and Parks Board Minutes for June 2, 2021
- City of Lacombe, Council Highlights for May 25, 2021
- Red Deer River Municipal Users Group Highlights for May 20, 2021
- Municipal Planning Commission Meeting Minutes for May 12, 2021

- 180/21** Deputy Mayor Svab moved to accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

- 181/21** Councillor Olfert moved that Council accept the Regular Council Meeting Minutes from May 25, 2021 as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

**Land Acknowledgement**

Council requested Administration research and follow up on ways to connect and incorporate education on Indigenous culture into Council processes.

**BREAK**

- 182/21** Councillor Hoover moved for a five-minute recess at 8:19 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Poole called the Regular Council Meeting back to order at 8:15 p.m.

**CONFIDENTIAL – Closed Session**

- **FOIP S.24**
- **FOIP S.25**





Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, June 8, 2021 at 7:00 p.m.**  
Remote/Virtual Platform  
**MINUTES**

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- 183/21** Councillor Taylor moved that Council move to a closed session commencing at 8:24 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 and Section 25 of Alberta's Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance - FOIP S.24:** Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, CAO Thompson

**Closed Session Attendance - FOIP S.25:** Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Thompson

- 184/21** Deputy Mayor Svab moved to come out of the closed session at 9:35 p.m.

**CARRIED UNANIMOUSLY**

**Regular Council Meeting Attendance:** Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Thompson

- 185/21** Councillor Stendie moved that Council accept the recommendation of the Blackfalds Health Professionals Attraction and Retention Committee and support the amended incentive criteria for the establishment of a medical clinic(s).

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Mayor Poole adjourned the meeting at 9:41 p.m.

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Richard Poole, Mayor

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Myron Thompson, CAO





**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
June 14, 2021 at 7:00 p.m.  
**MINUTES**

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, June 14, 2021 via remote virtual conferencing platform, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Sean Barnes, Acting CAO  
Preston Weran, Director of Infrastructure and Planning Services  
Justin de Bresser, Director of Corporate Services  
Cory Babey, Information Technology Analyst  
Lorrie Logan, Municipal Clerk

**REGRETS**

CAO Myron Thompson  
Councillor Marina Appel

**MEDIA**

None

**PUBLIC**

None

**CALL TO  
ORDER:**

Deputy Mayor Svab called the Standing Committee Meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

Additions: 13.1 FOIP Section 24

**45/21**

Councillor Olfert moved that the Standing Committee of Council move to accept the agenda for June 14, 2021 as amended.

**CARRIED UNANIMOUSLY**

**DELEGATION**

Staff Sargent Dan Martin, Staff Sargent Brent Meyer, Chief Superintendent Darcy Fleury

Sargent Martin introduced the new Chief Superintendent, Darcy Fleury and Staff Sargent, Brent Meyer. The APP Report will be given quarterly to Council with the first report to be presented in July. The Town of Blackfalds is supporting some funding for a new Corporal position to be hired within the next few weeks.

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None

**BUSINESS**





**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
June 14, 2021 at 7:00 p.m.  
**MINUTES**

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**Request for Direction, Office Hours Policy**

Acting CAO Barnes brought forth the updated version of the Office Hours Policy.

- 46/21** Councillor Stendie moved that the Standing Committee of Council recommend that the Office Hours Policy 153.21 as presented be forwarded to the next Regular Council Meeting for formal approval.

**CARRIED UNANIMOUSLY**

**Request for Direction, Purchasing Policy**

Director de Bresser brought forward for discussion and review the revised Purchasing Policy, which includes amendments to allow for better local purchasing preference options and green procurement.

- 47/21** Councillor Taylor moved that the Standing Committee of Council accept Administration's recommended changes to the Purchasing Policy as presented; and, that this item be forwarded to the next Regular Council Meeting for formal approval.

**CARRIED UNANIMOUSLY**

**Request for Direction, Land Use Bylaw Update**

Director Weran brought forward for discussion and review the Land Use Bylaw following further amendments made after consultation with developers.

- 48/21** Mayor Poole moved that the Standing Committee of Council support the final draft of Land Use Bylaw and work plan as amended and that Administration undertake the remaining processes to proceed with adoption of the Land Use Bylaw.

**CARRIED UNANIMOUSLY**

**INFORMATION**

**COVID-19 Stage 2 Implementation**

The pool will open up on June 28<sup>th</sup>, as it will take some time for preparation and training to have the pool up and running. Council Meetings will resume being in person in July.

- 49/21** Councillor Olfert moved to accept the information items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE**

None

**ADOPTION OF MINUTES**

None

**BUSINESS FOR THE GOOD OF THE COMMITTEE**

None

**CONFIDENTIAL – Closed Session**

- FOIP S.24

- 50/21** Councillor Olfert moved that Standing Committee of Council move to a closed session commencing at 7:37 p.m. in accordance with Section 197(2) of the





**Town of Blackfalds**  
**Standing Committee of Council Meeting**  
June 14, 2021 at 7:00 p.m.  
**MINUTES**

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*Municipal Government Act* to discuss matters exempt from disclosure under S.24 of Alberta's Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance – FOIP S.24** *Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Jamie Hoover, Councillor Rebecca Stendie, Councillor Ray Olfert, Councillor William Taylor*

**51/21** Councillor Olfert moved to come out of the closed session at 7:43 p.m.

**CARRIED UNANIMOUSLY**

**AJOURNMENT**

Deputy Mayor Svab adjourned the meeting at 7:43 p.m.

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Deputy Mayor, Laura Svab

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Sean Barnes, Acting Chief Administrative Officer





**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
NOTICE OF MOTION**

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**MEETING DATE:** June 22<sup>nd</sup>, 2021

**PRESENTED BY:** Mayor Richard Poole

**SUBJECT:** Notice of Motion – Land Use Bylaw Feedback Process  
for Developers, Builders and Impacted Organizations

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I, Richard Poole, move that Council direct Administration to reach out to developers and builders who work in the Town of Blackfalds, as well as any other group that Council may, during debate of the motion, feel would be useful and to and see if they would like to meet with Council to provide feedback on the proposed changes in the new LUB as well as the existing planning and development practices and procedures.

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Richard Poole, Mayor