



Town of Blackfalds
Standing Committee of Council Meeting
January 17 at 7:00 p.m.
AGENDA

1. **Call to Order**

2. **Land Acknowledgement**

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

3. **Adoption of Agenda**

3.1 Agenda for January 17, 2022

4. **Delegation**

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

4.2 Animal Control Year-end Report – Klassic Kennels – Jim Deboon

5. **Public Hearing**

None

6. **Business Arising from Minutes**

None

7. **Business**

7.1 Request for Direction, Sidewalk Repair Policy 158.22

7.2 Request for Direction, Flag Policy 159.22

7.3 Request for Direction, Utility Rate Bylaw 1266.22

8. **Action Correspondence**

8.1 Foreign Medical Practitioners – Letter of Support

9. **Information**

9.1 Committee Report, 2020 Financial Indicators

10. **Round Table Discussion**

None

11. **Adoption of Minutes**

None

12. **Notices of Motion**

None

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

None

14. **Confidential**

14.2 FOIP S. 19

14.2 FOIP S. 24

14. **Adjournment**



**TOWN OF BLACKFALDS
STANDING COUNCIL MEETING
REQUEST FOR DIRECTION**

MEETING DATE: January 17, 2022

PREPARED BY: Laura Thevenaz, Manager of Infrastructure Services

SUBJECT: Sidewalk Repair and Replacement Policy – Policy 158.22

BACKGROUND:

The Town of Blackfalds (the “Town”) recognizes the need to implement a routine sidewalk repair and replacement policy to achieve the long-term financial sustainability of its sidewalk assets. The Town will develop and operate an annual sidewalk repair and replacement program and promote the use of asset management principles for its prioritization.

The Town first developed a Sidewalk Repair and Sidewalk Replacement Policy in 2008 and this new policy update incorporates changes to the Town’s inspection methodology, levels of service, and prioritizations of repairs.

DISCUSSION:

Since the Asset Management/GIS Coordinator joined the Town’s Infrastructure Department, advancements have been made in the Town’s methodology to conducting its annual sidewalk inspection program. Moving from an excel spreadsheet-based tracking system, the Town now utilizes a custom condition assessment template through an online field map program available through our GIS program, ESRI (ArcMap). This cloud-based data management allows for instantaneous monitoring of inspections and results and facilitates monitoring of year over year changes in sidewalk conditions. The Town has already utilized data gathered from the first year of its new inspection methodology to target future areas for annual inspections.

Another benefit of this approach is that it is easier to identify sidewalk condition trends on a neighbourhood level. It is common to see neighbourhoods start to require additional maintenance activities around the same time. Identifying these trends early will help with the short to medium term planning for maintenance activities, including more costly activities such as full replacements.

This policy update also includes a level of service statement. The level of service in terms of sidewalk repair and replacement must consider factors such as budget, need for contracted services, and availability of resources, materials, and equipment.

As identified in Asset Management Policy 139.20, level of service:

“4.3 Level of Service

4.3.1 In order to effectively develop, and maintain a sustainable AM Strategy, the Town of Blackfalds recognizes that the level of service for community



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services are directly influenced by budget and administrative policy, where applicable.”

The Town funds annual sidewalk maintenance activities through the annual operating budget.

FINANCIAL IMPLICATIONS:

Approximately \$30,000 may be budgeted on an annual basis or approximately \$60,000 may be budgeted on a biennial basis in the operating budget for sidewalk repairs. Yearly budgets may be adjusted from this value based on the proposed number of repairs and replacements happening in a given year.

ADMINISTRATIVE RECOMMENDATION:

1. That Standing Committee recommend the Sidewalk Repair and Replacement Policy be forwarded to Council for formal approval.

ALTERNATIVES:

- A. That Standing Committee recommend to Council to adopt the Sidewalk Repair and Replacement Policy as revised.
- B. That Standing Committee refer this item back to Administration for more information.

Attachments:

- *Policy 158.22 Sidewalk Repair and Replacement Policy*
- *Policy 001-2006 Sidewalk Repair and Sidewalk Replacement Policy*

Approvals:



CAO Myron Thompson



Department Director/Author

<p>Policy No.: 158.22 Policy Title: Sidewalk Repair and Replacement Policy Department: Infrastructure Services Council Approval: DRAFT REVIEW Reviewed: DRAFT REVIEW Revised: DRAFT REVIEW Supersedes Policy/Bylaw: 128/08</p>	<p>Date: Resolution #:</p>
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Policy Statement:

The Town of Blackfalds (the “Town”) recognizes the need to implement a routine sidewalk repair and maintenance policy to achieve the long-term financial sustainability of its sidewalk assets. The Town will develop and operate an annual sidewalk repair and replacement program and promote the use of asset management principles for its prioritization. Sidewalk replacement in old subdivisions due to normal wear may be funded by the annual operating budget or by Local Improvement Tax, with the final funding decision to be made by Administration.

1. Reason for Policy

- 1.1 The purpose of this policy is to facilitate the logical, methodical and informed decision making for sidewalk asset repair and replacement.
- 1.2 To achieve greater sidewalk asset sustainability, and effective allocation of resources. The policy specifically addresses the need to provide a consistent and accurate means of tracking and reporting of the Town’s sidewalk assets.
- 1.3 This policy does not pertain to the installation of new sidewalks as part of capital planning and budget process.

2. Definitions

- 2.1 “**CAO**” means the Town of Blackfalds Chief Administrative Officer.
- 2.2 “**Asset**” means a physical component of a system that has value, enables services to be provided, and has an economic life greater than 12 months.
- 2.3 “**Asset Management**” means the process of making decisions about the use and care of infrastructure to deliver in a way that considers current and future needs, manages risk and opportunities, and makes the best use of resources.
- 2.4 “**Community**” refers to all members of the public that live in, work in, operate businesses and visit the Town of Blackfalds.
- 2.5 “**Infrastructure**” means the physical assets developed and used by the Town to support its social, cultural and economic activities.

2.6 **“Level of Service”** means the defined standard for the provision of a particular service. Components of defining these standards include quality, quantity, reliability, responsiveness, environmental acceptability, and cost.

2.7 **“Risk”** means the degree of price volatility and/or chance of failure carried by an asset factoring the impact of failure and asset criticality.

2.8 **“Sustainability”** means meeting the needs of the present without compromising the ability of future generations to meet their own needs.

3. Responsibilities

3.1 Municipal Council to:

3.1.1 Approve by resolution this policy and any amendments.

3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

3.1.3 Prioritize and articulate community values.

3.2 Chief Administrative Officer to:

3.2.1 Recommend this policy and any amendments for adoption by Council.

3.2.2 Implement this policy and approve procedures and exceptions.

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

3.2.4 Be a visible champion for the implementation of this Policy across the organization.

3.3 Corporate Leadership Team (Directors and CAO) to:

3.3.1 To lead the adoption of the policy within departments.

3.3.2 Communicate policy across the Town.

3.4 Director of each Department to:

3.4.1 Ensure implementation of this policy and procedure.

3.4.2 Ensure that this policy and procedure is reviewed every five years.

3.4.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.5 Manager to:

3.5.1 Understand and adhere to this policy and procedure.

3.5.2 Ensure employees are aware of this policy and procedure and allocate sufficient resources as necessary.

3.6 All Employees to:

3.6.1 Understand and adhere to this policy and procedure.

3.7 The Public to:

3.7.1 Encouraged to report any and all known or suspected tripping hazards to the Town.

4. Exclusions

4.1.1 Town of Blackfalds' Trail Infrastructure.

5. Appendix

6. End of Policy

PROCEDURE	Policy No.: 158.22 Policy Title: Sidewalk Repair and Replacement Policy Department: Infrastructure Services
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1. Annual Inspection Program

1.1 On an annual basis, the Infrastructure Services Department will conduct a routine inspection of sidewalks and curbs. While the Town commits to conducting an annual inspection program of its sidewalk assets, not all areas may need to be done on an annual basis. The purpose for this is to reduce the number of resources put towards sidewalk inspections when not all areas need it. For example, a new residential development area constructed within the last 24 months will have a low likelihood of sidewalk infrastructure requiring repair or replacement. The need to conduct a full inspection of all sidewalks within the Town may be influenced by a number of factors including:

- 1.1.1 Asset condition ratings at specific locations from previous year(s) inspection.
- 1.1.2 Asset condition ratings at neighborhood level from previous year(s) inspection.
- 1.1.3 Age of infrastructure.
- 1.1.4 Availability of staff resources to conduct inspection.

2. Condition Assessment

2.1 As part of the inspection, sidewalks will undergo a consistent, in-house condition assessment with segments rated on a scale of 1 – 5 (Very Good, Good, Fair, Poor, Very Poor) based on the types of deficiency observed. The issue description may change based on current asset management best management practices, or international standards. In general, sidewalk condition ratings are not to be collected for Condition Rating 1 as this denotes new sidewalks and is considered the default value.

EXAMPLE CONDITION RATING AND DESCRIPTION TABLE

SIDEWALK CONDITION RATING	DESCRIPTION (EXAMPLE)
1 – Very Good	New and uniform, no issues
2 – Good	Few issues, slightly used, fairly uniform
3 – Fair	Signs of distress, acceptable state
4 – Poor	Noticeable areas with deficiencies. Repairs required.
5 – Very Poor	Several areas with deficiencies. Priority repairs.

3. Sidewalk Repair Priority Rating and Corrective Actions

3.1 As a general rule, only deficiencies with a Rating of 3, 4 or 5 will be assigned a complementary Priority Level for repair, replacement or installation. Sidewalks and/or curb damage shall be rated on a Priority basis for corrective action on the following basis:

PRIORITY LEVEL	CORRECTIVE ACTION	OBSERVED ISSUE
Priority 1	Repair or replacement	Significant amount of cracking, and have either a vertical or horizontal separation greater than 25 mm.
Priority 2	Repair or replacement	Significant amount of cracking, but vertical or horizontal separation, is less than 25 mm, or where there are persistent drainage problems that cannot be corrected with landscaping.
Priority 3	Installation, repair or replacement	Installation, repair, or replacement of, pararamps at high pedestrian movement locations to ensure infrastructure meets current accessibility standards.
Priority 4	Replacement	Older sidewalks that are pitted, scaling or unsightly and the adjacent landowners want them replaced and/or may be a pedestrian safety concern.
Priority 5	Repair	Minor cracking, pop-outs, and display no appreciable vertical or horizontal separation.
Priority 6	Installation	All other sidewalk concerns, for example older sidewalks that end abruptly with no pararamps in low pedestrian traffic areas.
Priority 7	Installation	Sidewalks and/or pararamps were never constructed and should be installed to enhance pedestrian movements in the community.

4. Priority Sequencing

4.1 Priority Levels are classified based on the type of issue present, and its extent. As a general guideline, the following considerations will be taken into account when establishing priorities for curb and/or sidewalk repair, replacement, and/or installation:

- 4.1.1 Higher Priority Level will be done before the next lowest Priority Level. For example, Priority Level 1 will be repaired before Priority Level 2's.
- 4.1.2 Consideration will be given to ensure the efficient and economic coordination of sidewalk and curb repairs with future road repair and replacement projects and programs.
- 4.1.3 Sidewalks with higher pedestrian traffic will be repaired before areas of low pedestrian traffic. High pedestrian traffic areas include but are not limited to:
 - 4.1.3.1 Primary sidewalks immediately servicing schools, parks, Town facilities, businesses with store fronts.
 - 4.1.3.2 Secondary sidewalks servicing schools, parks Town facilities, businesses with store front.

For example, a sidewalk assigned a Priority Level 1 that is located immediately in front a school will be repaired before a sidewalk assigned a Priority Level 1 located one block away.

5. Level of Service

- 5.1 The desired Level of Service for sidewalks and curb is to address pedestrian safety issues and to remove Town liability issues within a reasonable timeframe after as they are identified or noted. The Director of Infrastructure or a delegate evaluates the condition of the Town's assets in order to develop annual programs to maintain its assets at minimal costs. Condition assessments or evaluations are conducted and used to establish Priority Levels, as well as, to align capital improvement plans with this maintenance work.
- 5.2 The ability to conduct repairs in a reasonable timeframe are influenced by the following factors:
 - 5.2.1 Available budget
 - 5.2.2 Need for contracted services
 - 5.2.3 Availability of resources, materials and equipment
- 5.3 To ensure dependable pedestrian movement within the community, the Town will endeavor to repair Priority 1 locations within a reasonable timeframe of no more than one year from identified. Where funds become an issue, all Priority 1 locations not repaired within the year identified will be placed at the top of the list for the following year.

6. Annual Funding

- 6.1 As part of the Town's annual operating budget, budget will be allocated for the repair, maintenance and installation of new sidewalk and associated infrastructure. Project work may be conducted internally by Town staff, or by contracted services, where appropriate. Adjustments to funding annual budget amount based on needs or other budgetary restrictions is determined by Council.

7. Local Improvements

- 7.1 In older neighborhoods with aging concrete sidewalks, it is common to start to see entire neighborhood sidewalks require full replacements when they become pitted, scaled or unsightly. It is not the intent of the annual operating budget to fund entire repair and replacement programs for neighborhoods but instead these replacements will be undertaken as a capital project.
- 7.2 The need to finance neighborhood sidewalk improvements would be decided by Town Council based on a greater benefit to a portion of the municipality rather than the whole municipality.



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
REQUEST FOR DIRECTION**

MEETING DATE: January 17, 2022
PREPARED BY: Myron Thompson, CAO
SUBJECT: Flag Policy 159.22

BACKGROUND:

Administration is in the process of examining and bringing up to date its policies. The Flag Policy was last revised in 2007 and Administration has reviewed and expanded its scope to better clarify procedures for half-masting, flying Flags of organizations and sports teams, and requests for Flags to be flown in the Town of Blackfalds.

DISCUSSION:

Draft Flag Policy 159.22 is not reflective of the previous Flag Policy written in 2007, and therefore no mark-ups are provided. The draft Policy provides guidelines for displaying the Flag and flying Flags of organizations, sports teams or dignitaries in times of achievement or celebration. It provides direction for when Flags shall be flown at half-mast, including special days and deaths of dignitaries. There is also a section for Solemn Occasions, such as the many discoveries of graves at residential school sites, where recognition in form of half-mast Flags may be appropriate. A new section has been developed and included for a process to request the display or lowering of Flags in the community. Flag care, including the lowering and disposal of Flags in a respectful manner have been included as sections for the Committee's review.

ADMINISTRATIVE RECOMMENDATION:

1. That the Standing Committee of Council provide feedback on Flag Policy 159.22; and, that it be brought forward to the next Regular Council Meeting for formal approval.

ALTERNATIVES:

- a) That the Standing Committee of Council refers this item back to Administration for further information.

Attachments:

- *Flag Policy*
- *Flag Policy 159.22*

Approvals:



CAO Myron Thompson

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

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

1. Reason for Policy

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

2. Definitions

2.1 **“Municipal Sites”** means the facilities, properties, buildings and parks managed or owned by the Town of Blackfalds.

2.2 **“Flag”** means a piece of cloth (usually rectangular) of distinctive colour, design, emblem or symbol to represent nations, provinces, states or municipalities. “Flag” is also used to describe a banner: which looks like a Flag, bearing a symbol, logo, slogan or other message to represent charitable or non-profit organizations but does not have Flag status

2.3 **“Half-mast”** means the position of a Flag, approximately halfway up the mast or pole. Flying Flags at half-mast is a symbol of respect or mourning

3. Responsibilities

3.1 Municipal staff to:

3.1.1 Ensure the Flagpoles and equipment at municipal sites are in good operating condition.

3.1.2 Implement this policy at municipal sites.

3.2 Chief Administrative Officer to:

3.2.1 Review and determine the eligibility of lowering Flags to half-mast and the raising of community Flags;



3.2.2 Implement this policy and approve procedures.

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

3.3 Municipal Council to:

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

4. End of Policy

PROCEDURE

Policy No.: 159.22 Policy Title: Flag Policy Department: Administration	
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1. Preamble

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

2. General

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

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

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

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

2.4 Displaying the Flag:

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

3. Flags of Organizations, Sports Teams, and Dignitaries

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

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

4. Flags at Half-mast

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

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

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

4.2 Flags will be Lowered at Half-mast for:

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

5. Special Days

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

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

6. Dignitaries (Death)

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

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

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

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

7. Solemn Occasions

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

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

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

9. When a Flag is To Be Lowered

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

10. Care and Disposal of Flags

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

11. End of Procedure



Town of Blackfalds Municipal Policy Handbook

Policy Name: Flag Policy

Date of Approval by Council: January 23, 2007

Resolution No.: 34/07

Department:

Last Review Date: April 23, 2003

Next Review Date: As required

Policy Statement:

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

1. GOALS

General Rules for half-mast flags for mourning

2. DEFINITIONS

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

3. PROCEDURES

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

In the case of the death of:

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

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

Special Days

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

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

4. RESPONSIBILITIES

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

5. GUIDING PRINCIPLES TO STAFF

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

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



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
REQUEST FOR DIRECTION**

MEETING DATE: January 17, 2022

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

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

BACKGROUND:

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

Council and Administration discussed utility rates for 2022 in the budget assumption discussions that took place on November 15th at the prebudget assumptions workshop as well as at the November 23rd Council Meeting. The direction from these meetings in relation to utility rates for 2022 are included in your budget binders and a 2.6% increase was estimated. On January 11, 2022 the attached Bylaw was presented to Council. This item was referred to Administration for more information to determine the impact of the proposed increase vs no increase.

DISCUSSION:

Administration has undertaken an updated review of our reserves and assets and is presenting a 0% rate increase option and information that provides the impacts of these two options (proposed 2022 rate increase & no increase) for Council’s consideration.

Through the review, we have noted an error to the proposed 2022 sewer consumption rate that was presented to Council. The budget binder has \$3.24 cubic rate proposed, however, our detailed cost centres have the correct proposed cubic meter rate proposed in this revision below at \$3.18. Therefore, the increase now reflects only a 2% increase instead of a 2.6% increase. We apologize for the confusion. The attached Utility Rate table has been provided for clarity. Draft Bylaw 1266.22 also reflects this change.

It is of note that if the 0% option was decided on, instead of the proposed 2% increase, this rate would only be recommended to be maintained for this budget year as future reserve balances would suffer greatly if the rates were not increased each year, based on all the factors the utility rate model analyzes. Overall, increasing costs include CPI increases and hard costs at the commission and local level to maintain the system. However, as you see in the following information below, a yearly reprise of the Bylaw’s utility rate escalation would not impact the long-term savings overall, other than the initial lump sum identified below as the Impact on Reserves for this year.

Regional Information

The Town of Blackfalds receives its treated potable water from the City of Red Deer via the North Red Deer River Water Services Commission (NRDRWSC). The water is pumped into our two reservoirs where the Town takes over the utility to test, store and redistribute the water into our potable water pipes which in turn feed building services and fire hydrants.



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The Town of Blackfalds pumps all of its sewer to the regional lift station, the commission pumps this material, along with the County's and City of Lacombe's waste to the City of Red Deer's

wastewater treatment plant via the North Red Deer Regional Wastewater Services Commission (NRDRWWSC). The wastewater is treated and returned into the Red Deer River. Our Town has five lift stations and many kms of sewer lines that collect this waste from individual building plumbing services. The Town ensures this system is functioning correctly 24 hours a day and we must safeguard the system from major pollutants.

The Regional Commission's rates must be paid for water and wastewater monthly, by the Town. Fortunately, these rates have stabilized this year until 2033 and 2030 as per the two charts below.

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



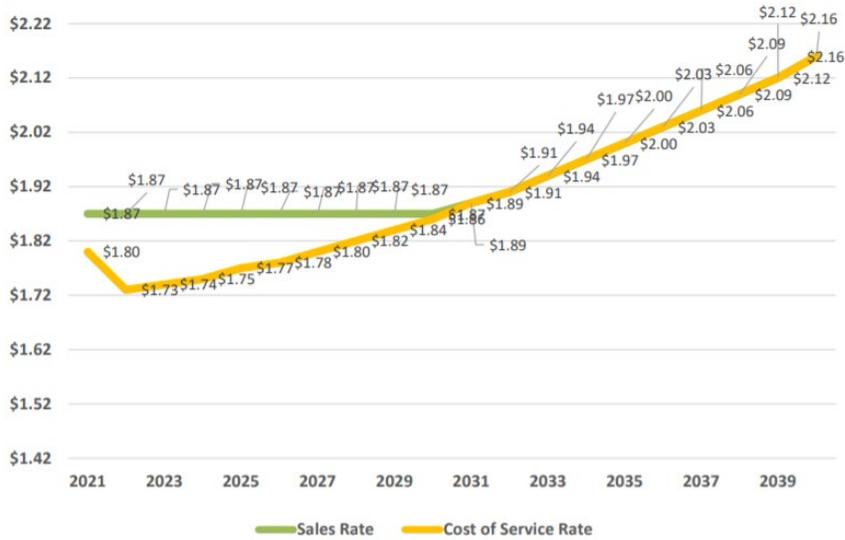
Regional wastewater per cubic metre of use is fixed at \$1.87 until 2030:

The Town will still have to pay our year contributions of approximately \$204,147, above and beyond the consumption cost.



TOWN OF BLACKFALDS STANDING COMMITTEE MEETING REQUEST FOR DIRECTION

2021 - 2040 Projected Rates / m3



Town Information

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

Town Water/Sewer Costs =

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

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



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REQUEST FOR DIRECTION**

7. Water and Sewer Gap = if the Town is sitting at approximately 50%, then our depreciation is at 50% higher rate than our reserve contributions are being funded at currently. In 2022 we are 68% of the way there.

The 2022 operating budget included increases to the residential (and commercial) water and sewer utility rates for 2022. Bylaw 1266.22 amends Schedule B, 2021 rates to 2022 rates (see attached Bylaw). The proposed water and wastewater rate yearly increase across all our 3950 accounts provides additional utility revenue to cover CPI, cost of treatment and maintenance. This amount equates to an average 2.0% increase per month or \$3.39 for a family of 4 (typical house) and is outlined under the “Utility Analysis” tab on page 3 of your 2022 budget binder. The overall increase in the budget indicated 2%, which is the actual increase across 5 of the 6 rates for water and sewer based on the info below.

2022 Budgeted Rates

Our current 2022 hard costs are outlined below for water and sewer, respectively under codes 1-41-00-421 (water) and 1-42-00-421 (sewer) however, increases to operational scope; such as more reporting requirements, environmental mandates, pretreatment, lead mitigation, metric tracking/smart system upgrades, emergency water supply and distribution, contamination of system, materials, training and increased size of this system, continue to be outliers of this overarching report as we move forward towards better water steward parameters for both water and wastewater. Through our planned utility rate review, these hard and fixed costs will be refined to ensure that the ratio between fixed, consumption and infrastructure funds for water and sewer are better rationalized over the next five years. Our last rate model ended in in 2020, therefore, the rates proposed in 2022 are a stop gap measure presented by Administration based on the last five years of information and the current information that we have surrounding costs vs expenses now and into the future.

FIXED 2022

1-41-00-421 (Water)	\$841,350
1-42-00-421 (Sewer)	\$719,532

CAPITAL INFRASTRUCTURE 2022

1-41-00-422 (Water)	\$523,296
1-42-00-422 (Sewer)	\$0

CONSUMPTION 2022 estimated per cu.m (cubic metres or cubes)

1-41-00-420 (Water)	\$2,071,560
1-42-00-420 (Sewer)	\$1,897,344

The following table highlights the current 2022 utilities with an average of 61,000 cubes of water per month. The 61,000 cubes were the recorded actual monthly average of 2021 with the sewer cost being billed at 80% of water or 48,800 cubes per month. The average monthly billing from the North Red Deer Regional Wastewater Commission is 53,950 cubes.

Revenue Code	Town Rate (per cu.m)	Commission Rate (per cu.m)	Remainder (per cu.m)
1-41-00-420 (Water)	\$2,071,560 (\$2.83)	\$1,566,480 (\$2.14)	\$505,080 (\$0.69)



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
REQUEST FOR DIRECTION**

1-42-00-420 (Sewer)	\$1,897,344 (\$3.18)	\$1,211,760 (\$1.87) plus \$204,147 yearly contribution =\$1,415,907	\$471,437 (\$0.73)
------------------------	-------------------------	--	--------------------

The Town, and other municipalities, use this three-tiered model so that if Town users decide to conserve water, reducing overall funds coming in, we still have enough funds coming to pay our staff, supply materials and service needs to maintain water and sewer locally.

Reserve Balances and Long-Term Impacts

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

The Town's 2022 estimated depreciation and reserve contributions are as follows:

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

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

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

As you can see above, we have a good, funded plan to build new infrastructure (beyond water and sewer). However, for replacement and major repair of existing water and sewer assets, we will need to offset our savings with borrowing in the future while maximizing grants, increasing rates or other mitigation measures such as reduced capacity for growth (staging) or regional collaboration.

The infrastructure gap is a huge problem in Alberta, Canada and the developed world and our Town is not sheltered from this issue. We are lucky that we have some time before these long-life water and sewer assets need to be replaced. Through the Asset Management Plan, this rate review, the 10 Year Capital Plan and discussions around long-term planning for the future financial stability of our Town, it will help mitigate this gap.

2022 Rate Analysis Option 1 and 2 (2.0% and 0% increase scenarios)

If Council chooses to adjust the 2022 rates from the budget plan, these are the impacts for this specific year:



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
REQUEST FOR DIRECTION**

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

Note, that commercial and industrial customers, will be outside of this example table above, but the main focus of concern has been residential rates increasing, so that what we focused on.

FINANCIAL IMPLICATIONS:

There is no impact to the 2022 budget if the 2022 budgeted rate increases are approved. The water and wastewater revenues and expenses are based on the 2022 rates presented under Schedule B. However, the table above shows the impact of a 0% increase on reserves, remaining at 2021 rates.

ADMINISTRATIVE RECOMMENDATION:

- | |
|---|
| <p>1. That Standing Committee recommend to Council to amending Schedule B of Bylaw 1250.20, water and wastewater rates for 2022 as per rates under draft bylaw 1266.22.</p> |
|---|

ALTERNATIVES:

- A) That Standing Committee recommend to Council to maintain the previous 2021 rates under the existing bylaw.
- B) That Standing Committee refer this item back to Administration for further review.

Attachments:

- *Bylaw 1254.21 - Schedule B 2021 rates*
- *Draft Bylaw 1266.22 to amend Schedule B to 2022 rates*
- *Utility Rate Table*

Approvals:






**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
REQUEST FOR DIRECTION**

CAO Myron Thompson

Department Director/Author



TOWN OF BLACKFALDS
BYLAW 1266.22

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

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

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

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

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

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

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

DATE OF FORCE

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

READ for the first time this _____ day of A.D., 202__.

(RES. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the second time this _____ day of A.D., 202__.

(RES. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the third time this _____ day of A.D., 202__.

(RES. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON



TOWN OF BLACKFALDS
BYLAW 1266.22

SCHEDULE "B"

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

WATER RATES

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

A. Minimum Rate: Fixed base rate as below:

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

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

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

B. Plus an Infrastructure rate: \$11.04

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

WASTEWATER RATES

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

- A. Minimum Rate: \$15.18
- B. Plus an Infrastructure rate: \$0.00
- C. Plus a Consumption rate: \$3.18 per cubic meter at 80% of water measured.

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

GENERAL PROVISIONS

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

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



TOWN OF BLACKFALDS
BYLAW 1254.21

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

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

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

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

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

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

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

DATE OF FORCE

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

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

(RES. 06/21)

Richard Poole
MAYOR RICHARD POOLE

[Signature]
CAO MYRON THOMPSON

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

(RES. 19/21)

Richard Poole
MAYOR RICHARD POOLE

[Signature]
CAO MYRON THOMPSON

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

(RES. 20/21)

Richard Poole
MAYOR RICHARD POOLE

[Signature]
CAO MYRON THOMPSON



**TOWN OF BLACKFALDS
BYLAW 1254.21**

SCHEDULE "B"

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

WATER RATES

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

A. Minimum Rate: Fixed base rate as below:

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

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

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

B. Plus an Infrastructure rate: \$10.82

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

WASTEWATER RATES

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

A. Minimum Rate: \$14.88

B. Plus an Infrastructure rate: \$0.00

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

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

GENERAL PROVISIONS

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

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

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

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

Total Billings

Typical House

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

Low Consumption, Single Occupant

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

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



January 7, 2022

Via Email: carna@nurses.ab.ca

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

Dear Council:

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

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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

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



January 7, 2022

Via Email: registrar@cpsa.ab.ca

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

Attention: Dr. Scott McLeod, Registrar

Dear Dr. McLeod:

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

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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

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



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
COMMITTEE REPORT**

MEETING DATE: January 17th, 2022

PPREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: 2020 Financial Indicators Graphs

BACKGROUND:

In 2018, the Province of Alberta changed the process on how the financial indicators graphs are communicated. In the past, the Province provided a written report with the Town of Blackfalds comparable communities. For the 2019 and 2020 financial year, the Province moved this information online. The Municipal Measurement Index was created where the public could compare communities. There is always a lapse of approximately one year in having the information provided by the Province.

DISCUSSION:

The [Municipal Measurement Index](#), is designed to improve local government reporting and allows Albertans to evaluate the performance of their local government in comparison with other municipalities. In the absence of the written report, Administration has recreated this report based on our comparable communities from the 2020 report. The comparable communities are listed below:

- Coaldale
- Drumheller
- Edson
- High River
- Hinton
- Innisfail
- Lacombe
- Morinville
- Olds
- Strathmore
- Sylvan Lake
- Taber
- Wetaskiwin
- Whitecourt

These communities are similar in terms of equalized assessment and population. The Municipal Measurement Index has however, indicated that for meaningful comparisons across municipalities it is recommended selecting municipalities within +/- 10 for best comparison. The Province rated all municipalities in the index from 19 to 128 and the Town of Blackfalds is rated at 79. The comparable communities listed above range from 77 to 84 and comply with the recommendation of +/- 10

The Municipal Measurement Index has reduced the number of comparable categories to the following:

- Residential Tax Rate
- Non-Residential Tax Rate
- Municipal Tax Levy
- Composition of Assessment
- Municipal Debt per Capita
- Long-Term Debt – Debt Limit Ratio
- Revenue and Expenses per Capita



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
COMMITTEE REPORT**

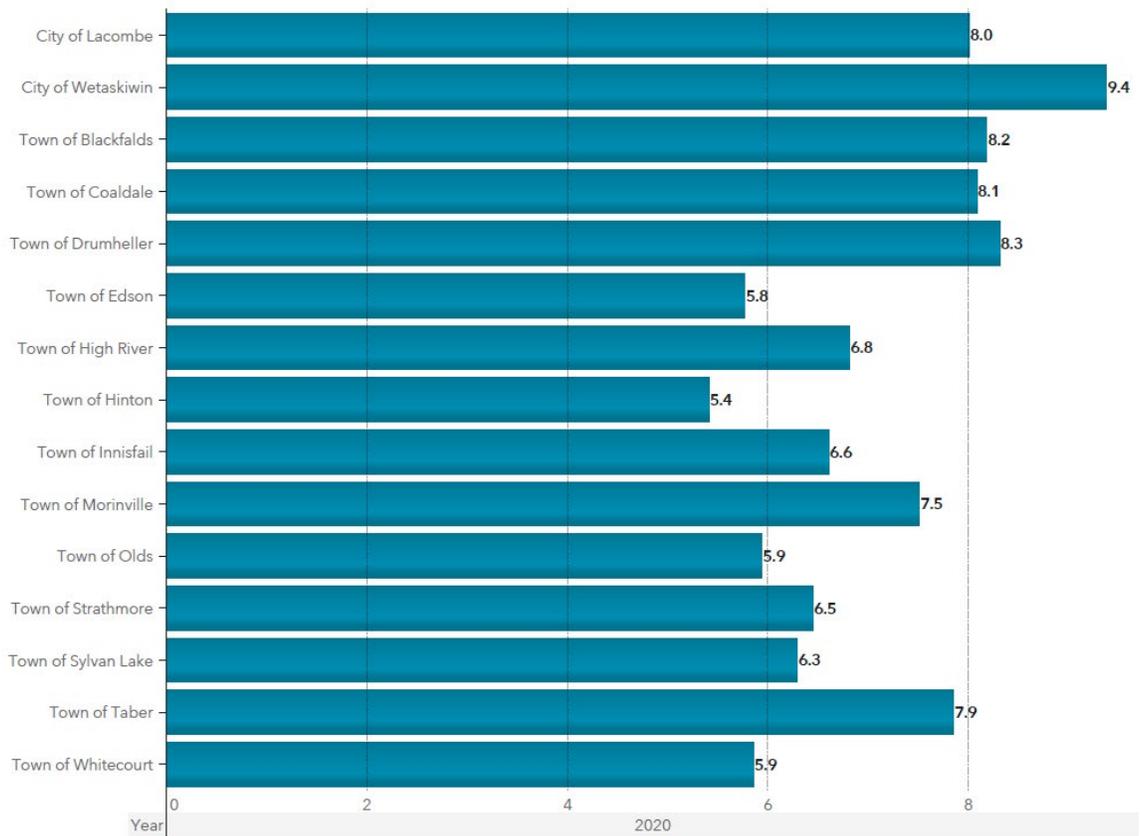
- Accumulated Surplus Per Capita

Future categories include:

- Level of Municipal Services
- Business Indicators

1. Residential Tax Rate

The Residential Tax Rate shows the amount of tax payable per thousand of dollars of taxable property assessment taken from the municipalities annual Tax Rate Bylaw.



Residential Tax Rate

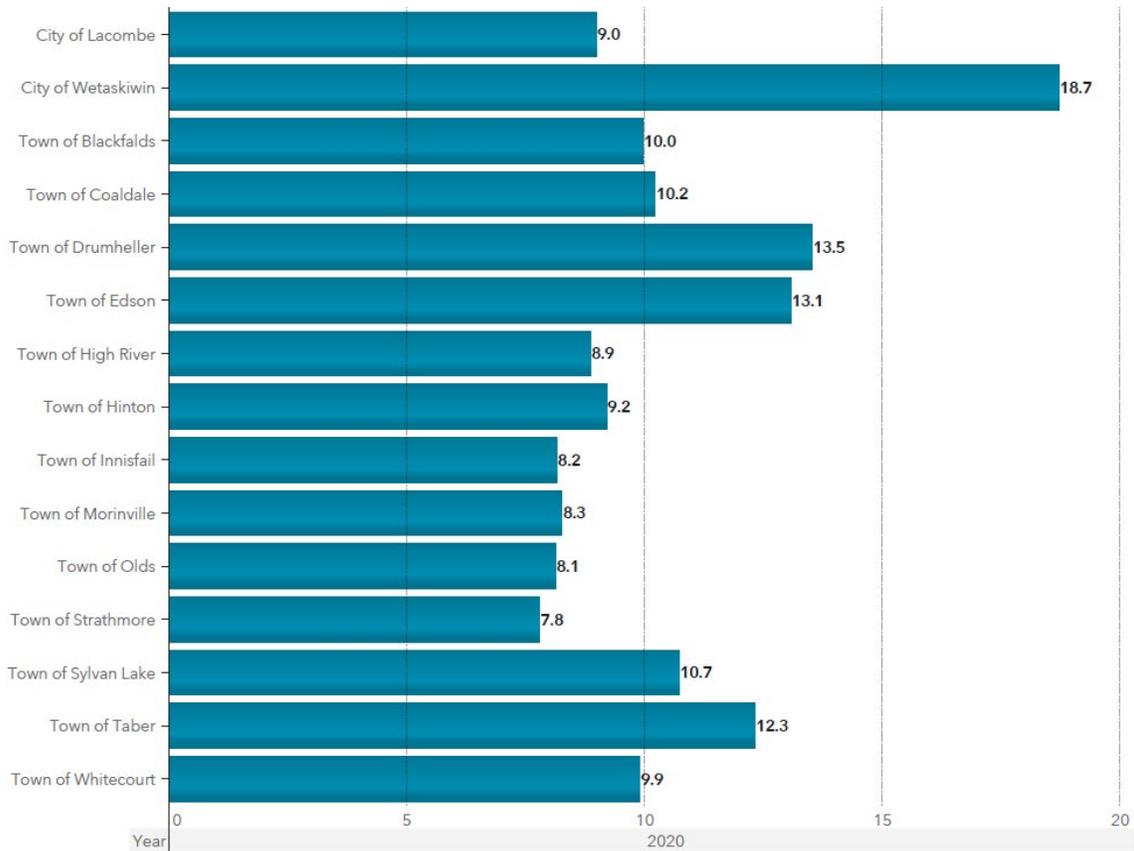
Blackfalds	8.2
Range	5.4 – 9.4
Median	6.8



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
COMMITTEE REPORT**

2. Non-Residential Tax Rate

The Non-Residential Tax Rate shows the amount of tax payable per thousand of dollars of taxable property assessment taken from the municipalities annual Tax Rate Bylaw.



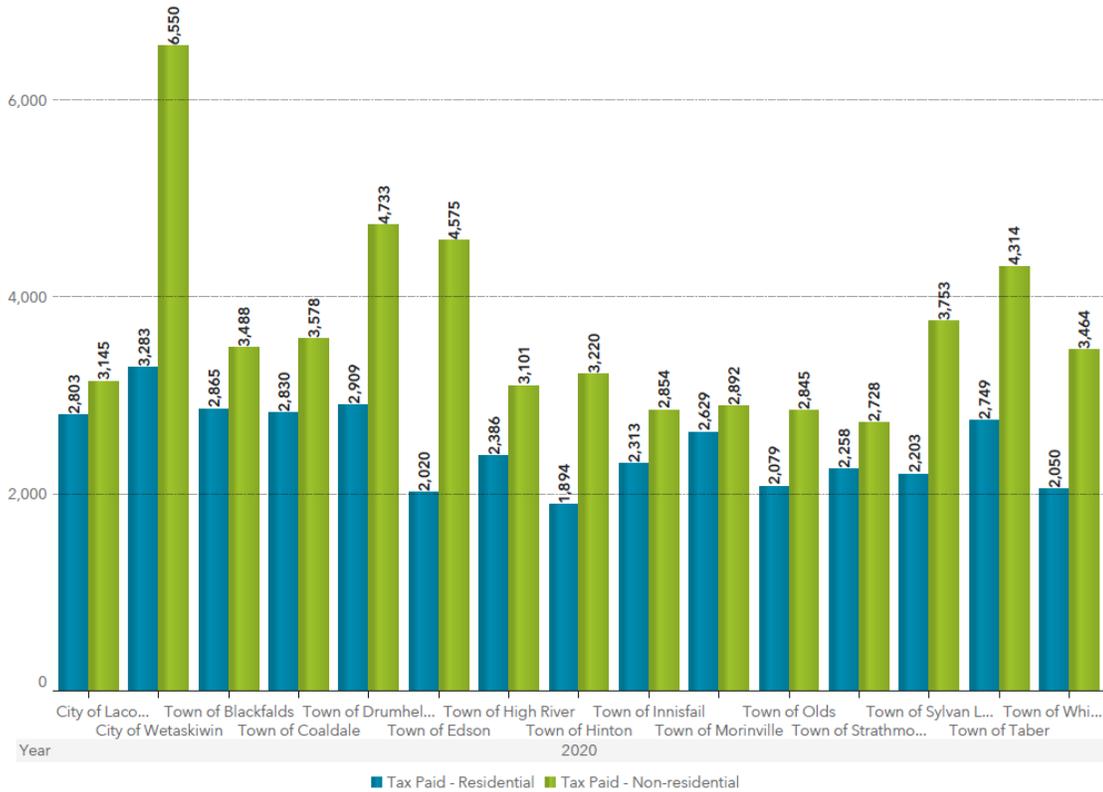
Non-Residential Tax Rate	
Blackfalds	10.0
Range	7.8 – 18.7
Median	9.9



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
COMMITTEE REPORT**

3. Municipal Tax Levy

The Municipal Tax Levy shows an approximation of the municipality' portions of a tax notice. Taxes collected for schools and seniors lodging are not included as they are collected by the Province. The amounts below are based on approximately \$350,000 of assessed Value.



Residential

Blackfalds \$2865
 Range \$1894 - \$3,283
 Median \$2386

Non-Residential

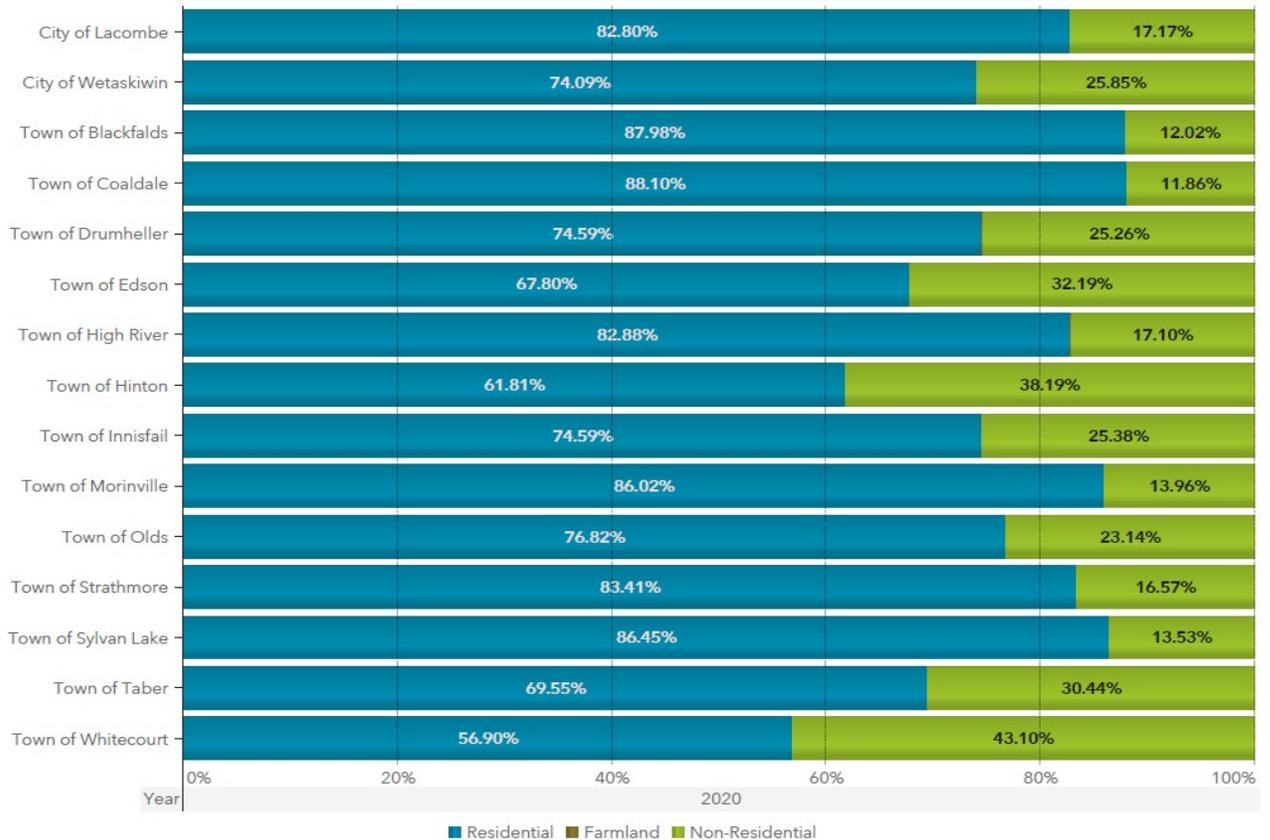
\$3488
 \$2,728 – 6,550
 \$3464



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
COMMITTEE REPORT**

4. Composition of Assessment

The Composition of Assessment shows the percentage of municipal properties that are classified as residential, non-residential and farmland. It represents the make-up of the municipality's property tax base.



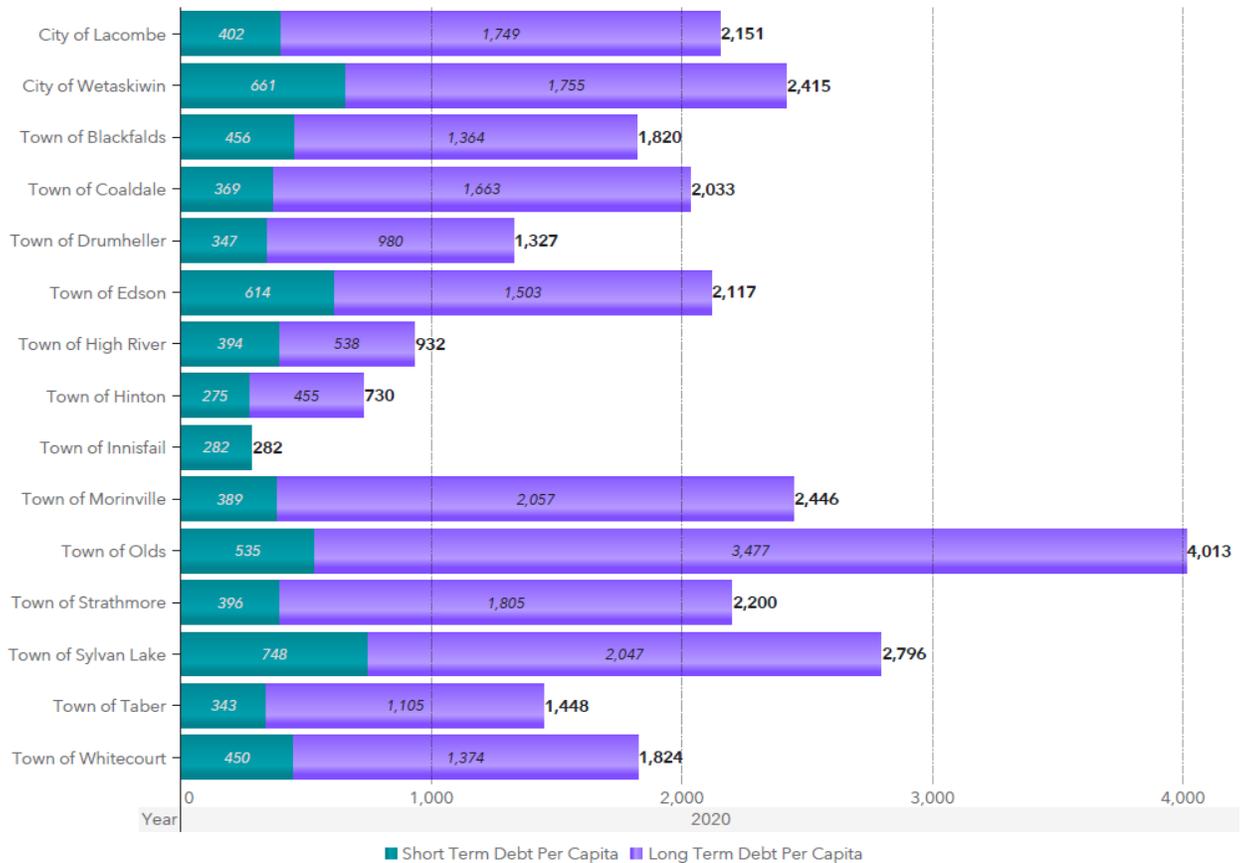
	Residential	Non-Residential
Blackfalds	87.98%	12.02%
Range	59.90% – 88.10%	11.86% - 43.10%
Median	76.82%	23.14%



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
COMMITTEE REPORT**

5. Municipal Debt Per Capita

Municipal Debt Per Capita shows the short term and long-term debt divided by the municipality’s population. Short term debt is considered anything less than a year, while long-term debt is anything greater than a year.



It is noted that the Municipal Debt per Capital does not mean that residents are solely responsible for the debt. A Municipalities debt is shared among its residents, businesses and industry tax payers.

	Short Term Debt	Long Term Debt
Blackfalds	\$456	\$1364
Range	\$275 - \$748	\$0 - \$3477
Median	\$396	\$1503

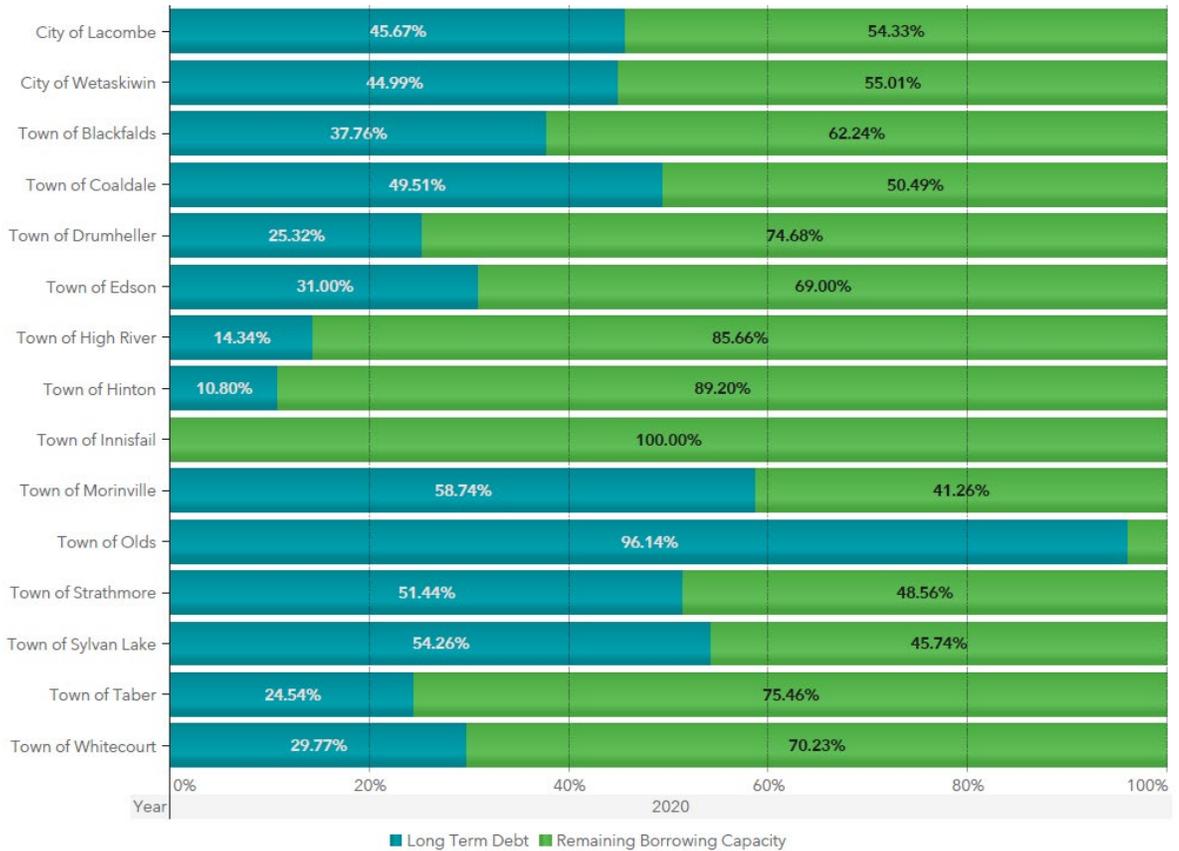


TOWN OF BLACKFALDS STANDING COMMITTEE MEETING COMMITTEE REPORT

6. Long-term Debt Ratio

The Long-term Debt Ratio shows the municipalities long-term debt as a percentage of the municipality's debt limit.

The debt limit for municipalities is set by legislations at 1.5 x of a municipality's annual revenue. The blue indicates the percentage of debt used.



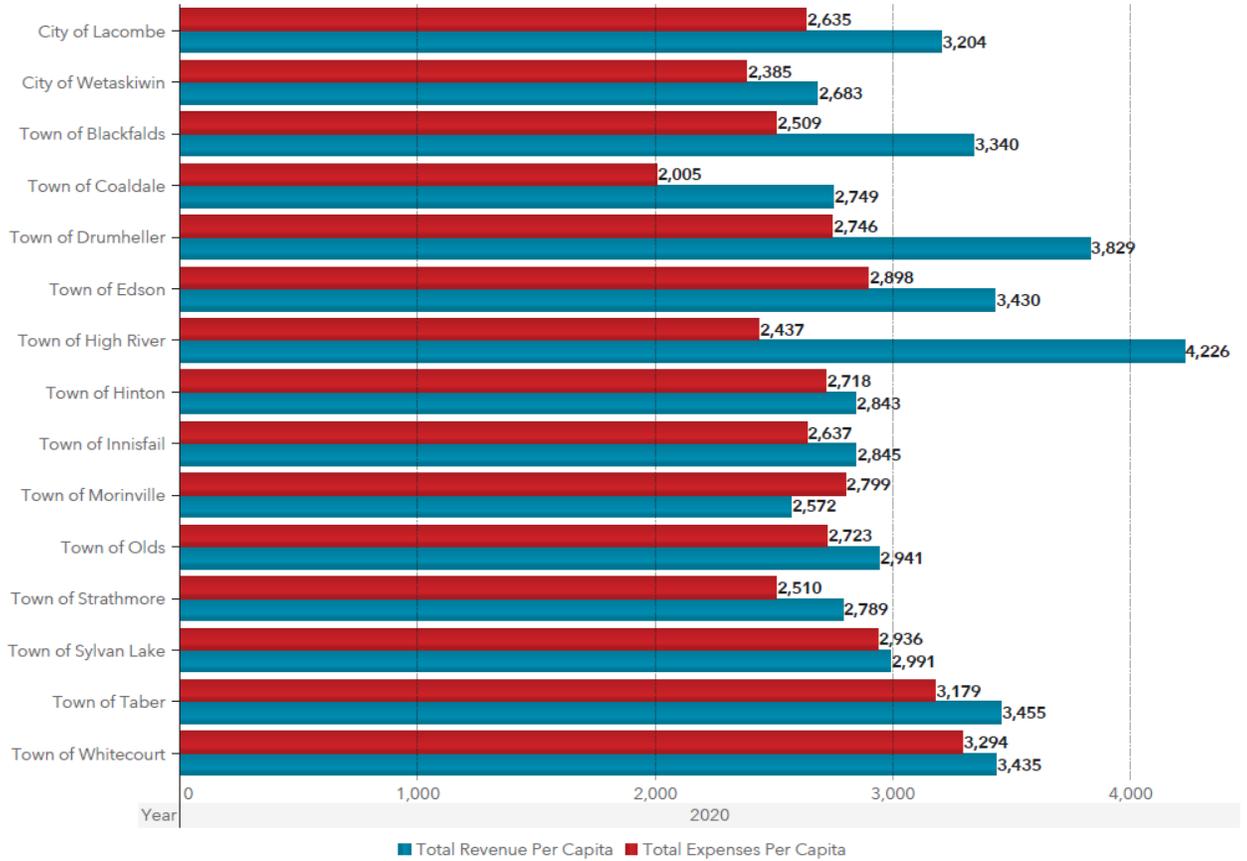
	Debt Used	Debt Unused
Blackfalds	37.76%	62.24%
Range	0.0% - 96.14%	3.86% - 100%
Median	37.76%	62.24%



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
COMMITTEE REPORT**

7. Total Revenue to Expenses

Revenue and Expenses per Capita shows a municipality's total revenue and expenses divided by population.



	Revenue	Expenses
Blackfalds	\$3,340	\$2,509
Range	\$2,572 - \$4,226	\$2,005 - \$3,294
Median	\$2,991	\$2,718



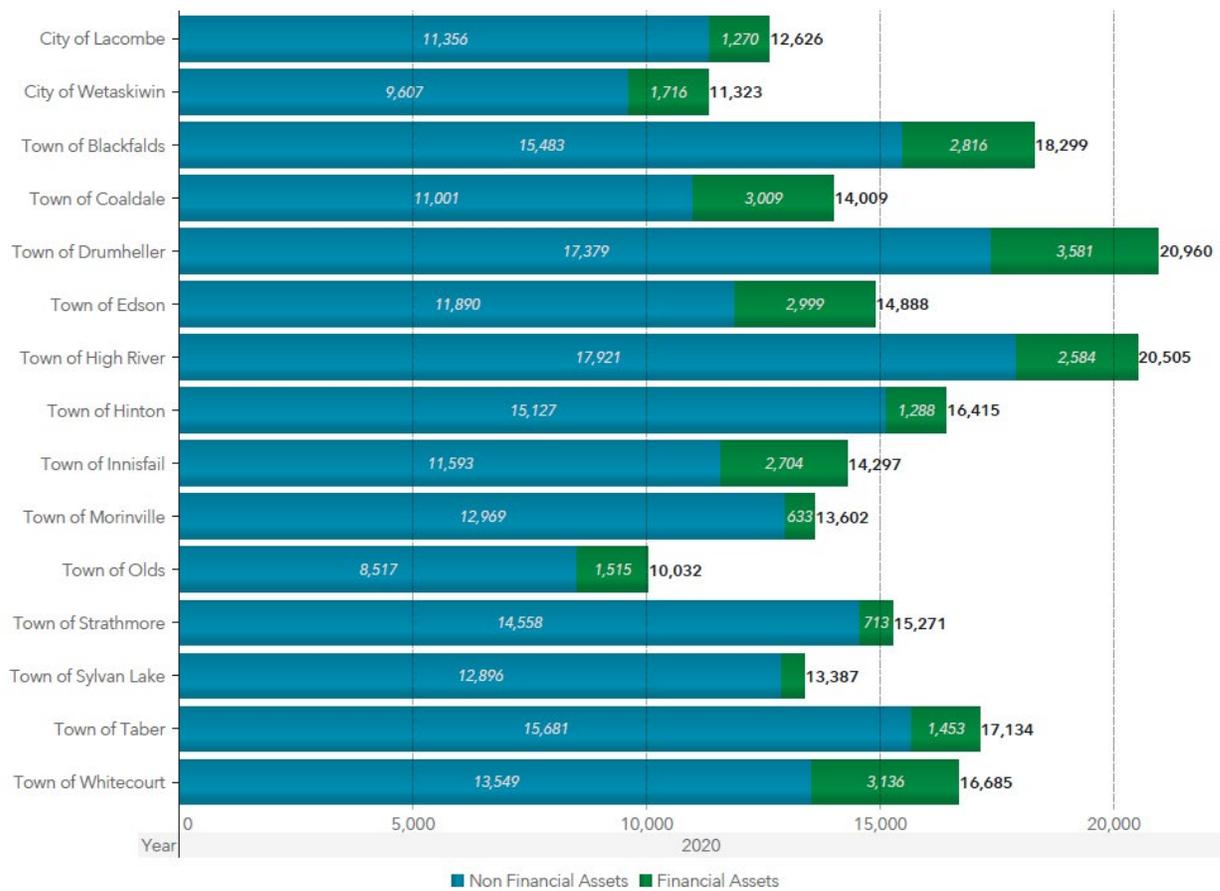
TOWN OF BLACKFALDS STANDING COMMITTEE MEETING COMMITTEE REPORT

8. Accumulated Surplus

Accumulated Surplus per Capita shows the financial resources that a municipality has available to provide future services, divided by its population.

Financial assets (Green) are comprising of the money in the bank, money owed to the municipality and money reserved for a specific purpose or project.

Non-Financial Asset (Blue) are the capital assets owned by the municipality such as roads, building, vehicles and equipment.



	Financial Assets	Non- Financial Assets
Blackfalds	\$2816	\$15,483
Range	\$491 - \$3,581	\$8,517 - \$17,921
Median	\$1,716	\$12,969



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
COMMITTEE REPORT**

ADMINISTRATIVE RECOMMENDATION:

That the Standing Committee of Council accept this report as information.

Approvals:



CAO Myron Thompson



Department Director/Author