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1. **Call to Order**

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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 traveling 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.

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3. **Adoption of Agenda**

- 3.1 Agenda for August 8, 2023

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4. **Delegation**

- 4.1 MLA Jennifer Johnson, *Lacombe-Ponoka Constituency*  
4.2 Municipal Food Waste Diversion Program, *Jacob Hanlon*

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5. **Public Hearing**

None

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6. **Business Arising from Minutes**

- 6.1 Request for Decision, Policy CP-170.23 - Public Participation

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7. **Business**

- 7.1 Request for Decision, Community Engagement Budget Survey, and Open House Planning  
7.2 Request for Decision, Additional FCSS Funding Allocation  
7.3 Request for Decision, Community Initiatives Grant – Beyond Food Community Hub  
7.4 Request for Decision, 2021 Capital Budget Revision – 1.5-Ton Truck with Deck and Service Crane

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8. **Action Correspondence**

None

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9. **Information**

- 9.1 Municipal Planning Commission Meeting Minutes - April 25, 2023  
9.2 Report for Council, Enforcement and Protective Services Monthly Report – July 2023  
9.3 Report for Council, Development & Building Monthly Report – July 2023  
9.4 Report for Council, BOLT KPI Monthly Report – July 2023  
9.5 Report for Council, Electronic Sign Update

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**Round Table Discussion**

None

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11. **Adoption of Minutes**

- 11.1 Minutes from the Regular Council Meeting on July 25, 2023

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12. **Notices of Motion**

None

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

None

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14. **Confidential**

None

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15. **Adjournment**

**Future Meetings/Events:**

- Regular Council Meeting – August 22, 2023
- Regular Council Meeting – September 12, 2023

### **MLA Johnson Delegation Discussion Points - RCM August 8, 2023**

- Replacement Public Elementary School.
- Announcement for a new Catholic school.
- More consistent FCSS funding model.
- Seniors' housing in Blackfalds.
- Consistent, preventative, and supportive mental health practitioner requirements in all publicly funded schools.
- consistent funding for local restorative justice initiatives and thoughts on Youth Justice Reform and things that we can do to decrease youth vandalism in our community.
- A funding model that encourages more health practitioners to relocate to and practice in communities like Blackfalds within Central Alberta (perhaps similar to that of the Rural, Northern, and Remote program).



# FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food Waste.



# ABOUT US

## Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal** / **Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail** Canada's **Top Growing Companies** (2021 & 2022)
- **Deloitte Fast 50 CleanTech** award winners (2021)
- **Approved supplier** with Canoe Procurement Group of Canada





# TRUSTED CANADIAN SOLUTION

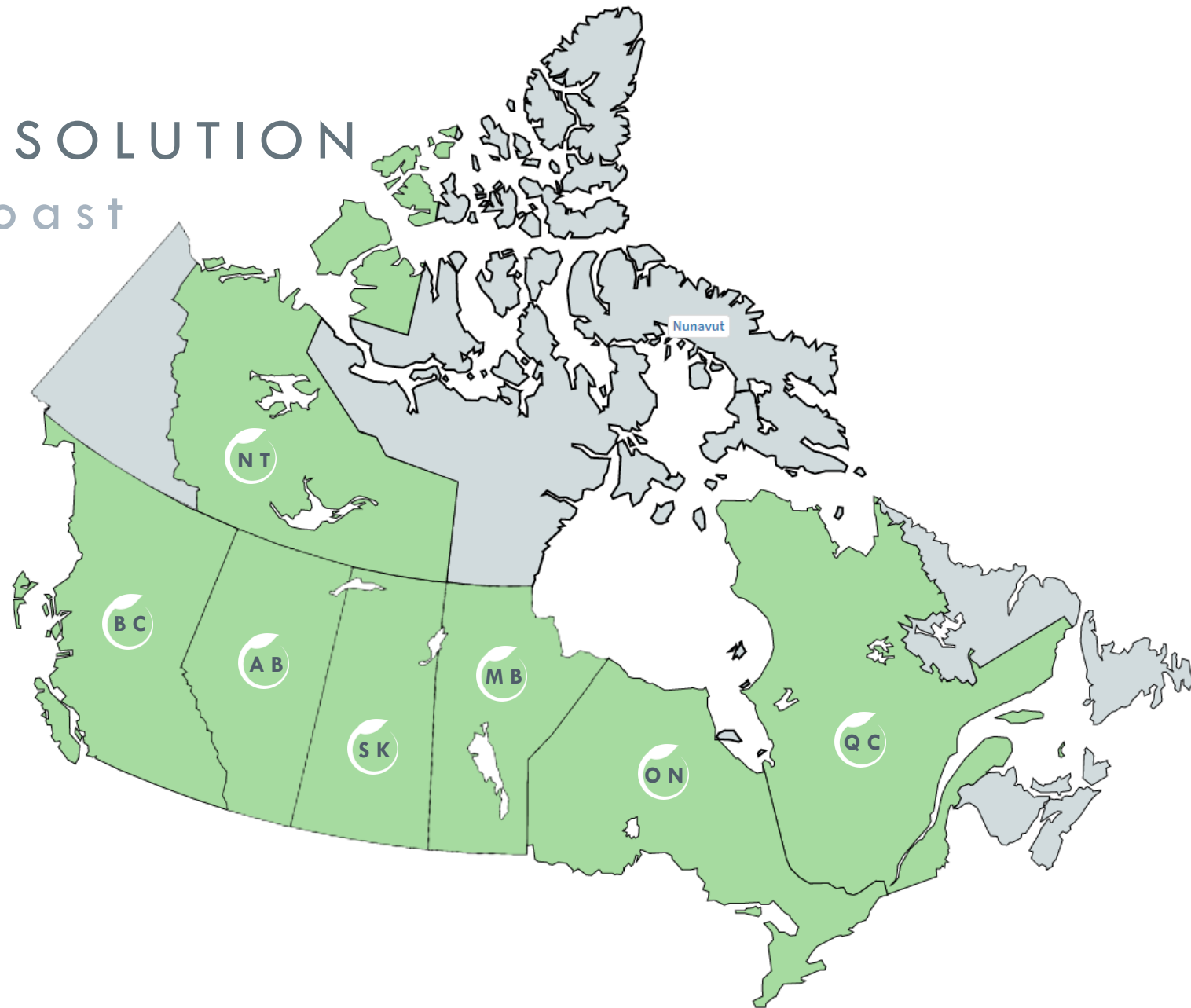
## Coast to Coast to Coast

# 81

## Canadian Municipal Partnerships

○ **6** Provinces

○ **1** Territory



# THE PROBLEM – FOOD WASTE

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- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



# MUNICIPAL IMPACT

## Waste is a municipal responsibility

### LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

### ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO<sub>2</sub>
- 1 tonne of food waste is equivalent to 1 car on the road for one year



### COMMUNITY

#### Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



#### Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

# HAVEN'T WE SOLVED THIS ALREADY?



## GREEN BINS

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**

## BACKYARD COMPOST

- **Space, ability, and know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odors**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly

## LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

# THE SOLUTION? THE FOODCYCLER



# THE FOODCYCLER PRODUCT FAMILY

**FOODCYCLER™  
FC-30**



2.5 L

30.5 L

4-8 HOURS

0.8 kWh

2  
REFILLABLE  
FILTERS

BACK

VOLUME CAPACITY

UNIT VOLUME

PROCESSING TIME

POWER CONSUMPTION  
PER CYCLE

ODOUR CONTROL

VENT LOCATION

5.0 L

28.9 L

6-8 HOURS

1.3 kWh

1  
REFILLABLE  
FILTER

TOP

**FOODCYCLER™  
Eco 5**





# 90% FOOD WASTE REDUCTION

Full bucket of wet,  
smelly food waste

2.5L / 5L



Handful of dry, sterile, odourless  
& nutrient-rich by-product

100 g / 200 g



4-8 HOURS  
(Overnight)

0.8-1.5 kWh  
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle  
(\$2-4 per month)



# FOODILIZER™ : BENEFICIAL USES

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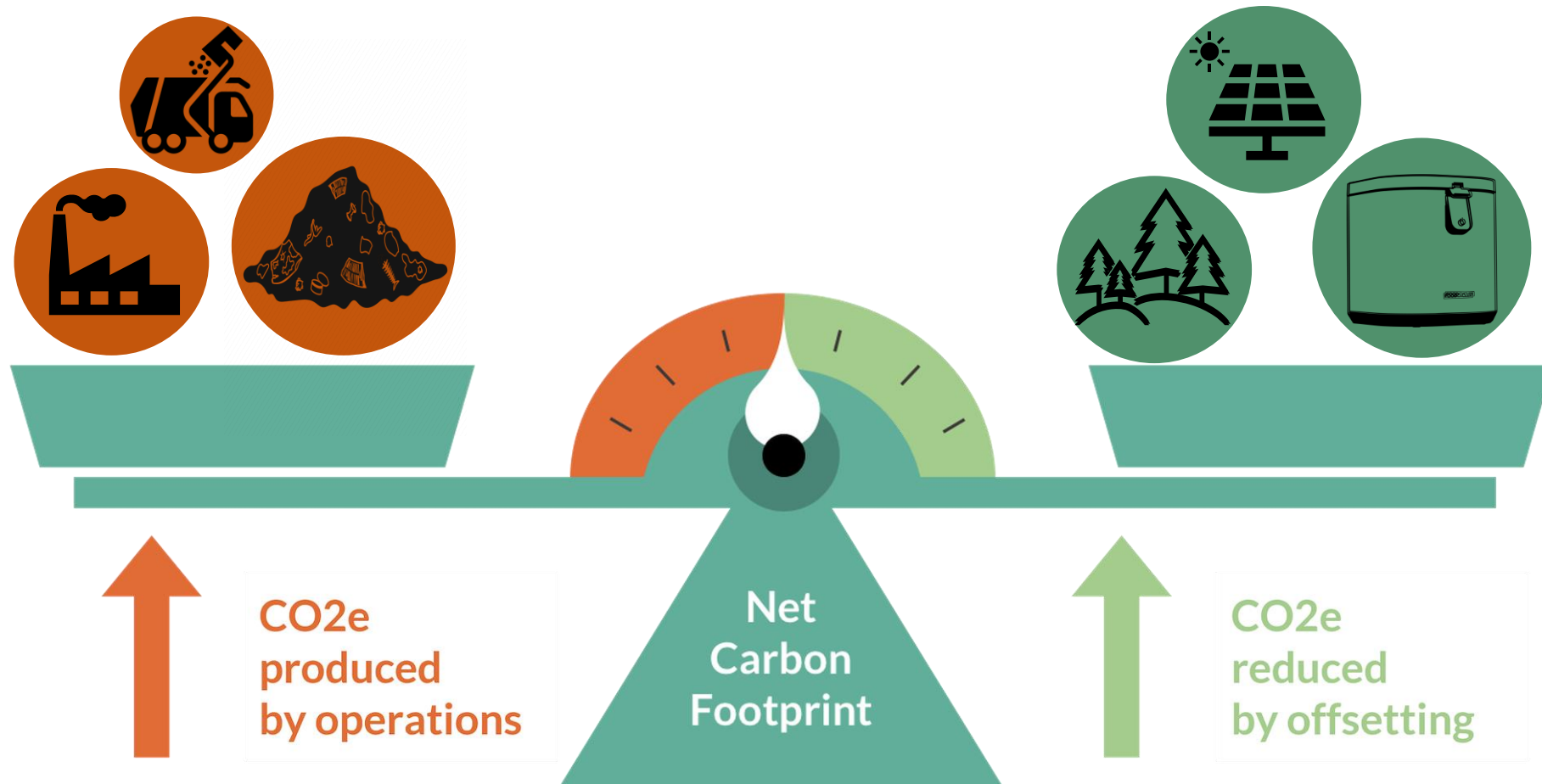
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

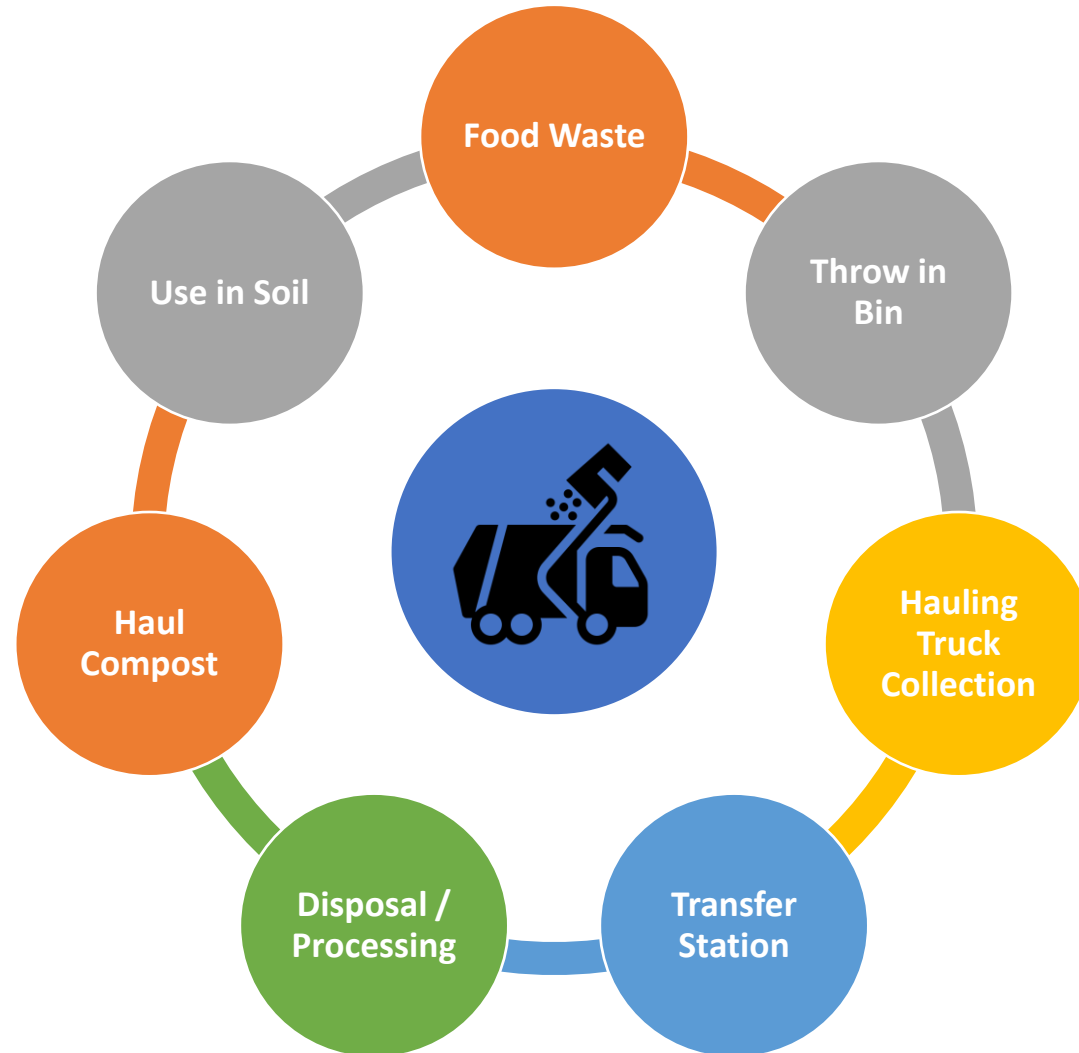


# IMPACT: ENVIRONMENT

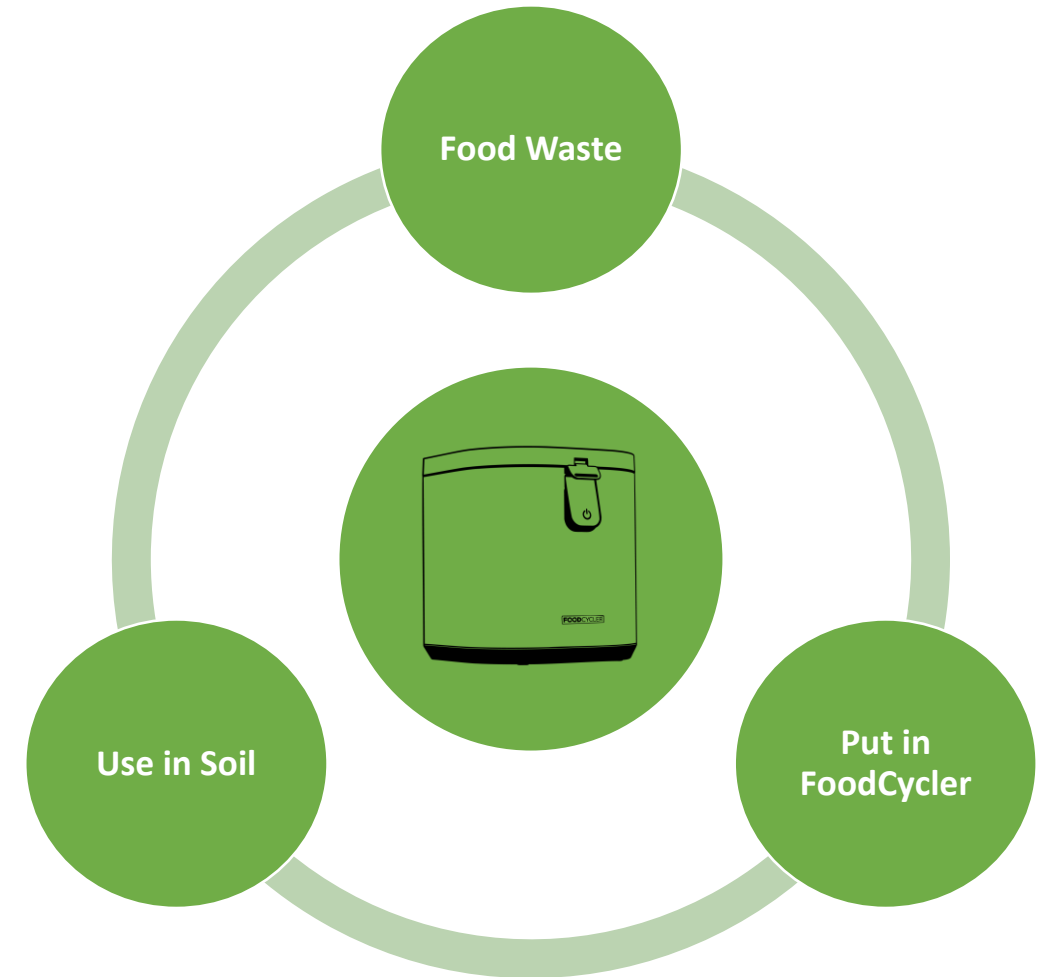
## The Path to Net Zero



# IMPACT: ECONOMIC



Traditional Waste Management



FoodCycler

# IMPACT: PRESSURE

## Regulatory + Social

### THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



*"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."*

**Deputy Mayor Lyle Warden, (South Glengarry ON)**

*"We were extremely happy with this program and loved that it made us aware of our daily waste."*

**Pilot participant in South Glengarry**

*"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."*

**Pilot participant in Hornepayne**

*"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."*

**Kylie Hissa, Strategic Initiatives Officer  
(Kenora, ON)**

# THE FOODCYCLER PILOTS

The results are in.

Completed pilots in:

**5000+**  
Households

**40+**  
Municipalities



**Participation Rate** **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

**Recommendation Rate** **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

**User Experience Rating** **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

**Net New Diversion** **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

**Awareness + Prevention** **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

# FOOD WASTE REDUCTION CHALLENGE

## Impact Canada Finalists

### Federal Funding

- ✓ Semi-Finalists in Stage 1 received **\$100,000**
- ✓ Finalists in Stage 2 received **\$400,000**
- Finalists will compete in Stage 3 to win one of two Grand Prizes of up to **\$1,500,000**

IN PARTNERSHIP WITH:



# PILOT PROGRAM

12 Weeks from Start to Finish

## PILOT TIMELINE

### START

Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)

### 12 WEEKS

Participants use the unit for a period of 12 weeks.

Number of cycles per week are tracked to estimate total diversion achieved.

### END

Participants fill out an exit survey, providing their review of the program and any other feedback.

Survey results used to evaluate program success.

### NEXT STEPS

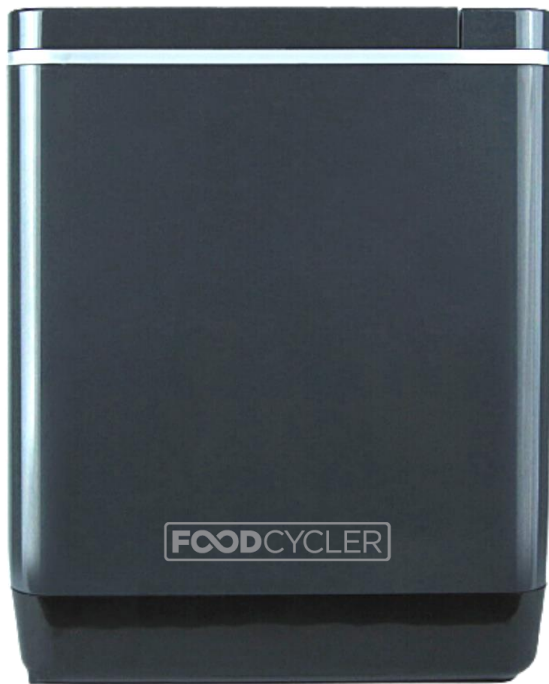
Tailored program design and implementation.

Grants may be available, with support from Food Cycle Science.



# FUNDED PILOT PROGRAM OPTIONS

## Municipal Subsidy Model



**FOODCYCLER™**  
**FC-30**

\$ 500

-\$ 200

-\$ 50

\$ 100

\$ 150

RETAIL PRICE

MUNICIPAL  
DISCOUNT

IMPACT CANADA  
INVESTMENT

\* MUNICIPAL  
SUBSIDY \*

RESIDENT  
COST

\$ 800

-\$ 250

-\$ 150

\$ 100

\$ 300



**FOODCYCLER™**  
**Eco 5**

# FUNDED PILOT PROGRAM OPTIONS

## Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
< 2,500 Residents	50 Households	\$5,000
2,500 – 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- **Plus shipping costs and applicable taxes**



# PARTNERSHIP BENEFITS

## Why pilot with us?

- 🍃 Opportunity to trial a food waste diversion solution at a **cost well below market prices**
- 🍃 Immediate impact of reduced residential waste volumes thus **increasing diversion rates**
- 🍃 **Reduced costs** associated with waste management (collection, transfer, disposal, and landfill operations)
- 🍃 The **reduction of greenhouse gas** (GHG) emissions from transportation and decomposition of food waste in landfills
- 🍃 Extend the **life of your landfill(s)**
- 🍃 Opportunity to support **Canadian innovation** and clean tech
- 🍃 Opportunity to provide **residents** with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🍃 Obtaining **data** that could be used to develop a **future organic waste diversion program**

## Next Steps:

- 🌱 Receive presentation as information.
- 🌱 If interested in partnering, refer to Staff for a recommendation to Council.





**THANK YOU!**  
**ANY QUESTIONS?**

**Jacob Hanlon**

Municipal Program Coordinator

Email: [jacobh@foodcyclr.com](mailto:jacobh@foodcyclr.com)

Phone: 613-316-4094

**The Municipal Solutions Team**

[municipal@foodcyclr.com](mailto:municipal@foodcyclr.com)



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**MEETING DATE:** August 8, 2023

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Policy CP-170.23 - Public Participation**

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## **BACKGROUND**

On April 24<sup>th</sup>, 2018, Council adopted the Public Participation Policy 133.18 to adhere to modernized Municipal Government Act requirements. The template utilized was provided as part of a Guide for Municipalities by AUMA, now known as Alberta Municipalities, and is attached here for reference. This Policy aims to develop and recognize the value of public participation and clarify and establish how the Town approaches public engagement. Further, this Policy intends to provide residents with an understanding of when and how they will be engaged in certain decisions. As part of the terms of the current Policy, the review cycle is set to be reviewed at least once every four years to ensure the current Council's values and views are reflected within the Policy.

The Public Participation Policy was brought forward to the June 19<sup>th</sup>, 2023, Standing Committee of Council Meeting for direction.

## **DISCUSSION**

As the Town of Blackfalds understands the value and importance of creating opportunities for meaningful public engagement in specific decisions that directly impact the public and as part of the review cycle, Administration has reviewed and analyzed the Public Participation Policy 133.18. Arising from this work, Administration has determined that the Policy still reflects the Town of Blackfalds values with the exception of the procedural component, which is typically not included in a Council Policy, and further was determined to be a continuation of the policy template provided by AUMA. Administration has amended the Public Participation Policy to add the additional sections to the Policy and eliminate the procedural component.

At the June 19<sup>th</sup>, 2023, Standing Committee of Council Meeting, Council provided direction on adding a clause to the Policy ensuring that public participation in a particular case is reviewed, following the intent of the Policy and addressing any discrepancies from the approved plan. Administration added a clause under the CAO's responsibilities (5.2.5) to capture the intent of Council's direction. This section would apply to Contractors as well as they are included under the scope of this Policy.

## **FINANCIAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council formally adopt Policy CP-170.23 - Public Participation, as presented.
2. That Council, upon adopting Policy CP-170.23, rescind Policy 133.18, Public Participation.

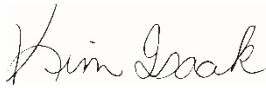
**ALTERNATIVES**

- a) That Council formally adopts Policy CP-170.23, Public Participation, as amended.
- b) That Council refers this item back to Administration for further review.

**ATTACHMENTS**

- *Policy CP-170.23 - Public Participation*

**APPROVALS**



Kim Isaak, Chief Administrative Officer



Department Director/Author



## PUBLIC PARTICIPATION

<b>POLICY NO</b>	CP-170.23
<b>DIVISION DEPARTMENT</b>	Administration
<b>REVIEW PERIOD</b>	Every four (4) years

### 1. POLICY PURPOSE

- 1.1. To establish and create opportunities for meaningful public participation in specific decisions that directly impact the public in accordance with Section 216.1 of the *Municipal Government Act*.

This Public Participation Policy is in addition to and does modify or replace the statutory public hearing requirements held within the *Municipal Government Act*.

### 2. POLICY STATEMENT

- 2.1. Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:
- 2.1.1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
  - 2.1.2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
  - 2.1.3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
  - 2.1.4. Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

### 3. DEFINITIONS

- 3.1. **“Chief Administration Officer”** means the chief administrative officer of the Municipality or their delegate.
- 3.2. **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

- 3.3. **“Municipality”** means the Town of Blackfalds.
- 3.4. **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 3.5. **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 3.6. **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
- 3.6.1. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, roundtables, town halls, open houses and workshops;
  - 3.6.2. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
  - 3.6.3. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
  - 3.6.4. representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

#### **4. SCOPE**

- 4.1. This Policy applies to Blackfalds Town Council, municipal employees, volunteers, contractors and individual service providers involved in planning and implementing public participation processes and activities for or on behalf of the Town of Blackfalds.

#### **5. AUTHORITY AND RESPONSIBILITIES**

- 5.1. Council to:
- 5.1.1. review and approve Public Policy Participation Plans developed by Chief Administrative Officer in accordance with this Policy or as directed by Council;
  - 5.1.2. consider input obtained through Public Participation; and
  - 5.1.3. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation
  - 5.1.4. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
  - 5.1.5. promote and support Public Participation;

- 5.1.6. request and review information from the Chief Administrative Officer on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

5.2. Chief Administrative Officer to:

- 5.2.1. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- 5.2.2. implement approved Public Participation Plans;
- 5.2.3. report the findings of the Public Participation to Council; and
- 5.2.4. consider timing, resources and engagement when developing and modifying Public Participation Plans;
- 5.2.5. review approved Public Participation Plans regularly and address discrepancies as needed;
- 5.2.6. evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- 5.2.7. communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and Public Participation Tools used;
- 5.2.8. develop the necessary procedures to implement this Policy;
- 5.2.9. assess this Policy and make recommendations to Council about the Public Participation and resourcing.

## **6. POLICY**

### **6.1. Public Participation Opportunities**

- 6.1.1. Chief Administrative Officer shall develop and implement a Public Participation Plan in the following circumstances:
  - 6.1.1.1. when new programs or services are being established;
  - 6.1.1.2. when existing programs and services are being reviewed;
  - 6.1.1.3. when identifying Council priorities;
  - 6.1.1.4. when gathering input or formulating recommendations with respect to budget;

- 6.1.1.5. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- 6.1.1.6. when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- 6.1.1.7. as otherwise directed by Council

## **6.2. Policy Expectations**

### **6.2.1. Legislative and Policy Implications**

- 6.2.1.1. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- 6.2.1.2. All Public Participation will be undertaken in accordance with all existing municipal policies.
- 6.2.1.3. This Policy shall be available for public inspection and may be posted to the Municipality's website.
- 6.2.1.4. This Policy will be reviewed at least once every four years.

## **6.3. Public Participation Standards**

- 6.3.1. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- 6.3.2. Public Participation activities will be conducted in a professional and respectful manner.
- 6.3.3. Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- 6.3.4. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- 6.3.5. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

#### **6.4. Public Participation Plans**

6.4.1. When so directed by this Policy or Council, the Chief Administrative Officer shall develop a Public Participation Plan for approval by Council which shall consider the following:

- 6.4.1.1. the nature of the matter for which Public Participation is being sought;
- 6.4.1.2. the impact of the matter on Municipal Stakeholders;
- 6.4.1.3. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- 6.4.1.4. the timing of the decision and time required to gather input;
- 6.4.1.5. what information is required, if any, to participate; and
- 6.4.1.6. available resources and reasonable costs.

6.4.2. Public Participation Plans will, at minimum, include the following:

- 6.4.2.1. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
- 6.4.2.2. identification of which Public Participation Tools will be utilized;
- 6.4.2.3. timelines for participation;
- 6.4.2.4. information about how input will be used;
- 6.4.2.5. the location of information required, if any, to inform the specific Public Participation.

#### **6.5. Reporting and Evaluation**

6.5.1. Information obtained in Public Participation will be reviewed by Chief Administrative Officer and a report shall be provided to Council.

6.5.2. The report shall include, at minimum, the following:

- 6.5.2.1. an overview of the Public Participation Plan and how it was developed;
- 6.5.2.2. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;

6.5.2.3. a summary of the input obtained; and

6.5.2.4. may include recommendations for future Public Participation Plans.

6.5.3. Reports shall be provided to Council for review.

## **7. EXCLUSIONS**

None

## **8. SPECIAL SITUATIONS**

None

## **9. RELATED DOCUMENTS**

9.1. Municipal Government Act

9.2. Freedom of Information and Protection of Privacy Act

9.3. Public Participation Plan

## **10. END OF POLICY**

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **POLICY RECORD HISTORY**

	<b>Resolution No:</b>	<b>Date</b>
Policy Adopted		
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

Date	Description



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**MEETING DATE:** August 8, 2023

**PREPARED BY:** Darolee Bouteiller, Finance Manager

**SUBJECT:** **Community Engagement Budget Survey and Open House Planning**

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## **BACKGROUND**

Council approved the procedures for the community engagement portion of the budget process, during the February 14, 2023 RCC. It was determined that community engagement would be in the form of an in-house survey along with attending an open house during the Community Information Expo.

Council further directed Administration to bring back the survey for council's review prior to releasing it for residents to complete. Attached is the survey for your review.

## **DISCUSSION**

The goal of conducting a survey is to enable citizens to provide feedback regarding the level of importance various services provided by the Town have to them and indicate their preference regarding tax changes. It gives residents an opportunity to let the Town know the concerns they have as citizens that may influence how resources are allocated during budget preparation.

This survey was developed in-house and consists of fifteen questions. Nine questions focus on key Town activities, three questions are specific to taxes, and three are demographic questions. The questions ask the citizens to rate the level of importance with the service based on their experience. Service areas include; Protective Services, Environmental, Infrastructure, Economic Development, Communications, Facilities, Programs & Events, Parks & Playgrounds and FCSS. Citizens are also asked what process they prefer for balancing the budget with regards to taxation levels and fee for service. Each question is followed by a comment box to allow the citizen to make further comments regarding the service in question. The last part of the survey has three demographic questions that are rated optional, this is to get feedback on the participants completing the survey. This year each question will be prefaced with a pie chart graphic, a photo, or a link where appropriate to our YouTube video channel. These links give us a great opportunity to inform and educate citizens on the type of work that is being done.

The format for the online survey is called Survey Planet, it provides a user-friendly platform that can be completed on any device connected to the internet. It will be set up and controlled by the Communications Department. The survey period is Aug 28 – Sept 17.

As an incentive to encourage participation in the survey we are offering a chance to win one of two prizes. 1) \$100 credit to the town utility account, and 2) Abbey pass, and Town of Blackfalds swag. The survey will be promoted through the Town of Blackfalds social media accounts, our website, and on the utility bill. A QR Code (Quick Response) will be posted at municipal facilities for people to take a photo and complete remotely. This will also be available at the Community Information Expo.

The Budget "open house" will take place during the Community Information Expo held September 13, at the Community Centre. Town Council will have a display of budget boards, with informative data on operating and capital projects plans and information. The display will help initiate

conversations with residents. Additionally, it will provide an opportunity for residents to complete the budget survey on-site with the QR Code.

Results from this survey will assist Council in setting priorities for budget considerations. The survey results will be finalized and presented to Council on Sept 26. The results will be incorporated into the Town of Blackfalds 2024 – 2026 Budget.

**FINANCIAL IMPLICATIONS**

The costs associated with the survey and open house are staff time for preparing and promoting the survey, prize giveaways, and a minimal amount of office supplies to prepare for the display at the open house.

**ADMINISTRATIVE RECOMMENDATION**

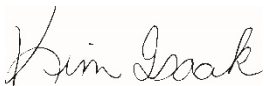
1. That Council approve proceeding with the attached in-house budget survey.

**ALTERNATIVES**

- a) That Council does not accept the Budget Survey as presented.
- b) That Council refer the budget survey back to Administration for further review.

**ATTACHMENTS**

- *Appendix A – 2024-2026 Budget Survey*

**APPROVALS**

Kim Isaak, Chief Administrative Officer



Department Director/Author

## Appendix A 2024-2026 Budget Survey

The Town of Blackfalds delivers a balanced budget that aims to maintain infrastructure and services and improve programs while maintaining affordability for taxpayers.

We want to hear from you to help us understand your priorities and how well our services meet your expectations.

By completing this budget survey you will give valuable input into the services the Town provides and the ability to meet your expectations.

The survey closes on Sept. 17, 2023.

**Protective Services** includes policing, fire and emergency services, bylaws and municipal enforcement, and occupational health & safety.

These services account for approximately 12% of the Town's operating budget, provides a safe community and includes policing, emergency services, fire suppression, rescue, medical response, and many common concerns including excessive noise, unsightly premises, and support at public events.

Based on your experience how important are these services to you?

- ☐ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Protective Services

**Environmental Services** include water, sewer, garbage and recycling services.

The environmental services are self-funded by the revenue collected from the Town utility bills and are designed to recover costs of utility services, maintain reliable infrastructure, and support future growth.

Based on your experience how important are these services to you?

- ☐ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Environmental Services

**Infrastructure Services** consists of road and street maintenance.

Infrastructure Services account for 7% of the operating budget and consist of roads and street maintenance including repairs, street sweeping, snow removal, and signage.

Based on your experience how important are these services to you?

- ☐ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Infrastructure Services

**The Economic Development** department engages in activities designed to enhance and expand the economic viability within the Town of Blackfalds, through business attraction and tourism.

Based on your experience with the Town, how important are these services to you?

- ☐ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Economic Development Department

**Facility Services** maintain all municipal buildings and recreational facilities.

As part of the Community Services Department, which is 21% of the operating budget, facility services are responsible for maintenance at the Town buildings like the Abbey Centre, Eagle Building Centre, Community Centre, Protective Services Building, and Operation and Civic Centres.

Based on your experience with facility services, how important are these services to you?

- ☐ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Facility Services Department

**The Town offers various Programs & Events throughout the year**

As part of the Community Services Department, which is 21% of the operating budget, the Town facilitates and coordinates arts & culture, fitness, aquatic, intergenerational, youth and senior programs and events. This includes Blackfalds days and Summer Cultural series.

Based on your experience with Community programs and events, how important are these services to you?

- ☐ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Programs and Events

**Parks, Playgrounds and Green Spaces** consist of playgrounds, parks, trails and open spaces.

As part of the Community Services Department which is 21% of the operating budget, parks, playgrounds and green spaces include floral beautification, tree planting and other replacement initiatives.

Based on your experience with parks, playgrounds and green spaces how important are these services to you?

- ☐ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Parks, Playgrounds and Green Spaces

**Marketing & Communications** leads, coordinates and manages all activities that involve information sharing, promotions, and brand strategies for all departments in the Town.

The MarCom team spearheads the development of marketing goals and promotional activities and supports the organization's internal and external communications, including the Town's website, social media accounts, newsletters, media releases, events, and programs.

Based on your experience with Marketing & Communications, how important are these services to you?

- ☐ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Marketing & Communications Department

**Family & Community Support Services (FCSS)** provides support and social programs.

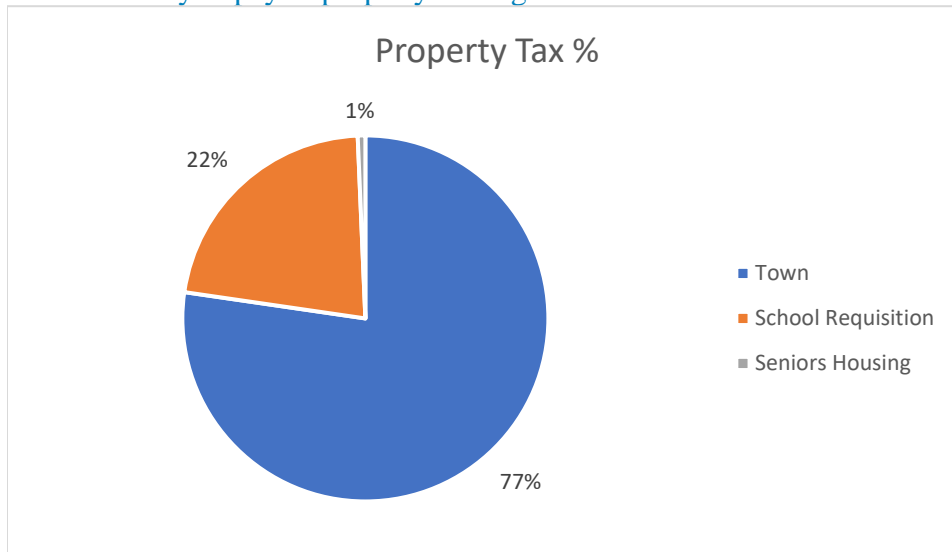
The FCSS mandate includes volunteerism, family life enrichment programming and community development. Although supported by provincial and local government grants, this service accounts for about 2% of the Towns total operating budget.

Based on your experience with FCSS, how important are these services to you?

- ☒ Very Important
- ☐ Important
- ☐ Neutral/ No opinion
- ☐ Unimportant
- ☐ Very Unimportant

Please provide additional comments regarding Family & Community Support Services

**Property Tax:** Your annual tax bill is made up of taxes for the Town, the amount paid to the school board, and the amount paid to Lacombe Senior housing foundation. In general, about 77% of what you pay in property taxes goes to The Town of Blackfalds.





## Appendix A 2024-2026 Budget Survey

Every time your street is plowed, you see a fire vehicle or apparatus responding to an emergency, or you visit a park or arena, you are witnessing your municipal tax dollars at work.

Thinking about all the programs and services you receive from the Town, how would you rate the overall value you receive for your tax dollars that go to the Town of Blackfalds?

- ☒ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very Poor

Property Tax collected from residential and non-residential properties is one of the various revenue sources to pay for municipal services. Other sources of funding come from grants and user fees. Which of the following options would you prefer the Town use to balance its budget?

- ☐ Reduce the level of Town services (e.g. hours and services offered)?
- ☐ Increase user fees for Town services that currently have fees (e.g. Abbey Centre access, permits, licenses)
- ☐ Postpone infrastructure projects (e.g. new amenities or major repairs)?
- ☐ Increase property taxes?
- ☐ Introduce new user fees for some Town services that currently have no fees?

Each year the cost to supply services increases. Tax rates must increase as well, to maintain similar levels of service. The past years tax rate increases have fallen behind inflation rates, causing more strain on maintaining levels of service. Historical tax rate increases have been as follows: 2021 -0.6%, 2022-0.0%, 2023-4.7%.

Considering a property valued at \$350,000 a 1% tax increase would equate to \$27.85 per year.

Which statement best represents your position regarding taxation?

- ☒ I support a tax increase in order to enhance services
- ☐ I support a tax increase in order to maintain services and keep up with inflation
- ☐ I do not support a tax increase and wish to decrease service levels

## Appendix A 2024-2026 Budget Survey

- ☒ I'm not sure or need to know more before deciding

The Town of Blackfalds is required by the Municipal Government Act (MGA) to provide a balanced budget and a three-year forecast effective at the beginning of every year. As a Citizen of the Town, your opinions are an important component in determining service levels and priorities in setting the budget.

Please provide any additional comments regarding the Towns Budget

The following responses are optional, but your responses would help us understand how the results from this survey reflect the makeup of our community and inform how we communicate with you in the future.

Which best applies to you?

- ☒ Blackfalds resident property owner
- ☐ Blackfalds resident renter
- ☐ Business owner/ operator in the Town of Blackfalds
- ☐ Lacombe County Resident
- ☐ Prefer not to Answer

What age group best represents you?

- ☐ Under 18 years of age
- ☐ Between Age of 18 – 30
- ☐ Between Age of 31-45
- ☐ Between Age of 46 - 65
- ☐ Age 66 and over
- ☐ Prefer not to answer.

How did you hear about the survey?

- ☐ Social Media
- ☐ Town Website
- ☐ Facility or event promotion
- ☐ Announcement on the Town Utility Invoice
- ☐ Community Information Expo
- ☐ Other

**Thank you for participating in this Survey.**

**Submit your email to enter the draw for a chance to win one of two prizes**

**\$100 credit on your utility account**

**or**

**Abbey pass and some Blackfalds Swag!**

Email Address

0/50

Personal information provided through this online survey is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP). Names and email addresses will be used to facilitate contact with prize winners and will be protected under Part 2 of the Act. Questions or concerns regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at [foip@blackfalds.com](mailto:foip@blackfalds.com) or by telephone at (403) 885-6370.

**MEETING DATE:** August 8, 2023  
**PREPARED BY:** Sue Bornn, FCSS Manager & Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** Additional FCSS Funding Allocation

**BACKGROUND**

Annually the FCSS Board reviews grant applications from local organizations to support social preventative programming in the Town of Blackfalds.

The funding allocations that have been awarded throughout the past five years include the following:

Year	Total Available	Recipient	Amount allocated	% of total
2018	\$ 41,900.30			
		Big Brothers Big Sisters	\$ 21,500.00	51%
		Iron Ridge Elementary	\$ 12,133.95	29%
		Iron Ridge Intermediate	\$ 7,891.35	19%
		Iron Ridge Junior	\$ 375.00	1%
		St. Gregory the Great	\$ 699.00	2%
2019	\$ 30,000.00			
		Big Brothers Big Sisters	\$ 16,000.00	53%
		Iron Ridge Elementary	\$ 11,946.51	40%
		Iron Ridge Intermediate	\$ 1,350.00	5%
		St. Gregory the Great	\$ 703.49	2%
2020	\$ 33,000.00		Blackfalds FCSS / Lacombe County FCSS Funding	
		Big Brothers Big Sisters	\$ 5,000.00	15%
		Iron Ridge Elementary	\$ 5,600 / \$ 2,000	23%
		Iron Ridge Intermediate	\$ 3,800 / \$ 2,000	18%
		Iron Ridge Junior	\$ 3,800 / \$ 2,000	18%
		St. Gregory the Great	\$ 6,800 / \$ 2,000	27%
2021	\$ 23,500.00			
		ANAM	\$ 2,700.00	11%
		Big Brothers Big Sisters	\$ 9,812.40	42%
		Iron Ridge Elementary	\$ 6,505.00	28%
		Iron Ridge Intermediate	\$ 4,482.00	19%
2022	\$ 23,500.00			
		Big Brothers Big Sisters	\$ 14,900.00	63%
		St. Gregory the Great	\$ 2,000.00	9%
		Iron Ridge Elementary	\$ 6,600.00	28%

<b>Requests</b>	<b>Total Available</b>	<b>Requestor</b>	<b>Amount Requested</b>	
2023	\$ 23,500.00	Iron Ridge Elementary	\$42,500.00	
		Iron Ridge Intermediate	\$17,350.00	
		Iron Ridge Junior	\$ 8,000.00	
		St. Gregory the Great	\$ 2,600.00	
		Big Brothers Big Sisters	\$15,200.00	
			<b>\$85,650.00</b>	

Grant applications were received from five local agencies/organizations. At the May 11, 2023 FCSS Meeting, the FCSS Board recommended that Council allocate \$8,500 to Iron Ridge Elementary Campus to help support their Social Worker position to a 1.0 FTE. The Board also recommended that \$15,000 be allocated to Big Brothers and Big Sisters to support their mentoring programs. At the June 13, 2023 Regular Council Meeting, Council accepted the FCSS Board's recommendation to provide grant funding to Iron Ridge Elementary and Big Brothers Big Sisters.

## **DISCUSSION**

On June 19, 2023, FCSS Manager, Sue Bornn was notified that the Province of Alberta would be increasing funding by 4.5% for all FCSS programs for 2023 to 2025. This year's funding is retroactive to April 1, 2023, which works out to an additional funding amount of \$7,706.51 for 2023. The years 2024 and 2025 will be an additional \$10,275.35.

The FCSS Board held a meeting on July 5, 2023 to discuss where the additional funding would be applied. The Board provided the following recommendation to Council:

**22/23** Member Giffin moved to recommend that Council allocate the additional \$7,706.51 to Grants to Organizations and further that the funding be allocated to the Iron Ridge Junior Campus in support of the School Social Worker program.

**CARRIED UNANIMOUSLY**

## **FINANCIAL IMPLICATIONS**

With this increase in FCSS funding from the Province, a total of \$31,206.51 would be allocated for grants to local agencies and organizations in 2023 for social prevention programming.

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the FCSS Board recommendation to allocate FCSS grant funding in the amount of \$7,706.51 to the Iron Ridge Junior Campus to help support their Social Worker program.

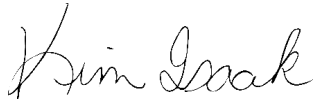
## **ALTERNATIVES**

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

**ATTACHMENTS**

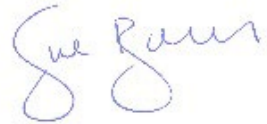
- *Iron Ridge Junior Campus Grant Application*

**APPROVALS**



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*Kim Isaak, Chief Administrative Officer*



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*Department Director/Author*

Blackfalds FCSS is an 80/20 funding partnership between the provincial Children and Youth Ministry and the Town of Blackfalds. This partnership works with the community to support and develop locally driven preventative social support services. Locally FCSS strives to:

- Enhance, strengthen and stabilize family and community life
- Promote volunteerism
- Promote, encourage and facilitate the development of stronger communities &
- Enable local decision making

The Blackfalds FCSS Board is an advisory board of Town Council. Membership consists of 8 Members: 5 Members appointed by Town Council from citizens at large, 1 citizen at large from Lacombe County, and 2 Members appointed from the Council of the Town of Blackfalds.

## **Community Group Grant Application**

**Purpose:** To provide funding to assist established social service groups, organizations and individuals with expenditures incurred in the operation and the delivery of their existing programs.

**Who May Apply:** Not for profit community groups that support and deliver an activity whose primary focus is social service. Service must be delivered in Blackfalds, AB.

Groups may submit only one grant application per year in all categories.

**Operational grant funding is not intended to provide the basis for permanent operational funding. Applications are reviewed annually, independent of previous grant applications.**

**Applications due March 24<sup>th</sup>, 2023 at  
4:30pm**

To request funding, groups must submit a complete application consisting of a fully completed grant application form and the required support documents. The original, signed grant application must be returned to Blackfalds FCSS by the required deadline date. If you require information or assistance, you can reach us by phone at (403) 885-6247. We are located at 5018 Waghorn Street, Blackfalds, AB.

Successful applicants must adhere to reporting timelines and information requirements. **Annual reports and financial statements for groups awarded 2022 grants are due to FCSS office no later than December 29<sup>th</sup>, 2023.**

The personal information provided as part of this application is collected under the authority of the Family and Community Support Services Act (FCSSA) R.218-294, the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP). Under the FCSS, this application constitutes part of the grant application and financial information will be used to ensure both financial sustainability and to evaluate the effectiveness of any long-range planning. Personal information is collected under the authority of the Municipal Government Act (MGA) and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the FOIP Act. The personal information collected on this form will be used solely to administer FCSS Grand Funding Applications in the Town of Blackfalds. Questions regarding the collection and use of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403-885-6370.



**Part A - Community Group Information**

1. Organization's Name: Iron Ridge Junior Campus 2
2. Mailing Address: 5200 Leung Road Blackfalds, AB  
  
Postal Code: T0M 0J0
3. President or Principal: Nicole Rawlinson  
  
Phone: 403-885-1885 E-Mail: nicole.rawlinson@wolfcreek.ab.ca
4. Treasurer: N/A  
  
Phone: (     ) \_\_\_\_\_ E-Mail: \_\_\_\_\_
5. Primary Contact Person: Trish Pfeifer  
  
Phone: 403-885-1885 E-Mail: trish.pfeifer@wolfcreek.ab.ca
6. Registered Society / Charity Number (if applicable) 139975718 RR 0001
7. How long has your organization been operating in Blackfalds? 18 years (when IRJC opened)
8. Is your organization presently receiving any financial assistance or subsidy from the Town of Blackfalds? If so, please specify.  
  
No, we are not.
9. Is your organization presently receiving any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.  
  
Our funding comes from Wolf Creek Public Schools, we do not receive any other financial assistance or subsidy.
10. Does your organization qualify for any financial assistance or subsidy from other levels of government or from public agencies? If so, please specify.  
  
No, we are funded through Wolf Creek Public Schools.

11. The following documentation is required in addition to your application:

- ☛ List of the current Board Members
- ☛ Minutes of the meeting which approved the current Board Members
- ☛ Copy of the Bylaws and/or organizational guidelines
- ☛ Minutes of the meeting which approved the grant application
- ☛ Letters showing community support for your proposed program

<https://www.wolfcreek.ab.ca/school-division/school-board>

12. Please provide the previous year audited financials.

<https://www.wolfcreek.ab.ca/school-division/about-wolf-creek/documents>

Grant Funding Requested: \$8000

Additional .1 FTE to increase SSW to full time

Additional funding to provide resources, programming, ect

### Declaration

We, the undersigned officers of the organization, certify that this statement contains a full and accurate account of all matters stated herein:

Name: Trish Pfeifer

Name: \_\_\_\_\_

Position: School Social Worker

Position: \_\_\_\_\_

Signature *Trish Pfeifer RSW*

Signature \_\_\_\_\_

## Part B – Purpose and Need

### 1. Demonstration of need:

- What service gap(s) has been identified that shows the social service need for this program in our community?

Blackfalds has limited access to mental health support within the community itself which has made it difficult for families to know where to reach when mental health struggles arise. Iron Ridge Junior Campus has been allocated a .9 School Social Work position to help increase access to mental health supports for youth. The school social work program is not limited to individual based programs, but also offers resources and appropriate referrals for families. This program also offers classroom based education and has the ability to run targeted programs for youth in the school setting.

- How does this program/service serve to strengthen and support social functioning of the residents of Blackfalds?

The School Social Worker at Iron Ridge Junior Campus is utilized by students, families, and teachers to help enhance the development of a student's educational, social, emotional and behavioral experiences. The School Social Worker provides assistance to students on an individual basis and may also facilitate group/classroom sessions dependent on the needs within the school. The School Social Worker is a referral source to a variety of community agencies and plays a major role in advocating effectively in support of students and their families.

### 2. Organization

- Describe your organization including the type, the purpose, and number of members.  
Describe the type of program(s) and/or services offered.

Iron Ridge Junior Campus houses roughly 300 students throughout grades 7 to 9. As mentioned above, the school social work position is currently a .9 with the opportunity to fluctuate due to educational funding.

This year the school social worker program offered:

- Individual based counseling
- Targeted Group Based Counseling
- Wellness Option
- LGBTQ2+ Advocate and Facilitator
- Breakfast Club/Lunch Program

- What are your organization's goals and objectives for this year?

- Continue to support students, families, and teachers in enhancing the development of a student's educational, social, emotional and behavioral experiences.
- To help build effective life skills with families and students
- Connect families to their schools and their community
- Collaboratively work with community agencies to enhance the well being of students and their families

- Does your group have sponsorship or a committee for fundraising? What are your user fees and/or membership dues?

The school social work program is free of cost.  
There is no sponsorship or committee for fundraising for the school social work program.  
IRJC has small fundraisers throughout the year that helps to cover costs that are not seen within our operational budget (binders, teacher resources)

- Please list other sources of funding applied for to fund the service/project (even if the application was not successful.)

Wolf Creek Public Schools

3. The Project

- a. Describe the issue or priority area your project/program proposes to address.

There is an increasing need for mental health support and education within the youth community of Blackfalds. The social work program offers these supports within the building and acts as a starting point for parents navigating mental health concerns. An additional FTE towards the Iron Ridge Junior Campus position would allow the role to have more time within the schools to offer support. This grant would help make additional programming and resources accessible.

- b. In which of the following areas does this project/program impact on social sustainability in our community: Who is impacted by this issue? Please describe.

**X Help people to develop independence, strengthen coping skill and become more resistant to crisis**

**X Help people to develop an awareness of social needs;**

**X Help people to develop interpersonal and group skills which enhance constructive relationships among people;**

☛ Help people and communities to assume responsibility for decisions and actions which affect them;

☛ Provide supports that help sustain people as active participants in the community.

The social work program thrives on enhancing interpersonal relationships as connection is the fundamental foundation to community and individual wellbeing. This program is not limited to youth and offers support and referrals to families as well. Connecting and advocating for youth and families brings awareness to social needs and sparks conversation around how to support our young community members. The individual based counseling provided in the schools allows youth to have a safe, confidential space to talk through the issues they are facing and build a toolbox of coping skills to overcome current and future problems. Through group based engagement and classroom education, the program works to eliminate the stigma around mental health and build onto the resiliency of our students. Building capacity between youth and their families will improve family wellness and serve to enhance relationships and interpersonal skills within the community.

- c. Who is impacted by this issue? Please describe.

Families, youth, and community.

There is a clear correlation between family wellness and youth mental health. When kids are struggling, it is usually a clear indicator that our families are struggling as well. Community is defined by a unified body of individuals and if the individuals are struggling and do not have a sense of unification the community sees the disconnect first hand.

- d. In what way are they impacted? Please describe short and long term implications.

Relationships between families, youth and community are strained due to the disconnect between each other. If youth mental health is not addressed, we will continue to see a rise in addictions, suicide ideation and attempt among others. Education around mental health is essential in creating awareness and breaking down barriers that are crucial in ending our mental health crisis.

- e. What is the impact of not addressing the issue?

The impact of not addressing youth mental health would be a continued rise in addictions, substance use, untreated mental health issues (anxiety, depression) and suicidal ideation. This ultimately leads to larger stressors on the families, and a greater barrier to accessing appropriate supports. If youth mental health is not addressed, we will continue to see it trickle through future generations with accelerated speed and intensity.

- f. How does your project/program plan to address the issue?

Building resiliency within our families and youth will trickle down and ultimately help create stronger foundations within the community. Youth empowerment and guidance to navigate the unique struggles our youth face.

- g. Describe specifically how you will measure the success of the program and your expected results. (Examples: # of participants, # of surveys completed, survey feedback, program waiting list, etc.)

Youth, guardians, and community agencies are asked to complete a survey regarding feedback for the social work program. The surveys are emailed to students, and their guardians, that have accessed social work support during the relevant school year. This year, community agencies will also have access to completing a feedback survey as well as teachers within the wolf creek district.

- h. Are there similar programs offered in the community? If so, explain how they are different.

The social work program is offered at IRJC, IRIC, and IREC. St. Gregory's also offers a similar program. These programs are only offered to the students registered in their individual buildings.

- i. Describe your organizations' use of volunteers. Include the nature of volunteer services provided, the number of volunteers and the estimated total annual number of volunteer hours worked.

Volunteers are not utilized in the social work program.

- j. Describe the need for this program in the community. Attach letters of support.

Each year, the social work program see's an increased need from teachers, students and parents. Even at a .9 position, I do not feel I am able to keep up with the needs in my three grade school. Community referrals are offered continually but ultimately access to outside supports are a massive barrier for students and families. With the social work program being within the school, this provides easy access for students as well as families. Schools are often seen as a main pillar within the community and can be a starting point for parents to connect with when looking for support.

- k. Describe the implications of not receiving (or receiving less than requested) grant funding for this program.

The social work program has used past FCSS grants to run "Selfcare Stockings" which is a family and personal wellness initiative. The stockings are filled with basic hygiene items and a family activity. Teachers nominate roughly 50 students to receive a selfcare stocking the week before Christmas break. The social work program utilizes grant money to bring guest speakers and educators to our building as well as provide tools to share with students (journals, workbooks, fidgets, sensory items). This grant has allowed SSW to run group based programs by providing funds to pay for additional materials. Without the

support of this grant, IRJC would limit its access to furthering education and opportunities outside of the individual based counseling.



**Part C – Program Budget**

<b>Revenue</b>	2023
Fees:	0
Grants:	0
Community Donations:	\$300 (Staff donations for selfcare stocking)
Fundraising:	\$100 (cake walk that was canceled due to weather – went towards selfcare stockings)
<b>Total Revenue</b>	0
<b>Expenses</b>	2023
Personnel:	\$400 TIR Training
Materials & Supplies:	\$1000 (selfcare stockings) \$500 (Journals, fidgets, ect)
Other Expenses:	
<b>Total Expenses</b>	



FCSS Funding Request	
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**MEETING DATE:** August 8, 2023

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Community Initiatives Grant – Beyond Food Community Hub**

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## **BACKGROUND**

In 2023, Council budgeted \$15,000 for the Community Initiatives Grant to help local groups improve their programs and events. This not only helps them establish themselves as a self-sufficient group and generate buy-in/memberships, but it also takes pressure off Town staff to plan programs. We currently have \$6,287 remaining in the 2023 Community Initiatives Grant budget.

## **DISCUSSION**

We received a Community Initiatives Grant application from the Beyond Food Community Hub, informally known as the Food Bank. They intend to host a “Taste of Ukraine” event at the Community Centre on September 8, 2023 from 5:00 to 8:00 pm.

They are formally requesting \$4,975 to offset costs related to putting on the event including decorations, table cloth rental, musician fees, radio advertising and food costs. This event would become part of our Culture Days itinerary that runs throughout the month of September, 2023. The Beyond Food Community Hub would be partnering with the Ukrainian Community of Central Alberta, providing an opportunity for residents to learn about the Ukrainian culture and build a sense of inclusion for our Ukrainian refugees.

Community Initiatives Grant applications are usually discussed at the Recreation, Culture and Parks Board Meetings, but due to no scheduled meetings in the summer, Administration instead emailed a copy of the application to the Board for review/comments.

## **FINANCIAL IMPLICATIONS**

The Community Initiatives Grant has \$6,287 remaining in the budget.

## **ADMINISTRATIVE RECOMMENDATION**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. That Council provide funding to Beyond Food Community Hub from the Community Initiatives Grant in the amount of \$4,975</li></ol> |
|--|

**ATTACHMENTS**

- *Beyond Food Community Hub Application*

**APPROVALS**



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Kim Isaak, Chief Administrative Officer



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Department Director/Author

## Community Initiatives Grant Application Form

### Applicant Information

Organization/Group Name: Beyond Food Community HubContact Person: Karie AckermannAddress: 5018 Waghorn St. BlackfaldsWebsite (if applicable): beyondfoodcommunityhub.comEmail Address: beyondfoodhub@gmail.comContact Phone Number: 403.600.1768

Type of Organization:

☐ Government Agency☐ Blackfalds Business☒ Alberta Societies or Charitable Number☐ OtherBrief Organization Description: Empowering our community to aid those in need of food support through educational food programs and awareness of hunger related issues.

### Program/Event Information

Dates/Times: Culture Days, Sept. 8, 2023 5pm - 8pmLocation(s): Community HallProgram/Event Description: "Taste of Ukraine!" The cuisine of Ukraine is much deeper than borscht & perogies. Journey along for an evening where community members can experience the delights, decadence & uniqueness of this amazing culture.

(Attach if more space required)

Are there any similar programs/events already in Blackfalds? How is your program/event different?

No

## Community Impact

How will this initiative impact the community? The Culture Days event will allow the community the opportunity to learn about the Ukraine by highlighting the unique culture through music, dance & food. It is an opportunity to connect the community to our Ukraine refugees & help build a sense of inclusion to our Ukrainian Refugees.

Who will be impacted in the community? The general public

Are you receiving any funding from other sources? Other grants, donations, or sponsorship?

Donations of food and/or money to support the Blackfalds Food Bank

Will other parties be involved? If Yes, who are they and what support are they providing?

Ukrainian Community of Central Alberta - Ukrainian refugees & newcomers who will be cooking & assisting in preparing the event. Blackfalds FCBS - Staff & organizing

What resources are you contributing (staffing, volunteering, equipment & materials your providing, etc.):

Staff, volunteers, equipment for the event - Kitchen materials for cooking

Amount Requested: \$4,925.<sup>00</sup>

How will the grant money be spent? Event expenditures

The personal information collected on this application will be used strictly to facilitate contact upon determination of grant eligibility. This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the Act. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at [foip@blackfalds.ca](mailto:foip@blackfalds.ca) or by phone at 403.885.6370.



## Program/Event Budget:

Please fill in the anticipated budget for your program/event or provide an attached budget.

Revenue	Value \$	Details
Grants	\$4,925	
Donations		
Sponsorships		
Other Revenue <i>donations</i>	\$400.00	<i>est. on amount attendees will donate</i>
<b>Total Revenue</b>	<b>\$5,325.00</b>	
Expenditures		
Materials	\$500.00	<i>decorations, Table cloth rental fee</i>
Artist/Instructor/Performance Fees	\$1000.00	<i>musician fees, travel fees</i>
Promotional Expenses	\$500.00	<i>Advertising fee</i>
Administrative Costs	\$300.00	
Insurance, Licencing	\$25.00	<i>liquor lic.</i>
Other Costs <i>Food costs</i>	\$3000.00	
<b>Total Expenditures</b>	<b>\$5,325.00</b>	
<b>Deficit</b>	<i>0</i>	

Additional Information *The event would have no charge to attend but donations of food or money would be accepted to support the Blackfalds Food Bank.*

Organization Contact Signature: *Karie Ackermann*

Date: *Aug. 31/23*

Date Received: \_\_\_\_\_

Town of Blackfalds Staff Signature: \_\_\_\_\_



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**MEETING DATE:** August 8, 2023

**PREPARED BY:** Laura Thevenaz, Manager of Infrastructure Services

**PRESENTED BY:** Laura Thevenaz, Manager of Infrastructure Services

**SUBJECT:** **2021 Capital Budget Revision – 1.5-Ton Truck with Deck and Service Crane**

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## **BACKGROUND**

The Town of Blackfalds utilizes Fleet & Equipment Replacement Policy 113.14 to guide the replacement of the Town's mobile equipment. The existing F-250 ¾ ton flat deck truck included in the Policy was purchased in 2008 and had a lifecycle replacement schedule of 12 years. The current unit is 15 years old and is starting to see increased frequency and severity of necessary repairs. This unit was originally planned to be replaced as part of the 2021 Capital Program. This new 1.5-ton truck will come with a flat deck, and small crane unit. This crane unit will be invaluable to operations in the lifting of heavy items such as hydrants, manholes, signage, etc. Administration originally put the truck (without equipment) to tender in early 2021 as a 1-ton truck and planned to purchase a Ford truck which would then be retrofit with a smaller service deck and crane.

After the tender was awarded, Administration was unsuccessful in securing a delivery date after repeatedly requesting it from the Ford dealership. Over the last 2 years, all vehicle and fleet manufactures have had manufacture and production delays for numerous reasons, including the manufacture of microchips, to parts availability. At the end of 2022, Ford advised their government customers that it would no longer be honoring the Government Tender Price Protection Policy for any 2022 model year orders or previous, not fulfilled in 2022. As a result of this situation, and the inability to complete the order, the tender was re-posted as a 1.5-ton truck to allow for the proper carrying capacity for the service body and crane.

Public Works is currently experiencing a shortage on fleet trucks. It is proposed to keep the old 3/4-ton F-250 truck until an additional fleet unit can be approved in the 2024 Capital Plan. The purchase of a new unit is required to meet the increasing needs of the department. Once a new fleet truck is purchased, financial proceeds from the sale of the old F-250 ¾ ton truck will be returned to the Fleet Reserve.

The first Request for Tender was posted to Alberta Purchasing Connection in January 2021 and closed shortly after. The project was then awarded to Ford, but for the reasons previously listed, were unable to fulfill the order.

## **DISCUSSION**

A Request for Tender of a 1.5-ton truck, chassis, service box and crane was re-posted to APC on June 23, 2023, with a closing date of July 19, 2023. Two tender packages were received, and only one of those was found to be in compliance with the tender specifications. Commercial Truck Equipment was the lowest compliant bid, and met all the technical specifications, with a bid total of \$133,666.50. This unit will meet the needs of the municipality while increasing the functionality of the department and creating a safer work environment.

Included in the tender, Vendors were required to submit a minimum of two references where similar unit types were provided.

**Total Truck & Outfitting Costs**

The total truck costs including the outfitted service deck and crane are as follows:

Vendor	Service	Price (excluding GST)
Commercial Truck	Truck, Service Deck & Crane	\$133,666.50
Total Capital Cost		\$133,666.50
2021 Budget Amount		\$ 90,000.00
Budget Excess		\$ 43,666.50

**Delivery Timelines**

The replacement asset will be a 2023 Ford F-550 with custom deck and Maxilift M270.3LE Crane. Commercial Truck has advised that delivery of the truck will be 10-12 weeks after the chassis' arrival. No delivery date was provided for the Ford Truck; however as noted above, recently Ford has been able to fulfill truck orders quicker than Dodge.

**FINANCIAL IMPLICATIONS**

As part of the 2021 Capital Budget, \$90,000 was allocated for the purchase of a replacement truck and service deck unit. With the re-tendered pricing for 2023 coming in at \$133,666.50 Administration is requesting that this amount be approved for the replacement of the existing ¾ ton truck with service deck with a new 1.5-ton truck with service deck and crane from Commercial Truck Equipment Ltd. in Calgary

The additional \$43,666.50 over the budgeted 2021 Capital amount of \$90,000 is proposed to be drawn from the Fleet Reserve.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council instruct Administration to award the purchase of a new 1.5-ton truck and accessories to Commercial Truck Equipment for the total capital project amount of \$133,666.50
2. That Council allocate \$43,666.50 to be drawn from the Fleet Reserve, to fund the remainder of this fleet purchase.

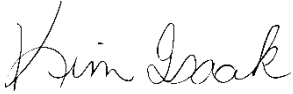
**ALTERNATIVES**

- a) That Council refer back to Administration for more information.

**ATTACHMENTS**


- *Photo of Existing ¾ Truck, New 1.5-ton Truck Chassis and General Layout of Service Deck with Crane*

**APPROVALS**



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Kim Isaak, Chief Administrative Officer



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Department Director/Author

**ATTACHMENT 1:** Photo of Existing Truck, New Truck Chassis and General Layout of Service Deck with Crane

**EXISTING TRUCK**



**NEW TRUCK CHASSIS**



**GENERAL LAYOUT FOR PROPOSED TRUCK CRANE AND SERVICE DECK**





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
April 25, 2023, Commencing at 6:15 P.M.**

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A Municipal Planning Commission Meeting for the Town of Blackfalds was held on April 25, 2023, commencing at 6:15 p.m.

**MEMBERS PRESENT:**

Jim Sands – Vice Chairperson, Town of Blackfalds Councillor  
Brenda Dennis, Town of Blackfalds Councillor  
Alex Garcia, Member at Large  
Richard Poole, Member at Large

**REGRETS:**

Laura Svab – Chairperson, Town of Blackfalds Deputy Mayor

**PUBLIC ATTENDING:**

None

**ATTENDING:**

Billie Scott, Planning & Development Officer II

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

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

**AGENDA APPROVAL:**

**Resolution 7-23**

Member Poole moved to approve the April 25, 2023, agenda as presented.

**EMERGENCY EXITS:**

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

**BUSINESS ARISING FROM MINUTES:**

None

**BUSINESS:**

- 5.1 Application 22-23  
2 Temporary Shipping Containers  
NW-22-39-27-W4  
Agricultural District (AG)**

Administration provided background information on the proposed development.

**Resolution 8-23**

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the proposed 2 temporary Shipping Containers for time period of 3 years expiring May 18, 2026, as presented in Development Permit 22-23 located at NW-22-39-27-W4 as granting the approval will not affect the use, enjoyment, value of this property or adjacent properties,

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

TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
April 25, 2023, Commencing at 6:15 P.M.

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1. Any change of use or intensity to the premises shall require a separate permit application. Any changes, without prior consent from the Town of Blackfalds renders this permit null and void.
2. The requirements of the Land Use Bylaw does not exempt any person from compliance with any federal, provincial, or municipal legislation, regulation, code or statute.
3. No outdoor storage is allowed at any time.
4. The applicant shall provide a copy of an approved Roadside Development Permit issued by Alberta Transportation.
5. The property is to be maintained to the satisfaction of the Town of Blackfalds.
6. Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.

**Notes:**

1. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
2. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
3. In addition to the provisions and requirements of this permit and the Land Use Bylaw, the applicant shall comply with all Federal, Provincial and Municipal statutes, regulations, codes and standards.

**CARRIED UNANIMOUSLY**

**5.2 Application 36-23**  
**East Side Yard Relaxation**  
13 Westglen Boulevard  
Lot 87, Block 1, Plan 952 4614  
Residential Single Family Dwelling Medium Lot District (R-1M)

Administration provided background information on the proposed development.

**Resolution 9-23**

MOVED by Member Garcia that the Municipal Planning Commission APPROVE the application for the east side yard setback relaxation of 0.97m for the existing shed as presented in Development Permit 36-23, at 13 Westglen Boulevard (Lot 87, Block 1, Plan 952 4614) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties,

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

1. The proposed development shall be undertaken and completed in accordance with the approved plans.
2. The applicant shall ensure that the east side yard relaxation does not exceed 0.97m approved by the Development Authority.
3. Applicant is responsible for ensuring that all development is outside active utility right of ways.
4. Any changes to the approved application shall require a separate permit application.



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
April 25, 2023, Commencing at 6:15 P.M.**

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**Notes:**

1. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
2. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
3. The granting of this permit and compliance with the requirements of this permit and the Land Use Bylaw does not exempt any person from the requirements of, or excuse or authorize the violation of any regulation, Bylaw or act administered by this or any other agencies or levels of government that may affect the proposed project.
4. Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.
5. In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all federal, provincial and other legislation.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**7.1 Minutes of March 28, 2023**


**Resolution 10-23**

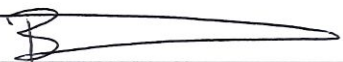
Member Dennis moved to approve the minutes of March 28, 2023, as presented.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Vice Chairperson Sands adjourned the meeting at 6:24 p.m.

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

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



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**MEETING DATE:** August 8th, 2023

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

**SUBJECT:** **Enforcement and Protective Services Monthly Report - July 2023**

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## **BACKGROUND**

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

## **DISCUSSION**

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

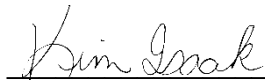
## **FINANCIAL IMPLICATIONS**

None

## **ATTACHMENTS**

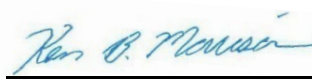
- *Protective Services Monthly Report*
- *Municipal Enforcement July Incident report*
- *Fire July monthly Incident summary.*
- *RCMP Blackfalds 2022 Crime Severity Index*
- *RCMP 150<sup>th</sup> Celebration BBQ Public Invitation*

## **APPROVALS**



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Kim Isaac, Chief Administrative Officer



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Director/Author

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**Protective Services Monthly Report****Municipal Enforcement:**

The month of July was another busy one with officers opening 75 investigational files. 115 Violation tickets were issued for various violations under provincial statutes as well as town bylaws.

Officers were proactive this month in dealing with unsightly properties, derelict vehicles, and recreational vehicle parking, working with several developers to ensure vacant properties were cleared as well as RV owners to ensure parking was compliant with town bylaws. 11 files were opened under the traffic bylaw, 15 dealing with the Community Standards bylaw, 8 under the Land Use bylaw and 8 under the Animal Control bylaw.

Officers continue to provide warnings first prior to issuing violation tickets with relation to the town bylaws, ensuring residents are aware of the rules as they apply under the various bylaws. Tickets issued were for the most part issued to companies or residents that have been provided warnings in the past and continue to be non-compliant. As a result of this proactive approach, several large vacant lots have been cleared and landowners are being more vigilant in maintaining their property.

During the month we continued to see vehicles travelling at excess speeds, failing to obey traffic control devices (stop signs, yield signs, and traffic lights). We are seeing an increase in the number of vehicles travelling with no registration or insurance within the community, this has often resulted in substantial fines along with vehicles being towed.

Kids and Kops was another successful year. 24 students, all ME staff participated along with the RCMP SRO during the week. The week saw the youth trained in various police tactics, crime scene investigation scenarios, a tour of the RCMP Police dog training center, and peddle boats at Bower Ponds to name a few. Activities were held in both Lacombe and Blackfalds; on all accounts, the youth enjoyed the camp as did the volunteers. The final day awards were presented to camp attendees with family and dignitaries present. The mayors from the City of Lacombe and the Town of Blackfalds participated in the presentation as well as the RCMP SRO dressed in Red Serge. This is organized by Big Brothers and Big Sisters and continues to be a very popular camp with a waiting list for young people every year.





Municipal Enforcement has received their new Mach E to replace the Ford Taurus and are awaiting parts required to fit it with the emergency equipment.

**In total there have been 115 violation tickets issued during the month, including bylaw and provincial regulations. \$27,176.00 was issued in fines for the month of July.**

Violation tickets issued.

	ACT	Tickets	Fine Total	Average Fine
1.	Traffic Safety Act	71	\$16,952.00	\$238.70
2.	Vehicle Equipment Reg.	7	\$ 1,782.00	\$254.57
3.	Use of Highway & Rules of the Road Reg.	26	\$ 5,982.00	\$230.07
4.	Fuel Tax Act	2	\$ 360.00	\$180.00
5.	Land Use Bylaw	2	\$ 500.00	\$250.00
6.	Community Standards	3	\$ 750.00	\$250.00
7.	Traffic Bylaw	5	\$ 750.00	\$150.00
8.	Animal Control Bylaw	1	\$ 100.00	\$100.00

- Municipal Enforcement Month End Report **attached**.

## **Blackfalds Fire Rescue**

During the month of July, the fire department has focused on rural water supply and initial setup for staging and vehicle extrication basics.

Our three Rookies were successful in passing their NFPA 1001 Level 1 course.

Fort Garry Fire Trucks has completed their final truck inspection Chief Cote and D/Chief Elder will be attending the factory in Winnipeg to do the final inspection on August 2<sup>nd</sup> and 3<sup>rd</sup>.



During the month of July 2023, the department responded to nineteen incidents.

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

## **Occupational Health & Safety**

Noise management and hearing conservation program required under the Occupational Health and Safety Act was submitted to the managers for approval. Discussion of program was done and passed during last managers' meeting. Departments going forward will be responsible for the installation of signage at facilities and scheduling of fit tests for earplugs as required.

The Near Miss program continues to assist in providing information on safety matters which come to the attention of employees and managers daily. Relatively few have been reported over the past two months, with four being reported during the month of June and one in the month of July.

## **RCMP**

Blackfalds RCMP received 171 calls for service within the town of Blackfalds during the month of July. 19 of these occurrences were cleared with charges 14 of which were traffic related. A Break and Enter was cleared through charge, as well as an assault with weapon, both of which were domestic related. There was also one file cleared by charge with relation to Possession of stolen property. Overall, the detachment was relatively slow within the town of Blackfalds.

The School Resource officer participated with Kids and Kops as well during the weeklong program. Overall, the detachment was relatively slow within the town of Blackfalds.

August 30th, the RCMP will be hosting a BBQ open to the public to Celebrate 150 Years of Policing. Emergency vehicles from Red Deer County, Lacombe County, Lacombe City and Blackfalds have been invited to display their vehicles. The BBQ will be taking place at the front of the Detachment in the green space. RCMP invite poster is attached.

## **Emergency Management**

LREMP will be putting on training in the following courses, which will be open for all partners, and all are encouraged to take the opportunity to register for these courses.

ICS – 200 Course September 6/7, location is still to be determined, this will be in hopes of providing further training to our Municipal Incident Management Teams. (IMT)



ICS – 300 Course October 11-13, location is still to be determined, this again will be for the municipal Incident Management teams, the requirement for this course is having ICS 200 completed at least six months prior to taking it.

LCMAO:

Will be hosting ICS 200 on November 8<sup>th</sup> and 9<sup>th</sup>, from 8:30 – 4:00 pm on both days, at the Lacombe Memorial Center, City of Lacombe, we need to have registration before October 15<sup>th</sup>.

Village of Alix is hosting Position specific training on September 20<sup>th</sup>, 2023, training will be provided in the morning from 9:00 am to 12:00 pm (Finance Officer, Information Officer, Logistics & Planning). In the afternoon 12:30 – 4:00 training for Operations Section Chief, Safety Officer, Incident Command, DEM, Liaison officer, and Agency Representative.

Director of Emergency Management - December 5<sup>th</sup>. (Location to be determined) This is being offered by our AEMA Officer Brian Boutin.

Ken Morrison

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Emergency Management & Protective Services Manager

Town of Blackfalds.

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**MEETING DATE:** August 8, 2023

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

**SUBJECT:** Development & Building Monthly Report – July 2023

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## **BACKGROUND**

Attached are the July 2023 Development & Building Permit Report and Comparison for 2021-2023 year to date. We also have shown the comparison for the year-to-date figures for 2022 on the comparison report.

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

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

## **ATTACHMENTS**

- *July 2023 Development/Building Permit Report*
- *2021 – 2023 Development/Building Comparison Report*

## **APPROVALS**



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Kim Isaak, Chief Administrative Officer



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Department Director/Author



File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
88-23	74 Westglen Boulevard	R-1M	Garage	approved	
89-23	91 Palmer Circle	R-2	Home Business	approved	14-Jul-23
90-23	61 Chinook Street	R-1L	Garage	approved	31-Jul-23
91-23	10 Aztec Street	R-1M	Home Business	approved	19-Jul-23
92-23	151 Pioneer Way	R-1S	Shed & Garage Setback Relaxations		
93-23	10 Aztec Street	R-1M	Home Business	approved	19-Jul-23
94-23	4305 South Street	I-2	Change in Occupancy - Contractor Operation, Major	approved	20-Jul-23
95-23	50 Cambridge Close	R-1M	Variance for RV Parking		
96-23	22 Woodbine Avenue	R-1M	Deck Extension and addition of stairs	approved	24-Jul-23
97-23	25 Pembroke Court	R-1S	Garage		
98-23	164 Ava Crescent	R-2	Garage	approved	24-Jul-23
99-23	5204 Duncan Avenue	I-2	Temporary Canvas Covered Structure		
100-23	5302 Vista Trail	C-3	2 Pole Freestanding Pylon Sign		
101-23	Various Locations	PF	Temporary Signage		
102-23	4729 Brentwood Drive	R-1S	Deck Extension	approved	31-Jul-23
103-23	90 Pine Crescent	R-1M	Shed Setback Relaxation		
104-23	38 Valmont Street	R-1S	Garage	approved	28-Jul-23
105-23	65 Athens Road	R-2	Townhouses	approved	28-Jul-23
106-23	69 Athens Road	R-2	Townhouses	approved	28-Jul-23
107-23	73 Athens Road	R-2	Townhouses	approved	28-Jul-23
108-23	77 Athens Road	R-2	Townhouses	approved	28-Jul-23
109-23	5001 Broadway Avenue	C-1	Change in Use/Occupancy - Office Space	approved	31-Jul-23

	2021		2022		2023		JULY	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	29	\$ 7,854,460.00	21	\$ 6,350,251.00	12	\$ 3,955,366.70	14	\$ 3,887,813.00
Duplexes	0	\$ -	4	\$ 800,000.00	0	\$ -	4	\$ 800,000.00
Manufactured Home	0	\$ -	3	\$ 300,000.00	0	\$ -	3	\$ 300,000.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	4	\$ 883,340.00	16	\$ 3,413,600.00	4	\$ 680,000.00	10	\$ 2,513,600.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Total Res. Dwellings	33	\$ 8,737,800	44	\$ 10,863,851	16	\$ 4,635,367	31	\$ 7,501,413
Garage	15	\$ 471,000.00	25	\$ 942,000.00	10	\$ 338,000.00	24	\$ 924,000.00
Deck	4	\$ 18,500.00	9	\$ 68,010.00	5	\$ 45,500.00	4	\$ 25,510.00
Basement Reno	50	\$ 1,120,400.00	56	\$ 1,057,050.00	22	\$ 387,700.00	40	\$ 789,550.00
Addition	1	\$ 25,000.00	1	\$ 200,000.00	0	\$ -	1	\$ 200,000.00
Accessory Suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Home Business	26	\$ -	18	\$ -	18	\$ -	7	\$ -
Other	55	\$ 1,986,318.00	43	\$ 582,057.73	20	\$ 582,053.50	26	\$ 815,268.73
Commercial	27	\$ 738,735.00	35	\$ 9,320,100.00	12	\$ 2,592,500.00	23	\$ 3,217,100.00
Industrial	3	\$ -	3	\$ 12,093.75	4	\$ 200,000.00	3	\$ 12,093.75
Institutional	1	\$ 3,000.00	0	\$ -	0	\$ -	0	\$ -
Agricultural	2	\$ 25,000.00	0	\$ -	0	\$ -	0	\$ -
Public Facility	17	\$ 8,791,500.00	6	\$ 1,548,421.00	2	\$ 110,000.00	5	\$ 943,421.00
TOTAL PERMITS	234	\$ 21,917,253.00	240	\$ 24,593,583.48	109	\$ 8,891,120.20	164	\$ 14,428,356.48
General Yearly Notes:		1 - 2,500,000 East Area Linear Wetland Ph. 2		1 - 2,500,000 Vista Trail Commercial				
		1 - 5,500,000 Womacks/Gregg St. Alignment Project		1 - 1,000,000 Dental Office				

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**MEETING DATE:** August 8, 2023

**PREPARED BY:** Laura Thevenaz, Infrastructure Services Manager

**SUBJECT:** **BOLT KPI Monthly Report – July 2023**

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## **BACKGROUND**

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

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

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

At the June 27, 2023, Council meeting, Council extended the pilot program for another two years until August 31, 2025.

## **DISCUSSION**

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

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

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

The Town notes that there was a decrease in ridership numbers in **JULY** from the recent high ridership numbers the past year. This is attributed to schools being closed, holidays, alternative transportation (bikes, walking, e-scooters). Ridership at the Red Deer Polytechnic stop held steady with June ridership numbers lower in **JULY** with 7 pick-ups and 5 drop-offs. With decreased student numbers through the spring and summer months, it is expected that ridership to Red Deer

Polytechnic will remain lower than throughout the school year (September – April). Over the next few months, Administration will be promoting BOLT throughout the community as a commuter service to access Town facilities (Tayles Park, Eagle Builders Center, Abbey Center, etc.) as well as for access into Red Deer and Red Deer Polytechnic.

On March 28, 2023, Administration brought forward an informational item to Council regarding the implementation of a 2-week trial to operate a larger capacity bus instead of the normal van during peak AM and PM times. With the increase in bus capacity, BOLT saw an increase in the number of passenger rides and shared ridership, which was anticipated.

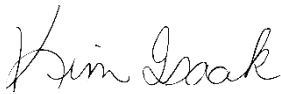
On June 27, 2023, Administration brought forward an update on the current BOLT service ridership and potential partnership with the City of Lacombe to combine the two services, BOLT and Lacombe Connects. Unfortunately, the City of Lacombe's Council declined to participate in this partnership opportunity to collaborate with the Town of Blackfalds.

**FINANCIAL IMPLICATIONS**

None

**ATTACHMENTS**

- *July 2023 Monthly Report and Yearly Trending Report*

**APPROVALS**

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Kim Isaak, Chief Administrative Officer

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Department Director/Author

Program

☒ Blackfalds

ServiceDay

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

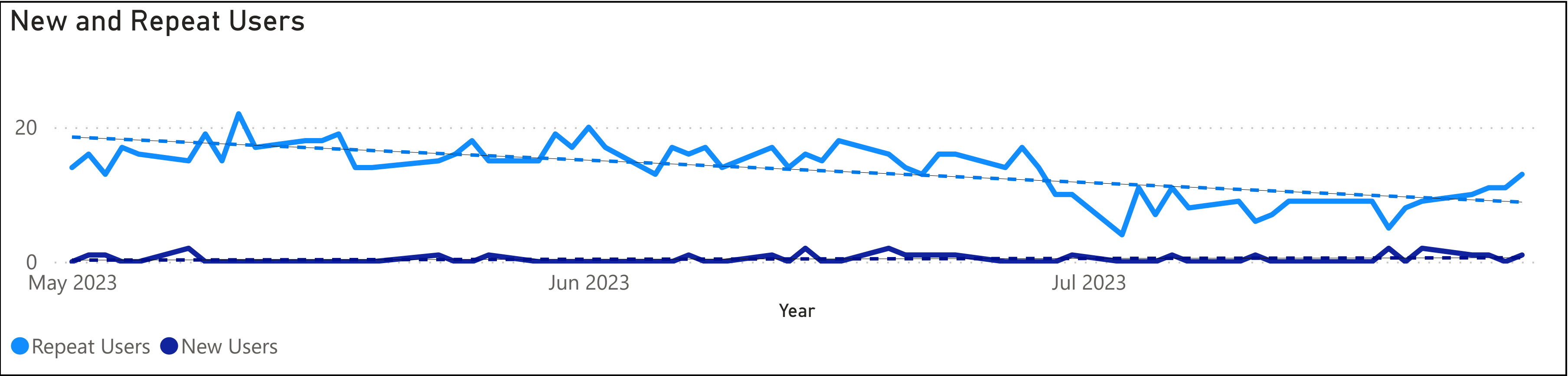
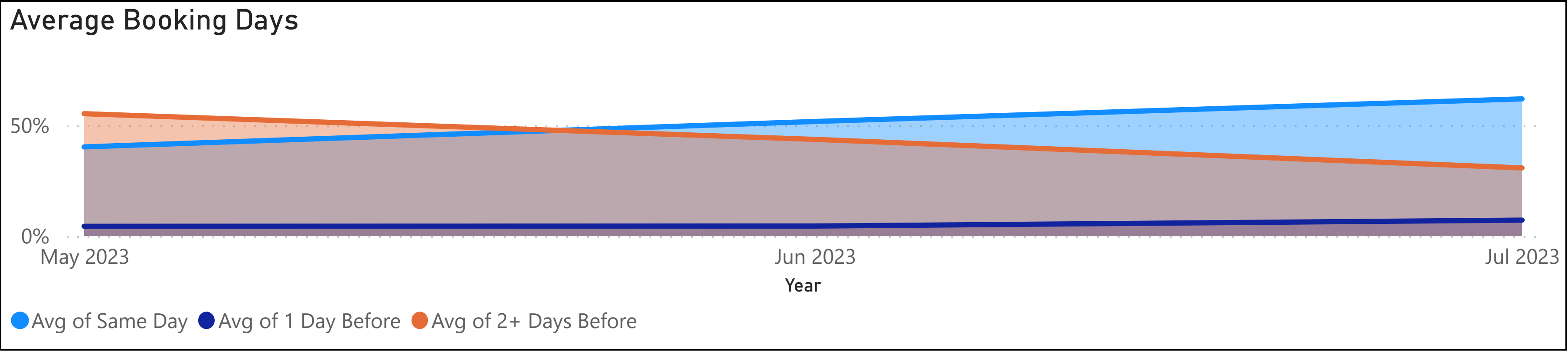
Date

01/05/2023

31/07/2023

11.85

Avg Actual Trip Duration (min)



Year	2023				
Month	July				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	62.0%	7.2%	30.8%	9	166
Total	62.0%	7.2%	30.8%	9	166

Program

☒ Blackfalds

ServiceDay

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

Date

01/05/2023

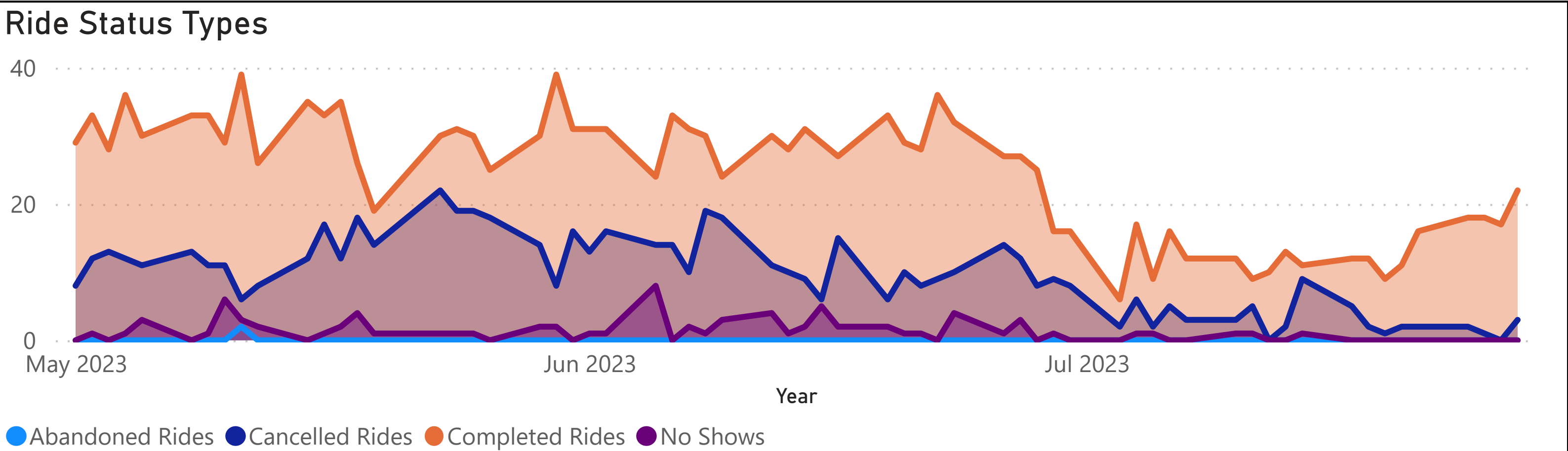
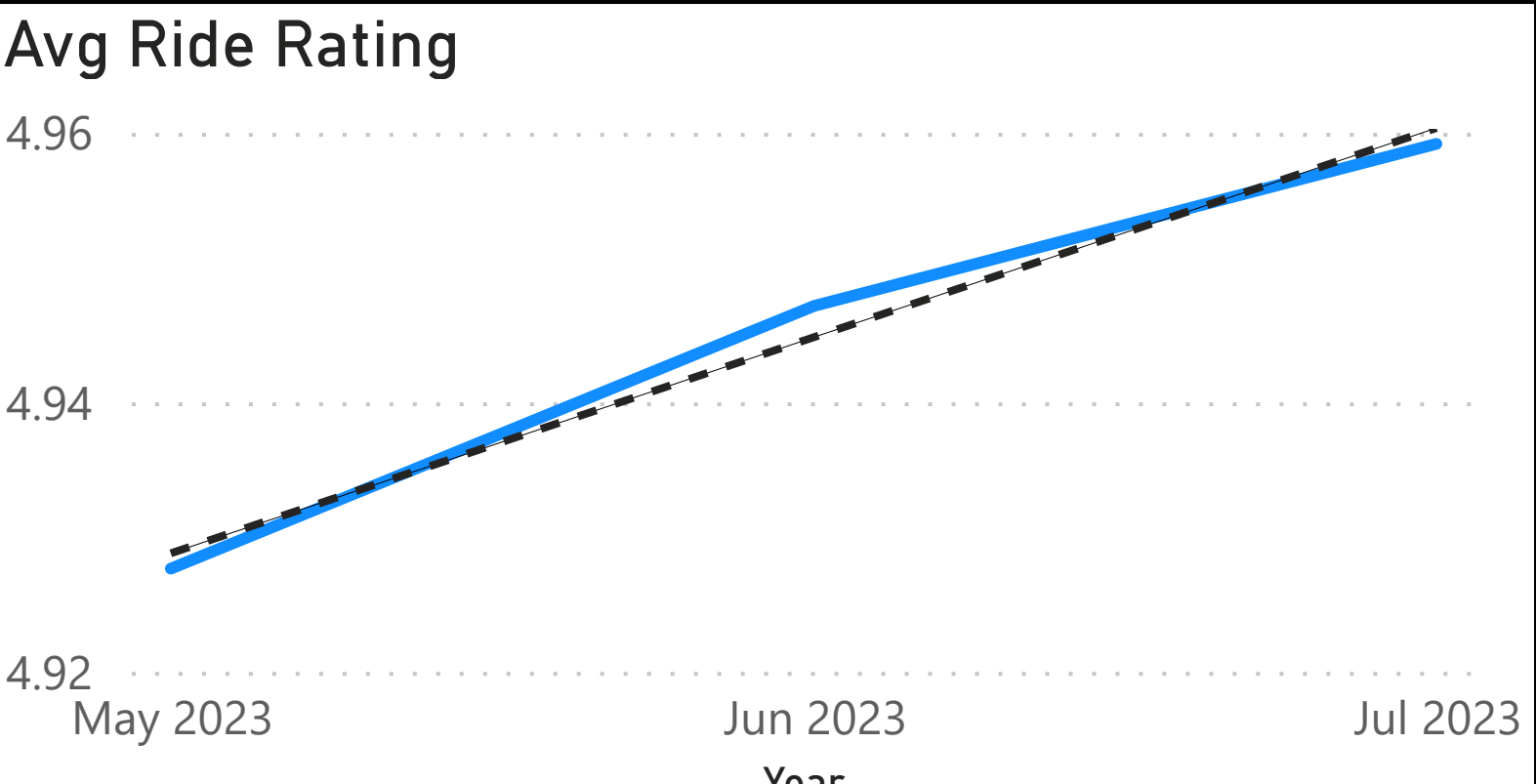
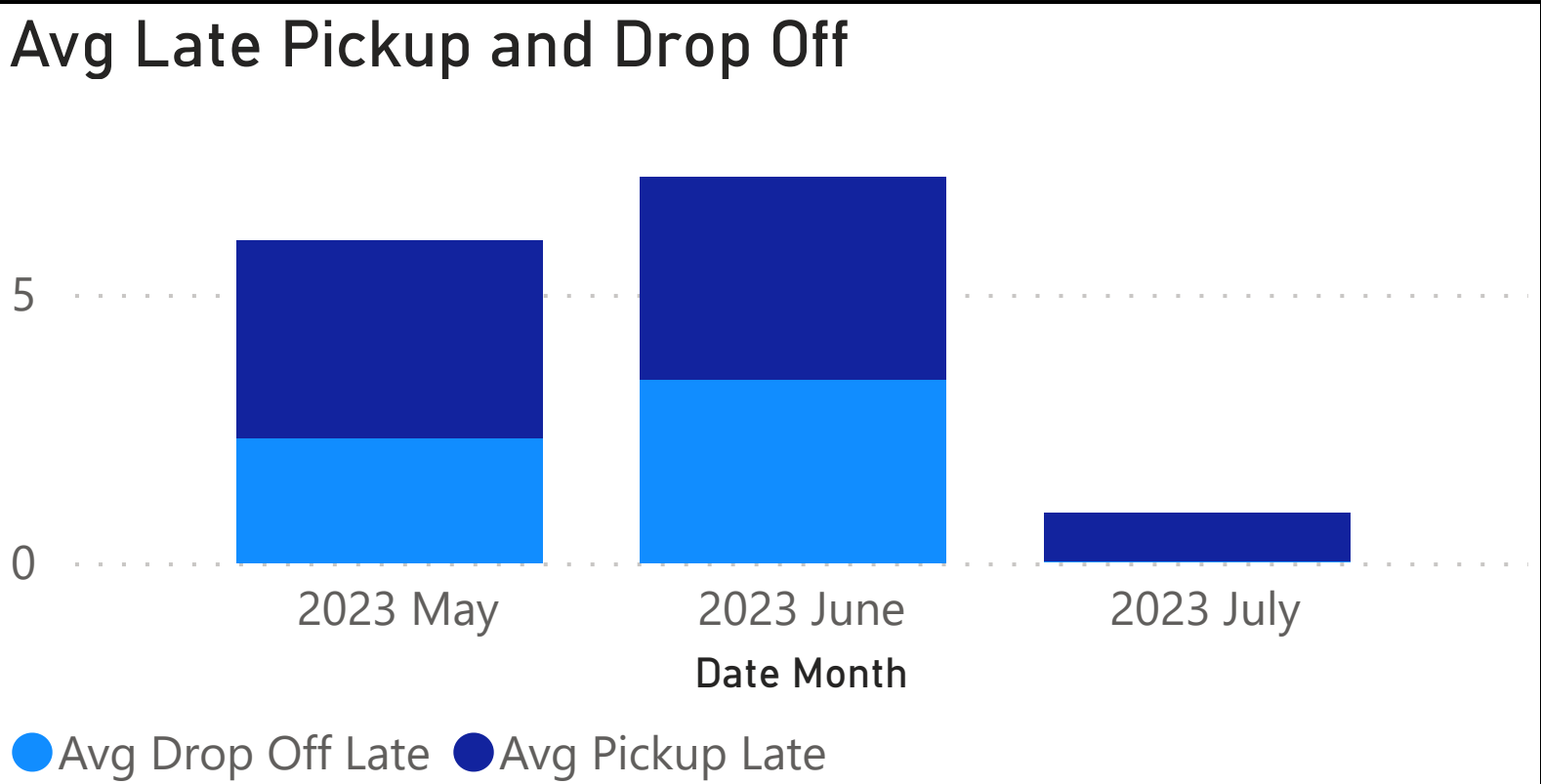
31/07/2023

1548

Completed Rides

4.94

Avg Ride Rating



Year	2023						
Month	July						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	0.03	0.89	4.96	0	55	250	5
Total	0.03	0.89	4.96	0	55	250	5

Program

☒ Blackfalds

ServiceDay

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

Date

01/05/2023

31/07/2023

1693

Completed Passengers

1.93

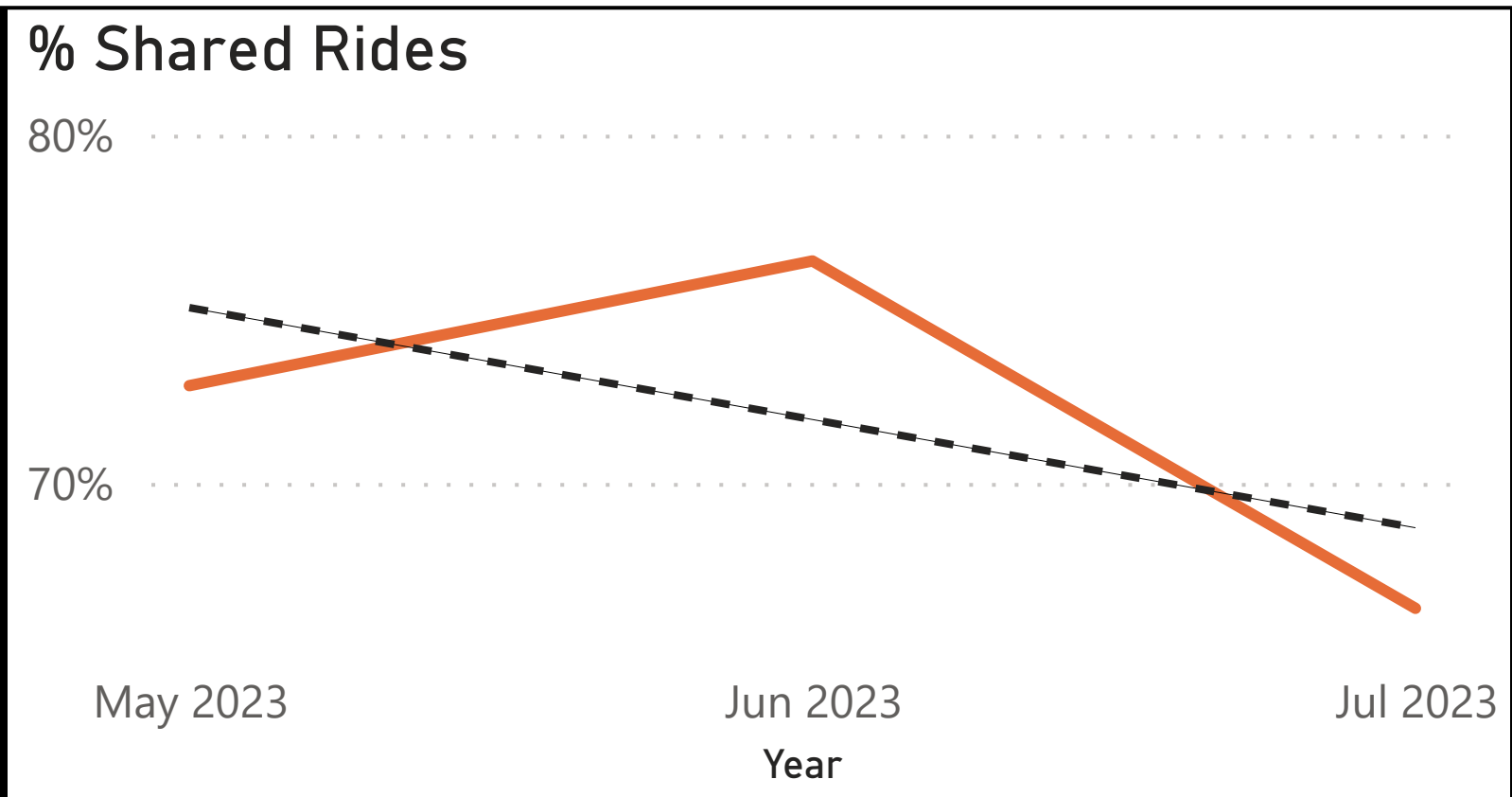
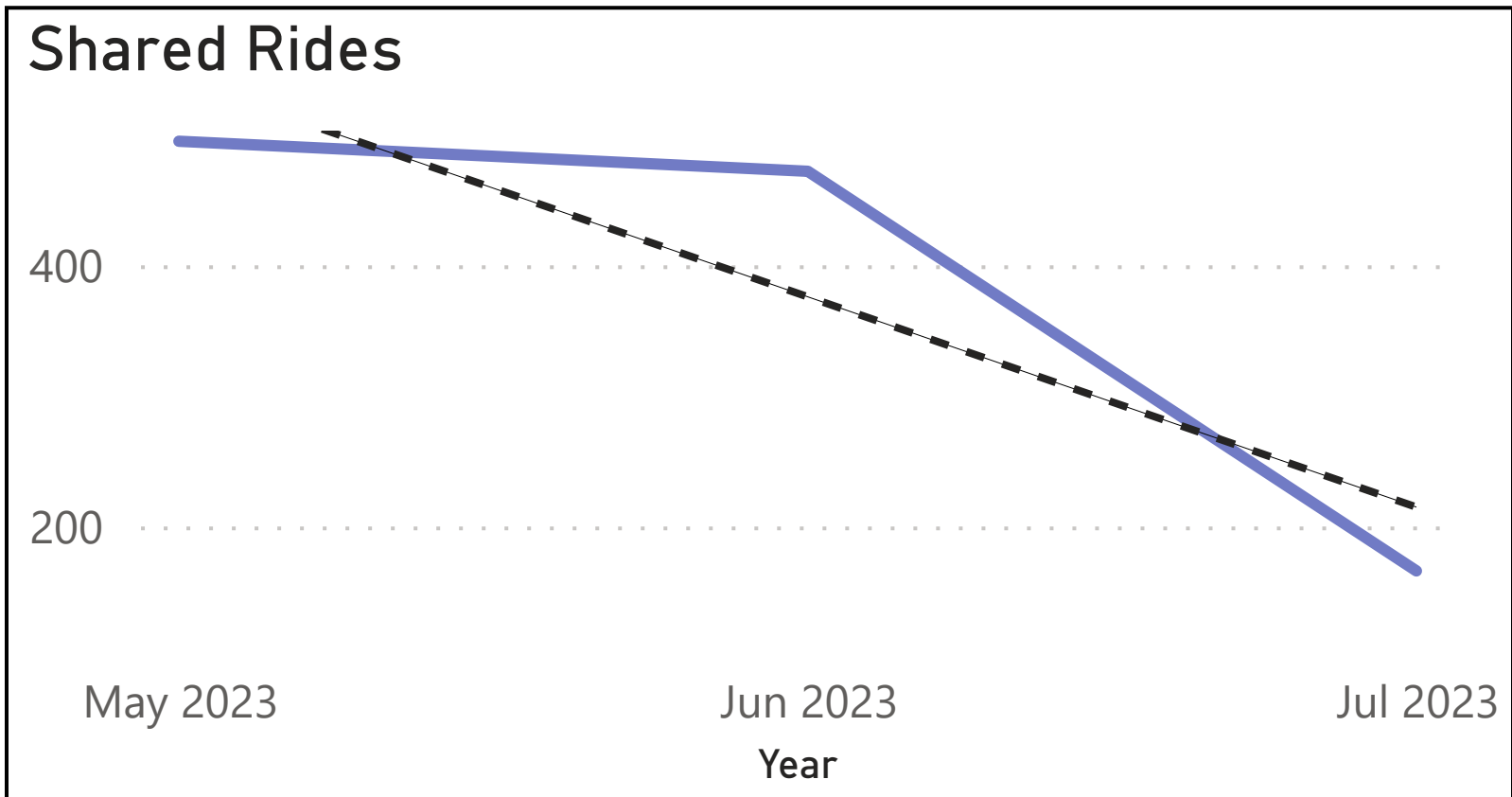
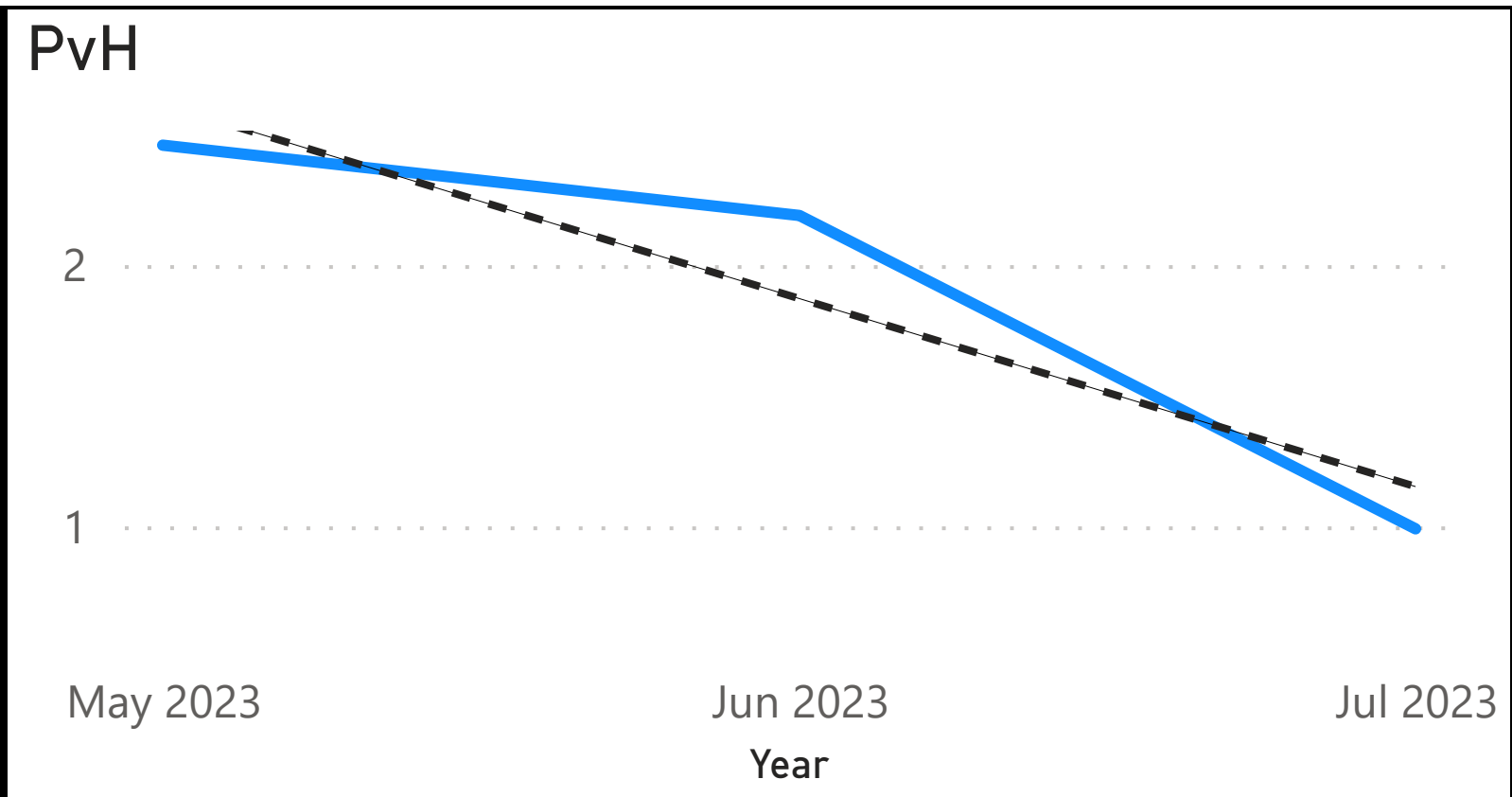
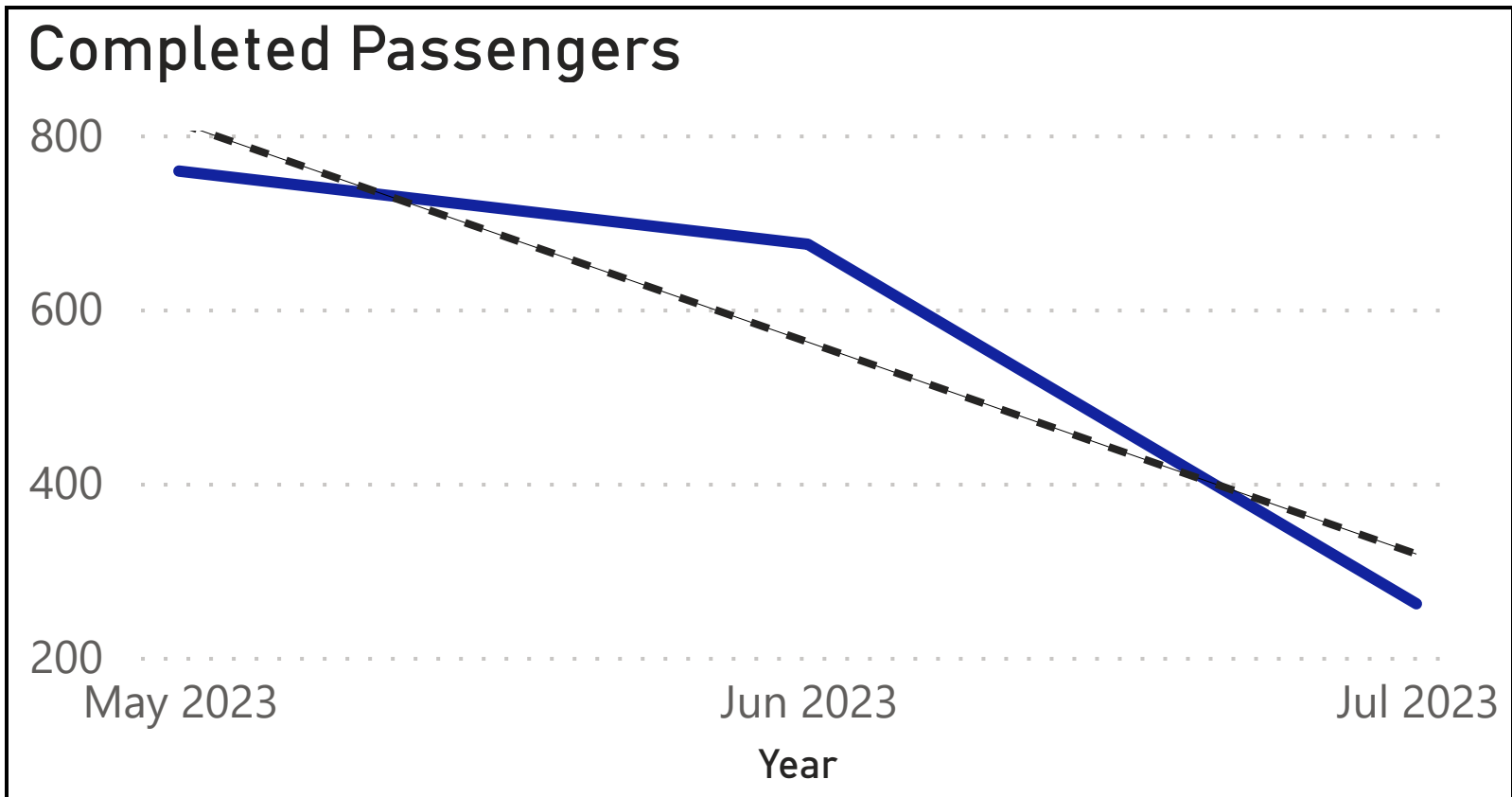
PvH

1133

Shared Rides

73.19%

% Shared Rides



Year	2023			
Month	July			
Program	Completed Rides	Shared Rides	% Shared	PvH
Blackfalds	250	166	66.40%	0.99
Total	250	166	66.40%	0.99

Program

☒ Blackfalds

ServiceDay

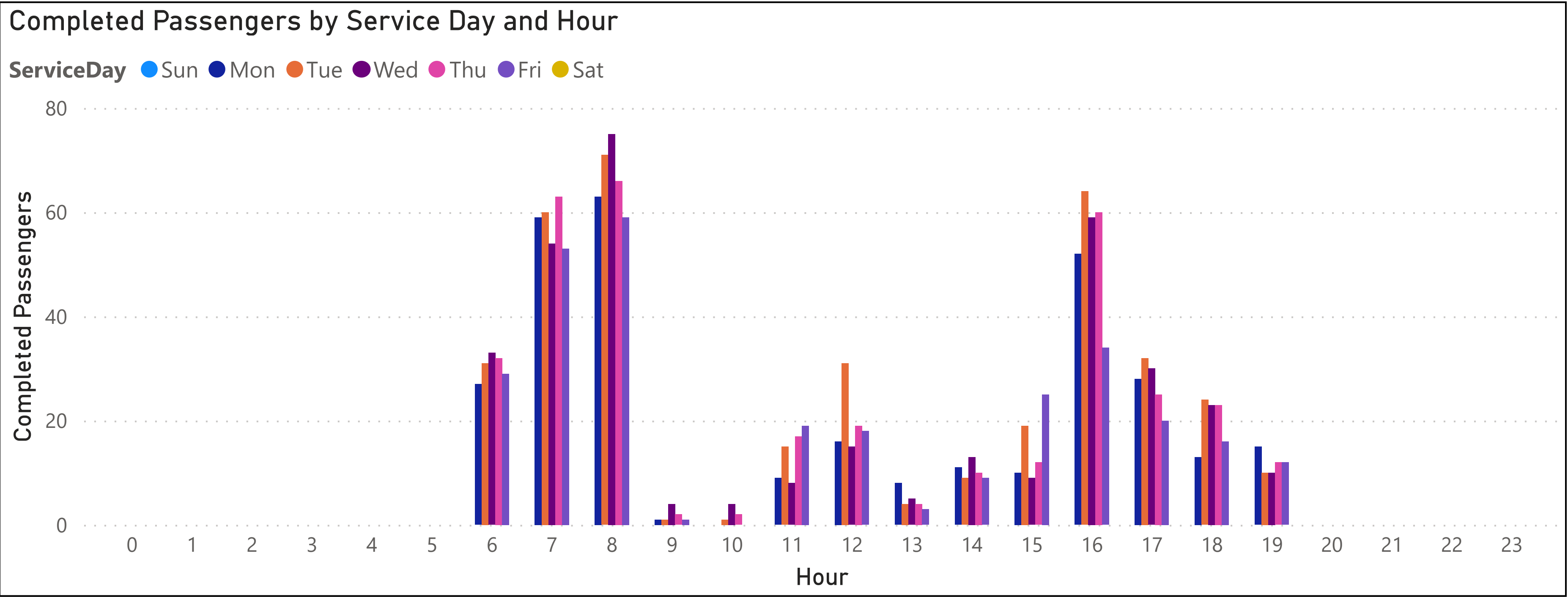
☐ Sun  
☐ Mon  
☐ Tue  
☐ Wed  
☐ Thu  
☐ Fri  
☐ Sat

Date

01/05/2023

31/07/2023

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	27	59	63	1	0	9	16	8	11	10	52	28	13	15	0	0	0	0	312
Tue	0	0	0	0	0	0	31	60	71	1	1	15	31	4	9	19	64	32	24	10	0	0	0	0	372
Wed	0	0	0	0	0	0	33	54	75	4	4	8	15	5	13	9	59	30	23	10	0	0	0	0	342
Thu	0	0	0	0	0	0	32	63	66	2	2	17	19	4	10	12	60	25	23	12	0	0	0	0	347
Fri	0	0	0	0	0	0	29	53	59	1	0	19	18	3	9	25	34	20	16	12	0	0	0	0	298
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	0	152	289	334	9	7	68	99	24	52	75	269	135	99	59	0	0	0	0	1671





Program

☒ Blackfalds

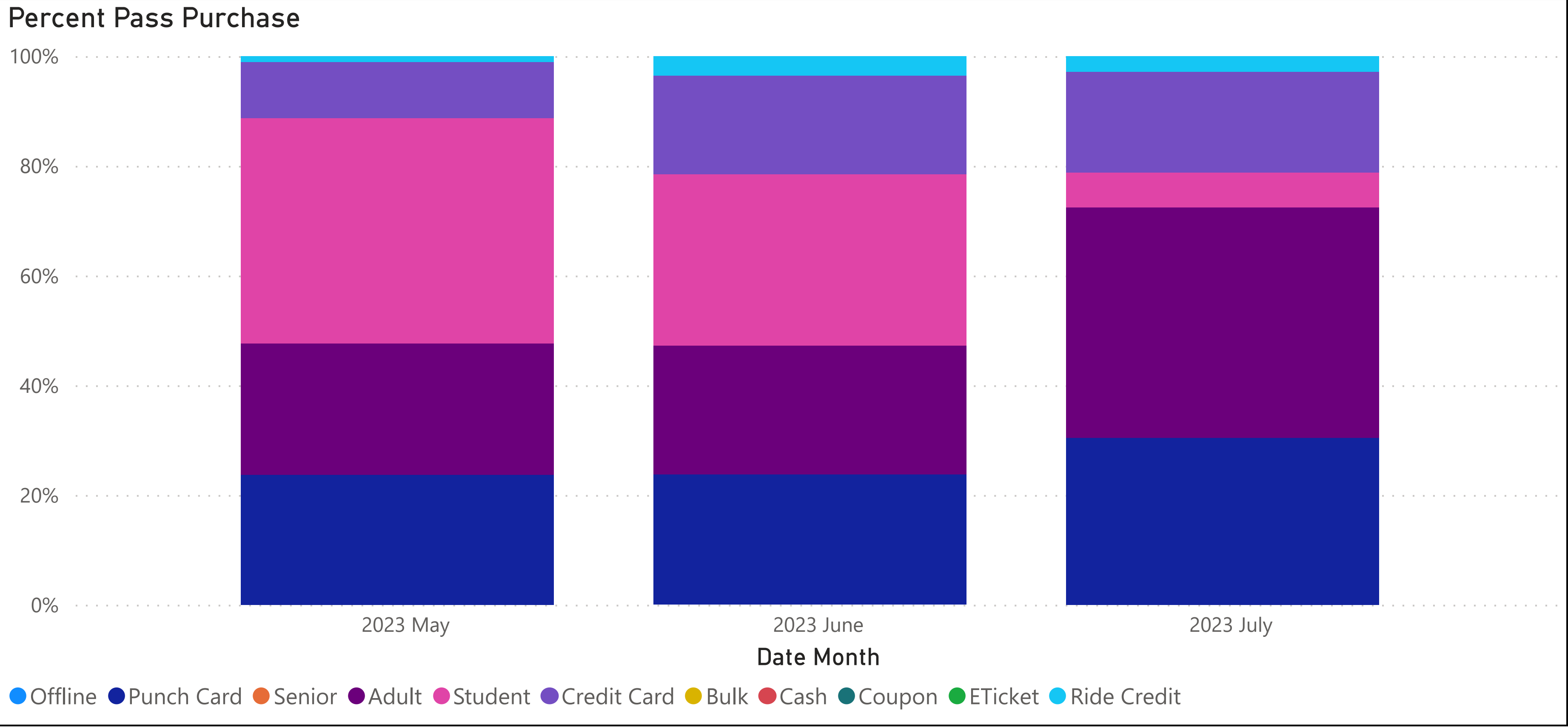
ServiceDay

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

Date

01/05/2023

31/07/2023



Year	2023													
Month	July													
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket		
Blackfalds	0%	30%	0%	42%	6%	18%	0%	0%	0%	0%		3%	0%	
Total	0%	30%	0%	42%	6%	18%	0%	0%	0%	0%		3%	0%	

Program

☒ Blackfalds

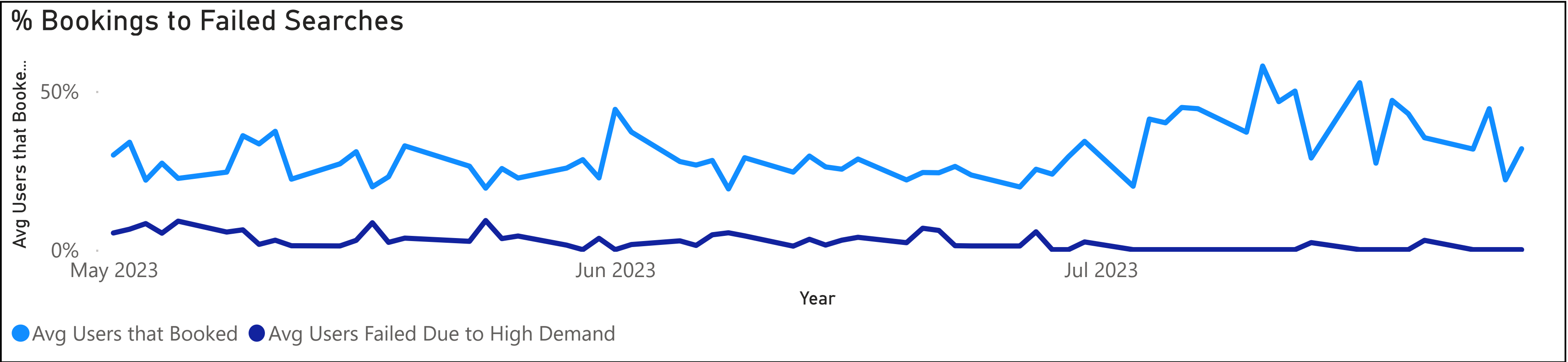
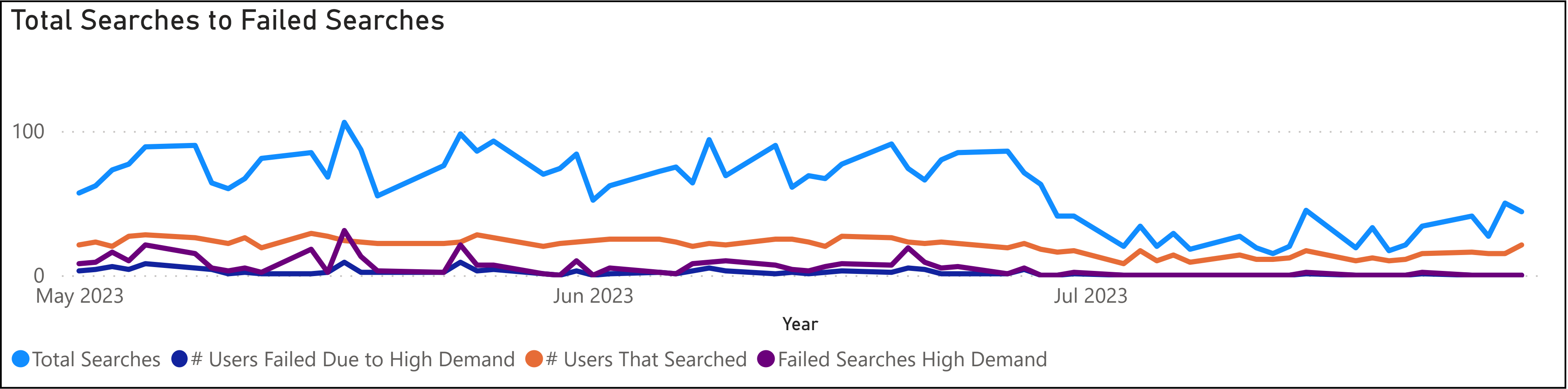
ServiceDay

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

Date

01/05/2023

31/07/2023



Year	2023				
Month	July				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	533	2	248	37%	0%
Total	533	2	248	37%	0%

Program

☒ Blackfalds

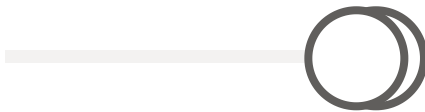
ServiceDay

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

Date

01/05/2023

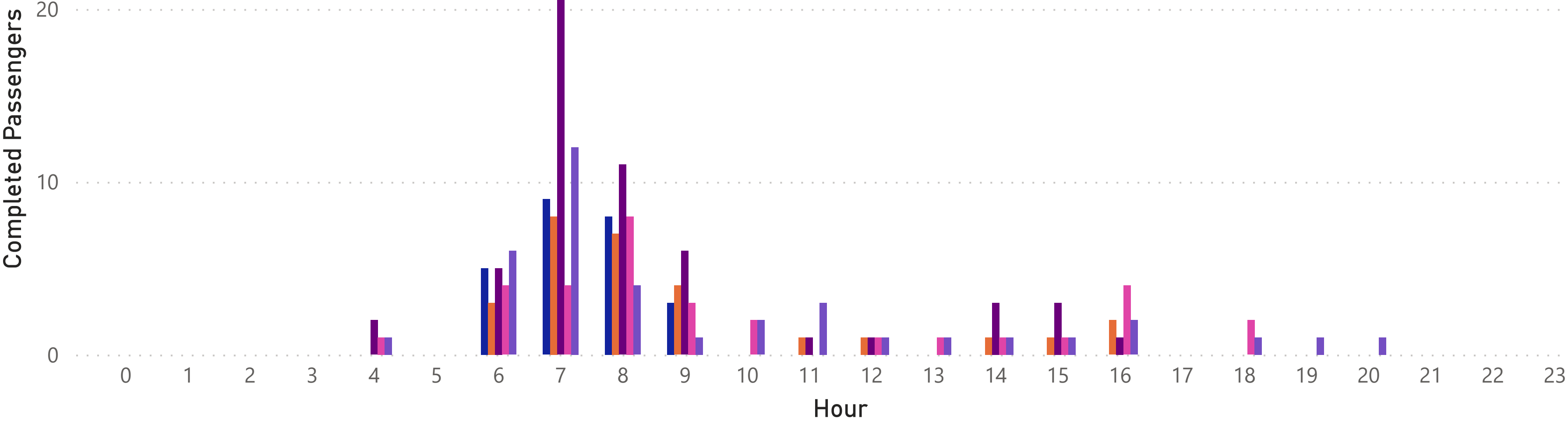
31/07/2023



ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	5	9	8	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25
Tue	0	0	0	0	0	0	3	8	7	4	0	1	1	0	1	1	2	0	0	0	0	0	0	0	28
Wed	0	0	0	0	2	0	5	22	11	6	0	1	1	0	3	3	1	0	0	0	0	0	0	0	55
Thu	0	0	0	0	1	0	4	4	8	3	2	0	1	1	1	1	4	0	2	0	0	0	0	0	32
Fri	0	0	0	0	1	0	6	12	4	1	2	3	1	1	1	1	2	0	1	1	1	0	0	0	38
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	4	0	23	55	38	17	4	5	4	2	6	6	9	0	3	1	1	0	0	0	178

Failed Searches by Service Day, Hour, and User

ServiceDay Sun Mon Tue Wed Thu Fri Sat



Program

☒ Blackfalds

ServiceDay

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

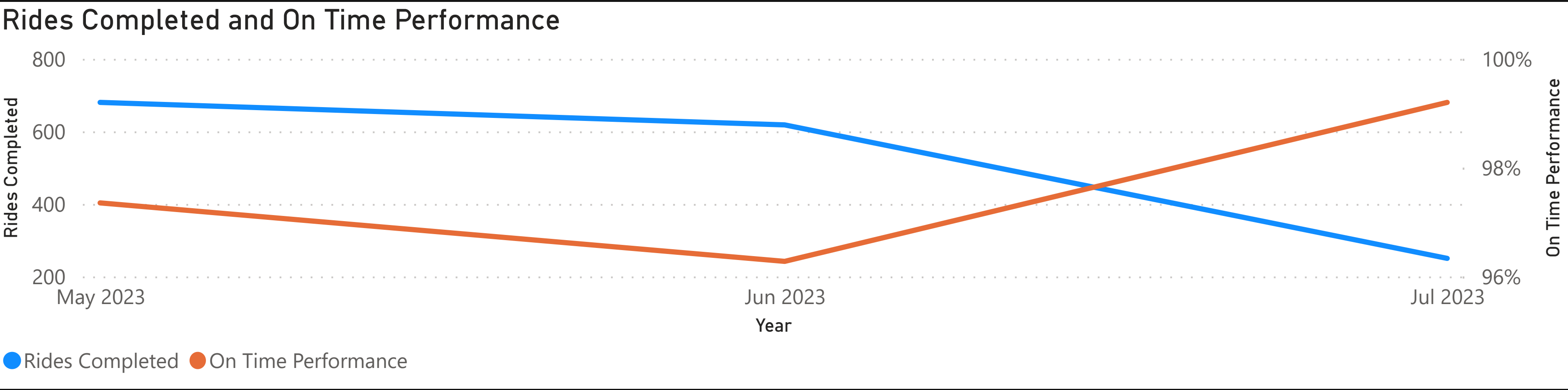
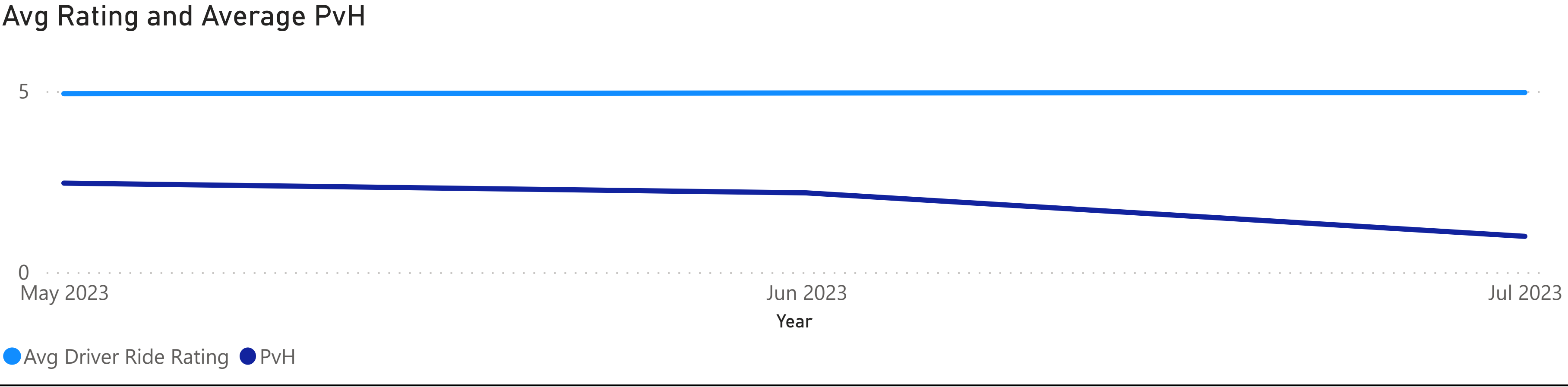
Date

01/05/2023

31/07/2023

97.22%

On Time Performance



Year	2023				
Month	July				
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	
▲ Blackfalds	250	4.96	0.99	99.20%	
Total	250	4.96	0.99	99.20%	



Program

☒ Blackfalds

ServiceDay

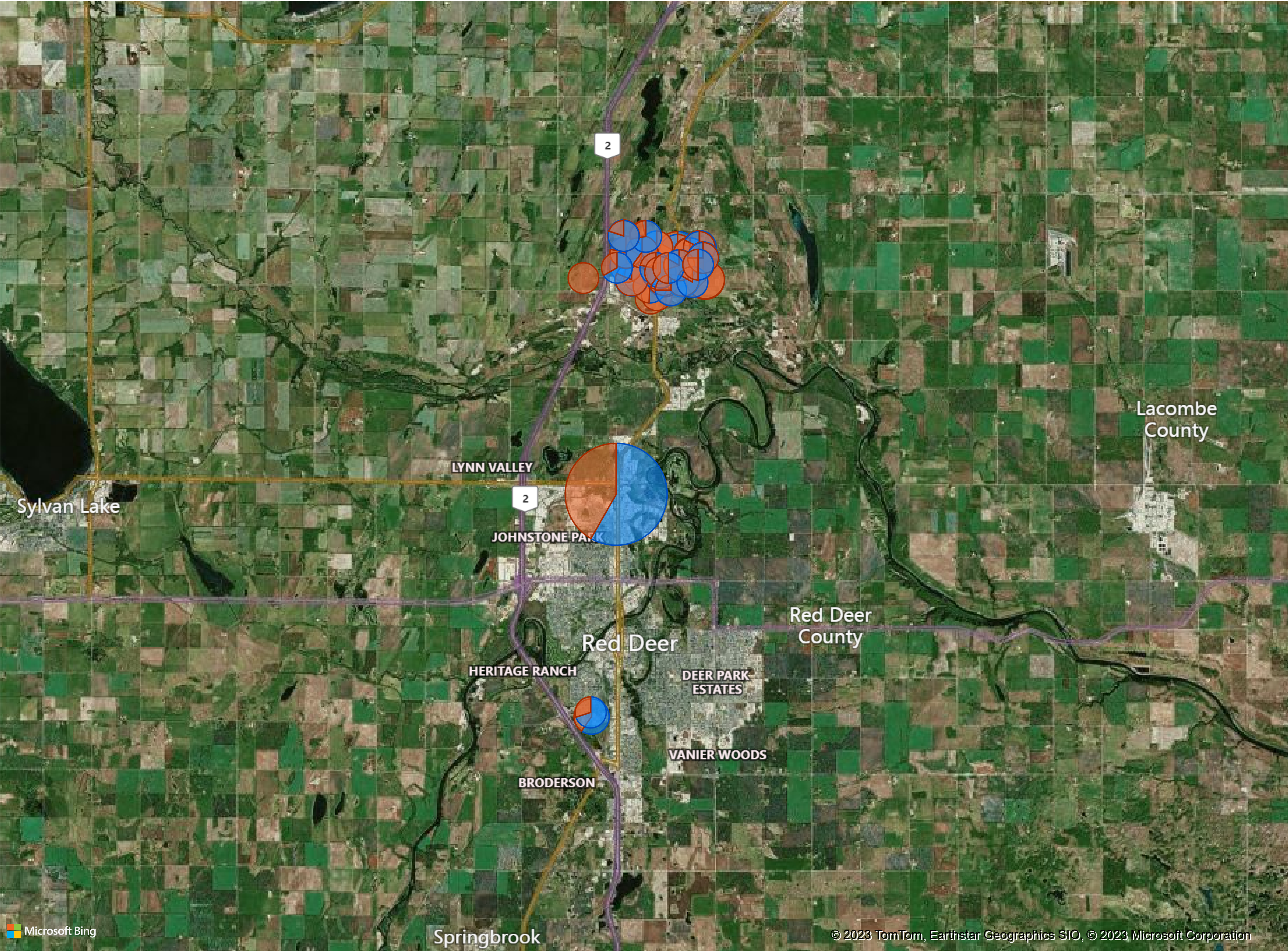
- ☒ Sun
- ☒ Mon
- ☒ Tue
- ☒ Wed
- ☒ Thu
- ☒ Fri
- ☒ Sat

Date

01/05/2023 27/07/2023



● Dropoff ● Pickup



Program

☒ Blackfalds

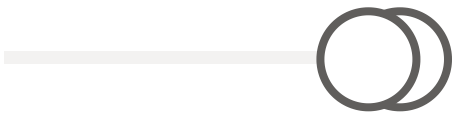
ServiceDay

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

Date

01/05/2023

27/07/2023



Top 5 Pickup Locations

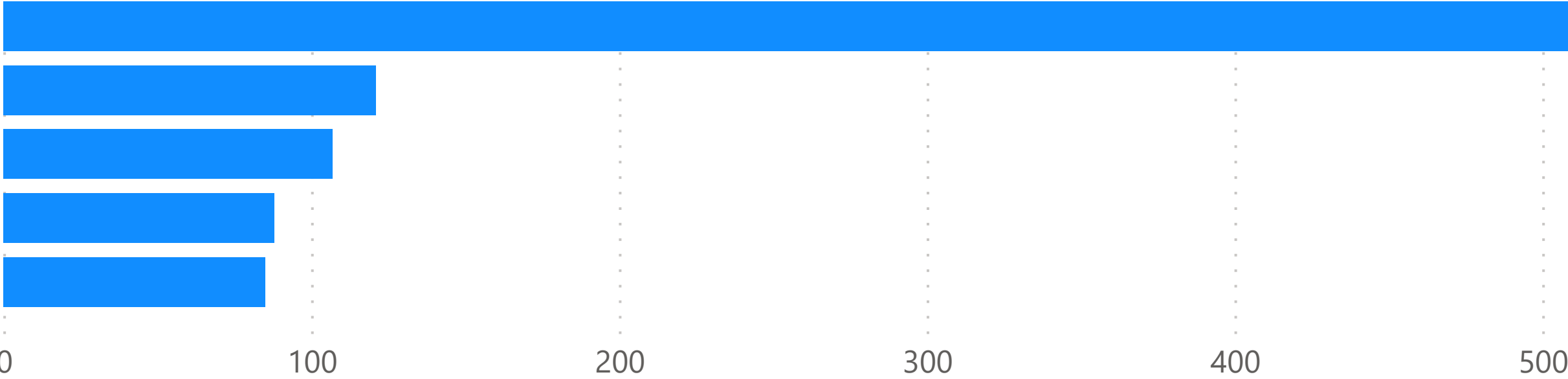
Stop 3 - Regional Hub in Red Deer

Eastpointe Dr at McKelvey CI - WB

Stop 1 - Regional Hub West Blackfalds

Parkwood Rd at Cottonwood Dr - SB

Stop 28 - Local



completedTrips

Top 5 Drop Off Locations

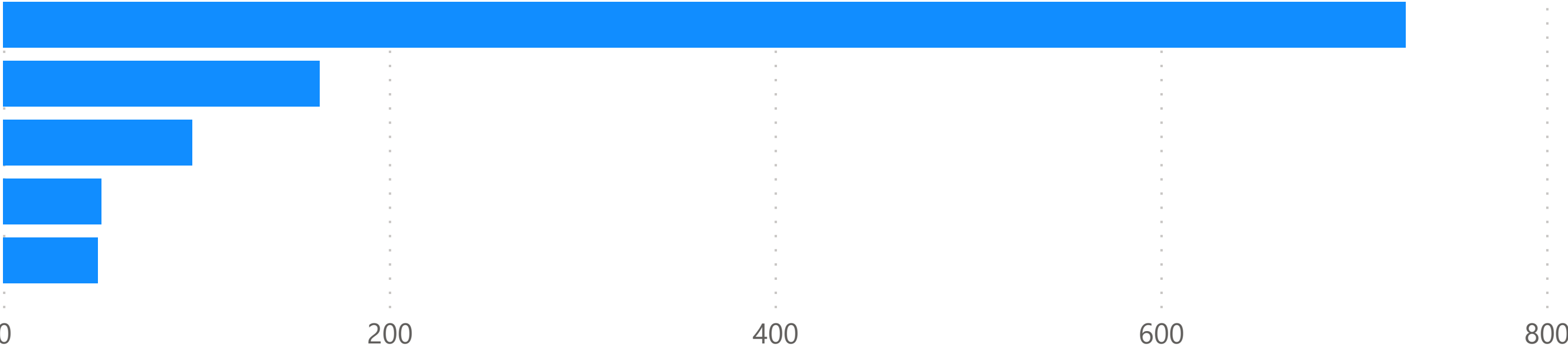
Stop 3 - Regional Hub in Red Deer

Stop 23 - Local

Stop 1 - Regional Hub West Blackfalds

Stop 28 - Local

Red Deer Polytechnic Northbound



completedTrips

stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	727	521	1248
Stop 23 - Local	164	65	229
Stop 1 - Regional Hub West Blackfalds	98	107	205
Stop 28 - Local	51	85	136
Eastpointe Dr at McKelvey CI - WB	14	121	135
Parkwood Rd at Cottonwood Dr - SB	18	88	106
Stop 18 - Local	6	82	88
Red Deer Polytechnic Northbound	49	33	82
Stop 13 - Local	27	26	53
Total	1548	1548	3096

Type stopName	Dropoff completedTrips	Pickup completedTrips	Total completedTrips
Stop 3 - Regional Hub in Red Deer	133	93	226
Stop 23 - Local	47	23	70
Stop 28 - Local	7	18	25
Parkwood Rd at Cottonwood Dr - SB	2	15	17
Waghorn St - Southside	7	10	17
Stop 18 - Local	1	13	14
Blackfalds Bottle Depot - Southside	9	3	12
Red Deer Polytechnic Northbound	5	7	12
Eastpointe Dr at McKelvey Cl - WB		11	11
Stop 1 - Regional Hub West Blackfalds	3	6	9
Stop 22 - Cottonwood Dr at Coachman Way - EB	3	4	7
Stop 7 - Local	1	6	7
Stop 7 - Westbrook Rd at Valmont St	6	1	7
Park St at Highway St - Housing Side		6	6
Stop 11 - Local		6	6
Stop 17 - Local	4	2	6
Prarie Ridge Ave - NB	3	2	5
Stop 6 - Local	3	2	5
Westridge Dr at Stanford Blvd - SB	3	2	5
Stop 22 - Local		4	4
Stop 24 - Local	1	3	4
Womacks Rd at Blackfalds Skateboard Park	2	1	3
Leong Road at Duncan Ave - SB	1	1	2
Red Deer Polytechnic Southbound	2		2
Stop 20 - Local	1	1	2
Stop 25 - Local	1	1	2
Stop 26 - Local		2	2
Stop 4 - Dunan Ave at STEP Energy Services - NB	1	1	2
Aspen Lakes at Ash Cl - Eastside	1		1
Buy Low Foods Stop		1	1
Cascade at Cooper St - Southside	1		1
Eagle Builders		1	1
Park St at Parkwood Rd - Northside		1	1
Stop 12 - Local		1	1
Stop 14 - Local		1	1
Stop 21 - Local	1		1
Stop 30 - Local	1		1
Stop 31 - Local		1	1
<b>Total</b>	<b>250</b>	<b>250</b>	<b>500</b>

Monthly KPI Metric Summaries Report

Blackfalds																
Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)
2023-07	41	9	32	6.8	292	280	66%	2.3	79%	4.965	0%	0	1%	0%	2	1.0
2023-06	56	13	43	11.0	674	618	76%	2.8	84%	4.942	0%	0	2%	2%	26	2.2
2023-05	45	7	38	15.1	758	680	73%	2.9	85%	4.922	0%	2	1%	1%	30	2.5
2023-04	57	10	47	10.6	662	602	75%	2.7	83%	4.944	0%	0	2%	0%	37	2.5
2023-03	60	12	48	12.5	820	750	71%	2.9	83%	4.896	0%	3	3%	2%	43	2.5
2023-02	56	14	42	10.8	680	602	71%	2.8	85%	4.933	0%	1	4%	1%	45	2.5
2023-01	55	9	46	11.0	682	604	69%	2.6	80%	4.922	0%	1	3%	3%	42	2.2
2022-12	47	10	37	8.9	477	420	66%	2.7	79%	4.937	0%	7	5%	2%	42	1.6
2022-11	47	9	38	12.7	673	599	65%	2.7	80%	4.818	0%	0	7%	5%	52	2.2
2022-10	47	12	35	12.2	655	575	65%	2.6	85%	4.828	0%	0	2%	1%	39	2.3
2022-09	44	12	32	11.8	591	520	56%	2.4	77%	4.888	0%	0	4%	3%	44	2.1
2022-08	40	8	32	7.7	330	306	51%	2.2	74%	4.897	0%	0	3%	0%	8	1.0
2022-07	26	4	22	9.5	294	248	33%	2.3	74%	4.943	0%	0	2%	1%	4	1.0
2022-06	36	9	27	10.3	421	371	36%	2.4	83%	4.824	0%	0	2%	1%	12	1.3
2022-05	30	3	27	12.8	442	384	43%	2.3	84%	4.753	0%	0	1%	0%	4	1.5
2022-04	40	6	34	9.0	442	361	39%	2.3	84%	4.730	0%	0	3%	1%	6	1.6
2022-03	34	5	29	15.5	591	527	56%	2.4	92%	4.824	0%	1	6%	2%	16	1.8
2022-02	31	4	27	12.6	419	390	50%	2.6	86%	4.868	0%	0	1%	1%	8	1.6
2022-01	31	9	22	11.1	363	344	40%	2.3	83%	4.871	0%	0	2%	1%	3	1.2
2021-12	29	3	26	9.9	326	286	36%	2.3	74%	4.861	0%	0	2%	2%	4	1.0
2021-11	31	5	26	13.3	450	412	46%	2.5	84%	4.836	0%	0	1%	0%	3	1.5
2021-10	32	8	24	9.4	344	301	45%	2.5	82%	4.856	0%	2	1%	0%	2	1.2
2021-09	27	7	20	9.1	280	247	45%	2.4	74%	4.851	0%	0	1%	1%	2	1.0
2021-08	28	8	20	5.0	164	141	27%	2.1	71%	4.795	1%	0	2%	0%	1	0.6
2021-07	22	8	14	6.9	173	151	24%	2.1	67%	4.917	0%	0	0%	0%	0	0.6
2021-06	23	5	18	10.6	256	243	40%	2.2	78%	4.872	0%	0	1%	1%	1	0.8
2021-05	23	6	17	8.0	195	183	26%	2.2	84%	4.920	0%	0	1%	0%	1	0.7
2021-04	23	5	18	9.2	228	212	37%	2.2	83%	4.933	0%	0	1%	0%	3	0.8
2021-03	22	6	16	12.4	299	273	45%	2.1	82%	4.965	0%	0	2%	0%	1	1.0
2021-02	17	6	11	9.6	172	163	21%	2.1	83%	4.952	1%	0	1%	0%	0	0.7
2021-01	26	8	18	8.3	234	217	33%	2.2	86%	4.987	0%	2	0%	1%	0	0.9
2020-12	21	4	17	8.4	203	177	26%	2.0	82%	4.966	0%	0	1%	1%	0	0.7
2020-11	30	11	19	9.2	299	276	40%	2.2	87%	4.981	0%	2	3%	1%	2	1.1
2020-10	27	12	15	9.2	266	249	43%	2.2	78%	4.955	0%	3	6%	4%	1	0.9
2020-09	36	33	3	5.9	228	212	44%	2.2	69%	4.866	0%	5	3%	4%	7	0.8
2020-08	3	3	0	1.3	4	4	0%	0.0	43%	4.667	0%	0	0%	0%	0	0.1



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**MEETING DATE:** August 8, 2023  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Electronic Sign Update**

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## **BACKGROUND**

At the January 24, 2023 Regular Council Meeting, Administration presented the Electronic Sign Policy 167.23 for approval. The Policy references our Electronic Sign Advertising Contract which includes the weekly rates to advertise on the sign based on whether the advertiser is a non-profit organization, local sports team, local business or regional business. A copy of the Policy and Electronic Sign Advertising Contract is attached.

## **DISCUSSION**

In the six months following the approval of the Electronic Sign Policy, the Town has received \$388.50 in advertising revenues. A total of \$189.00 was received from a regional business advertising for 3 weeks and \$199.50 from four non-profit businesses advertising for a collective 19 weeks.

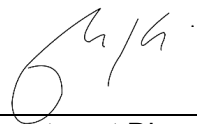
Although revenues seem modest, Administration remains committed to providing advertising for our local organizations and businesses using the current rate structure. We are hopeful to see more advertising as more businesses/organizations become aware of this advertising option. Administration is considering incentives to help promote advertising on our electronic sign.

## **ATTACHMENTS**

- *Electronic Sign Policy 167.23*

## **APPROVALS**

  
\_\_\_\_\_  
Kim Isaak, Chief Administrative Officer

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

<b>Policy No.:</b>	<b>167.23</b>	<b>Council Approval:</b> <b>January 24, 2023</b>  <b>Resolution No.: 029/23</b>  <b>Date: January 24, 2023</b>
<b>Policy Title:</b>	<b>Electronic Sign</b>	
<b>Department:</b>	Corporate Services	
<b>Reviewed:</b>		
<b>Revised:</b>	January 24, 2023	
<b>Supersedes</b>		
<b>Policy/Bylaw:</b>	217/11 Community Event Sign	

## 1. Policy Statement

- 1.1 The Town of Blackfalds electronic sign boards are utilized to engage and inform the community residents and visitors about upcoming events, functions, celebrations, and other important news.

## 2. Reason for Policy

- 2.1 This Policy will allow staff, advertisers, public, and community groups a clear and concise requirement of what can be posted on the two (2) town-owned electronic signs.

## 3. Definitions

- 3.1 Highway 2A Electronic Sign refers to the electronic sign located on the west side of Highway 2A.
- 3.2 Broadway Avenue Electronic Sign refers to the electronic sign located at the intersection of Broadway Avenue and East Railway Street.

## 4. Responsibilities

- 4.1 Municipal Council to:
- 4.1.1 Approve by resolution this policy and any amendments.
  - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.2 Chief Administrative Officer to:
- 4.2.1 Implement this policy and approve procedures.
  - 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.4 Manager to:
  - 4.4.1 Understand and adhere to this policy and procedure.
  - 4.4.2 Ensure employees are aware of this policy and procedure.
- 4.5 All Employees to:
  - 4.5.1 Understand and adhere to this policy and procedure.
- 4.6 All Advertisers to:
  - 4.5.2 Understand and adhere to this policy and procedure.

## **5. Appendix**

- 5.1 Electric Sign Board Advertising Contract

## **6. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> 167.23 <b>Policy Title:</b> <b>Electronic Sign Policy</b> <b>Department:</b> <b>Corporate Services</b>
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## **1. Preamble**

- 1.1 The Town of Blackfalds has two (2) electronic signs that vary performance and programming. The electronic sign on Highway 2A has enhanced graphic capabilities and programming vs the electronic sign on Broadway Avenue which has limited graphics. The electronic sign system on Broadway Avenue will only be utilized for municipal messaging.

## **2. Electronic Sign Messaging**

- 2.1 The Town reserves the right to determine message priority, display time, display order, and wording.
- 2.2 The electronic sign boards will be changed once per week.
- 2.3 The Town of Blackfalds messaging and advertising takes precedence over all other advertising.
  - 2.3.1 In the case of an emergency, all notifications can/will come down to allow for the posting of a message from the Town of Blackfalds.

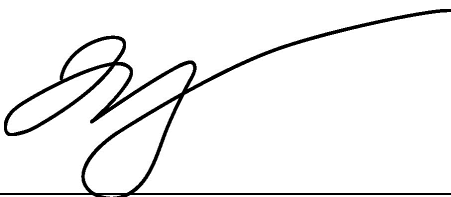
## **3. Community Use**

- 3.1 Advertising contract/prices will only pertain to the Highway 2A Electronic Sign, as the Broadway Electronic Sign does not allow for customization and will only be for Town of Blackfalds use.
- 3.2 Messages from community groups and businesses (both profit and non-profit) will be allowed on the 2A Electronic Sign
- 3.3 The Town will provide a maximum of two (2) slots per advertiser per week.
- 3.4 The Town will determine the final layout and design of all messages and reserves the right to modify and/or remove all messages.
- 3.5 Messages will be considered on a first come, first serve basis.
  - 3.5.1 No one is guaranteed a space on the electronic sign board.
  - 3.5.2 The length of time displayed will depend on the number of messages.
  - 3.5.3 Messages will be up on the electronic sign board a minimum of one week (7 days).
  - 3.5.4 There will be a limit of 20 adverts per week (10 businesses, 10 community groups).
  - 3.5.5 The fees for advertising on the electronic sign are set by the Town of Blackfalds for a maximum of seven (7) day increments and must be paid prior to advertising.
- 3.6 Ad appropriateness is at the discretion of the Town of Blackfalds.

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- 3.7 The Town will not solicit or accept advertising or sponsorship from companies whose reputation could prove detrimental to the Town's public image and/or whose main business is derived from:
- 3.7.1 The sale of tobacco
  - 3.7.2 Pornography
  - 3.7.3 Represents political endorsement of a party, elected representative or candidate, or candidate from any level of government
  - 3.7.4 The Town will not allow advertising or sponsorship, either directly or through third party arrangements that:
    - 3.7.4.1 Convey a negative religious message that might be deemed prejudicial to religious groups
    - 3.7.4.2 Present demeaning or derogatory portrayals of individuals or groups or contain anything, which, considering generally prevailing community standards, is likely to cause deep or widespread offence
- 3.8 Alcohol and cannabis related advertising/promotions must abide by the Alberta Gaming, Liquor and Cannabis' Liquor Licensee Handbook (Section 7 and 8).
- 3.9 The Town of Blackfalds is not responsible for any malfunctions to the sign boards beyond our control. Best efforts will be made to provide an equivalent schedule of advertisements upon repair.
- 3.10 The Town of Blackfalds reserves the right to limit messages for events held on a regular basis, i.e., weekly, or monthly events. This is to ensure fair opportunity for all groups wishing to display a community message.
- 3.11 The Town of Blackfalds is not responsible for verifying the accuracy of information except for municipal information.
- 3.12 The Town may, at its discretion, bring any proposals to Council for their approval even if they do not meet the guidelines of this policy. Council may also consider any proposal or direct staff to pursue any opportunities for advertising and sponsorship that do not strictly adhere to this policy.

#### **4. End of Procedure**

#### **Approval**



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Chief Administrative Officer

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Date

Name of Company/Group				Date
Address:			Contact Name(s):	
Email:			Contact Number(s):	
Ads are booked in 1 week increments (Mon - Sun)				
Campaign Start Date:	Month	Day	Year	Total number of weeks to run:
Campaign End Date:	Month	Day	Year	
				Number of ads (max of 2 ads, 2 slides per ad):

All contracts are payable monthly in advance.  
 The Town of Blackfalds reserves the right to disapprove all ads.  
 The Town of Blackfalds is not responsible for loss of signal due to power outages or other circumstances beyond its control.  
 In the event of signal loss, best efforts will be made to provide an equivalent schedule of advertisements.

Ads				# of Ads	Total weeks	Total Cost
Ads must be upload-ready and provided as a 352 x 224 pixel jpeg image. All ads must be in for review 7 days prior to posting.						
Non-Profit	Local Sports Teams	Local Businesses	Regional Businesses			
\$10 / week	\$20 / week	\$50 / week	\$60 / week			\$
<b>Cheques payable to : Town of Blackfalds</b> <b>Mail to: Box 220   5018 Waghorn Street</b> <b>Blackfalds, AB   T0M0J0</b> <b>Payment methods accepted are VISA/Mastercard by phone, or in-office payment.</b>				Sub Total		\$
				G.S.T		\$
				Total		\$

**Please send ads to [marketing@blackfalds.ca](mailto:marketing@blackfalds.ca) or email us if you have any questions!**  
**Attach your business license or registered non-profit license to the signed contract before sending.**

Town of Blackfalds

Authorized Client Signature

**By signing this contract, you are agreeing to the conditions, terms, and representations listed in the Electronic Sign Policy #167.23**

*Personal information collected on this form will be used to facilitate contact and to process requests to advertise on the Town's electronic signage. This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the FOIP Act. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at [foip@blackfalds.com](mailto:foip@blackfalds.com) or by phone at 403.885.6370.*

## MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on July 25, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

### MEMBERS PRESENT

Mayor Jamie Hoover (*arrival virtually 8:02 p.m.*)  
Deputy Mayor Brenda Dennis  
Councillor Jim Sands  
Councillor Edna Coulter  
Councillor Rebecca Stendie  
Councillor Marina Appel  
Councillor Laura Svab

### ATTENDING

Justin de Bresser, Interim Chief Administrative Officer  
Rick Kreklewich, Director of Community Services  
Darolee Bouteiller, Financial Services Manager  
Laura Thevenaz, Manager of Infrastructure Services  
Jolene Tejkl, Planning & Development Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

### REGRETS

Preston Weran, Director of Infrastructure and Property Services

### MEDIA

None

### OTHERS PRESENT

Mandi Gerhardt

### CALL TO

**ORDER:** Deputy Mayor Dennis called the Regular Council Meeting to order at 7:00 p.m.

### TREATY SIX LAND ACKNOWLEDGEMENT

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

### ADOPTION OF AGENDA

**242/23** Councillor Svab moved That Council adopt the July 25, 2023 Agenda as presented.

**CARRIED UNANIMOUSLY**

### DELEGATION

#### Front Parking Pads, Mandi Gerhardt

Mandi Gerhardt presented to Council concerns and challenges relating to her desire to develop a front parking pad at her residence to alleviate some of the frustrations of parking due to an increase in parking needs by the Eagle Builders Centre.

### PUBLIC HEARING

None

### BUSINESS ARISING FROM MINUTES

None

**MINUTES**

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**BUSINESS**

**CAO Report**

Interim CAO de Bresser reviewed the various organizational operations and activities during the month of July 2023.

- 243/23** Councillor Sands moved That Council accept the CAO Report as information.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1288.23 - CAO Appointment Bylaw - Kim Isaak**

Interim CAO de Bresser presented Bylaw 1288.23 – CAO Appointment Bylaw, First, Second and Third and Final Reading, appointing Kim Isaak as Chief Administrative Officer for the Town of Blackfalds.

- 244/23** Councillor Appel moved That Council give First Reading to Bylaw 1288.23 – CAO Appointment Bylaw, appointing Kim Isaak as the Chief Administrative Officer effective August 1<sup>st</sup>, 2023, as presented.

**CARRIED UNANIMOUSLY**

- 245/23** Councillor Stendie moved That Council give Second Reading to Bylaw 1288.23 – CAO Appointment Bylaw, appointing Kim Isaak as the Chief Administrative Officer effective August 1<sup>st</sup>, 2023, as presented.

**CARRIED UNANIMOUSLY**

- 246/23** Councillor Sands moved That Council give unanimous consent for Third Reading to Bylaw 1288.23 – CAO Appointment Bylaw, appointing Kim Isaak as the Chief Administrative Officer effective August 1<sup>st</sup>, 2023, as presented.

**CARRIED UNANIMOUSLY**

- 247/23** Councillor Svab moved That Council give Third and Final Reading to Bylaw 1288.23 – CAO Appointment Bylaw, appointing Kim Isaak as the Chief Administrative Officer effective August 1<sup>st</sup>, 2023, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Updates to Signing Authority**

Manager Bouteiller brought forward a request to update the Town of Blackfalds signing authority for the banking activities, investment activities, and CRA Accounts.

- 248/23** Councillor Svab moved That Council move to direct Administration to update the signing authority at Servus Credit Union for the Town of Blackfalds by adding Kim Isaak, CAO, Rick Kreklewich, Director of Community Services, and Edna Coulter, Councillor, as authorized representatives for the Town.

**CARRIED UNANIMOUSLY**

- 249/23** Councillor Sands moved That Council move to direct Administration to update the signing authority at ATB, CIBC, and the CRA by adding Kim Isaak, CAO, and Rick Kreklewich, Director of Community Services, as authorized representatives of the Town.

**CARRIED UNANIMOUSLY**

- 250/23** Councillor Stendie moved That Council move to direct Administration to instruct Servus Credit Union, ATB, CIBC and the CRA to remove Myron Thompson, retired CAO, Sean Barnes, former Director of Community Services as well any previously elected officials that are not current, from the authorized signers group.

**CARRIED UNANIMOUSLY**



**MINUTES**

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**Request for Decision, Quarterly Financial Reports for the Period Ending June 30, 2023**

Manager Bouteiller presented to Council the Quarterly Financial Reports for the 2<sup>nd</sup> Quarter of 2023 and the Period Ending June 30, 2023.

- 251/23** Councillor Coulter moved That Council accept the Operating Statement and Variance report for the three-month period ending June 30, 2023, as information.

**CARRIED UNANIMOUSLY**

- 252/23** Councillor Svab moved That Council accept the Capital Project Report for the period ending June 30, 2023, as information.

**CARRIED UNANIMOUSLY**

- 253/23** Councillor Sands moved That Council accept the Council Expenditure Report for the period ending June 30, 2023, as information.

**CARRIED UNANIMOUSLY**

**Request for Decision, Proposed Capital Project - Transfer Station Remediation & Upgrades**

Manager Thevenaz brought forward the capital project proposal of a Transfer Station and Remediation & Upgrade Capital Project.

**ARRIVAL**

Mayor Hoover entered the Regular Council Meeting virtually at 8:02 p.m.

- 254/23** Councillor Sands moved That Council approve \$91,000 to conduct Phase 1 upgrades at the Transfer Station during 2023 to be funded through the Solid Waste Reserve.

**CARRIED UNANIMOUSLY**

- 255/23** Councillor Svab moved That Council instruct Administration to bring forward Phase 2 capital project for discussion at the 2024 Capital Budget discussions in the fall of this year.

**CARRIED UNANIMOUSLY**

**Request for Decision, Policy CP-170.23 - Public Participation**

Director Kreklewich presented Public Participation Policy CP-170.23 for Council's formal adoption.

Due to discrepancies within the Policy, Administration recommended tabling the item and bringing it back to a future Council Meeting with the corrected Policy.

**Request for Decision, Blackfalds Library Financial Services**

Director Kreklewich brought forward the Blackfalds Library Board's request to change their financial reviewer for 2023 and continuing after.

- 256/23** Councillor Svab moved That Council accept MNP for the Blackfalds Library financial services for the 2023 year and continuing after.

**CARRIED UNANIMOUSLY**

**Request for Decision, Directors' Quarterly Reports, 2nd Quarter of 2023**

Interim CAO de Bresser provided a review of the Directors' Quarterly Reports, 2nd Quarter of 2023.

- 257/23** Councillor Coulter moved That Council accept the Directors' second quarter reports for 2023 as information.

**CARRIED UNANIMOUSLY**

**MINUTES****Request for Decision, Minister of Education Appointment Congratulations and Meeting Request**

Interim CAO de Bresser brought forward the recommendation of forwarding a congratulatory letter to the Minister of Education Demetrios Nicolaides on his appointment and a request for a meeting with Council.

- 258/23** Councillor Stendie moved That Council move to direct Administration to prepare and forward a congratulatory letter to the Honourable Demetrios Nicolaides on the appointment as Minister of Education, and further, that Administration requests a meeting with Council and the Minister to discuss educational needs for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE****Letter from Black Press Media - Bill C-18**

Black Press Media wrote a letter to the Mayor and Council requesting their support for local news media by taking a stand against Bill C-18.

**INFORMATION**

- IRJC Open House - August 31, 2023

- 259/23** Councillor Stendie moved That Council direct Administration contact Nicole Rawlinson, Principal of IRJC and arrange a table for Council's attendance at the IRJC Open House on August 31, 2023.

**CARRIED UNANIMOUSLY**

- Family and Community Support Services Board Meeting Minutes - May 11, 2023
- City of Lacombe Highlights - July 10, 2023
- County of Lacombe Highlights - July 13, 2023

- 260/23** Councillor Coulter moved That Council accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE DISCUSSION**

Deputy Mayor and Council shared meetings and events attended from June 16 – July 15, 2023.

- 261/23** Councillor Svab moved That Council accept the Round Table Reports as information.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

- 262/23** Mayor Hoover moved That Council adopt the Regular Council Meeting Minutes from July 11, 2023, as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

Councillor Coulter indicated that she heard on the news that the Minister of Education is looking to improve school facilities in smaller communities.

**MINUTES**

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**RECESS**

Deputy Mayor Dennis called for a five-minute recess at 8:33 p.m.

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Deputy Mayor Dennis called the Regular Council Meeting back to order at 8:33 p.m.

**CONFIDENTIAL**

• **FOIP Section 21 – Disclosure Harmful to Intergovernmental Relations**

**263/23**

Councillor Stendie moved That Council move to a closed session commencing at 8:42 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** Mayor Jamie Hoover (virtual), Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab and Interim CAO Justin de Bresser.

**264/23**

Councillor Appel moved That Council move to come out of the closed session at 9:05 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Deputy Mayor Dennis called the Regular Council Meeting back to order at 9:05 p.m.

**Regular Council Meeting Attendance:** Mayor Jamie Hoover (virtual), Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab and Interim CAO Justin de Bresser.

**265/23**

Councillor Stendie moved That the Town of Blackfalds/Lacombe County Joint Economic Area agreement be approved as presented.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Deputy Mayor Dennis adjourned the Regular Council Meeting at 9:05 p.m.

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Brenda Dennis, Deputy Mayor

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Justin de Bresser, Interim CAO