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1. **Call to Order**
  2. **Land Acknowledgement**
    - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
  3. **Adoption of Agenda**
    - 3.1 Agenda for July 25, 2023
  4. **Delegation**
    - 4.1 Front Parking Pads, *Mandi Gerhardt*
  5. **Public Hearing**

None
  6. **Business Arising from Minutes**

None
  7. **Business**
    - 7.1 CAO Report (*verbal*)
    - 7.2 Request for Decision, Bylaw 1288.23 - CAO Appointment Bylaw - Kim Isaak (*First, Second and Third Reading*)
    - 7.3 Request for Decision, Updates to Signing Authority
    - 7.4 Request for Decision, Quarterly Financial Reports for the Period ending June 30, 2023
    - 7.5 Request for Decision, Proposed Capital Project - Transfer Station Remediation & Upgrades
    - 7.6 Request for Decision, Policy CP-170.23 - Public Participation
    - 7.7 Request for Decision, Blackfalds Library Financial Services
    - 7.8 Request for Decision, Directors' Quarterly Reports, 2nd Quarter Report
    - 7.9 Request for Decision, Minister of Education Appointment Congratulations and Meeting Request
  8. **Action Correspondence**
    - 8.1 Letter from Black Press Media - Bill C-18
  9. **Information**
    - 9.1 IRJC Open House - August 31, 2023
    - 9.2 Family and Community Support Services Board Meeting Minutes - May 11, 2023
    - 9.3 City of Lacombe Highlights - July 10, 2023
    - 9.4 County of Lacombe Highlights - July 13, 2023
  10. **Round Table Discussion**
    - 10.1 Mayor Hoover
    - 10.2 Deputy Mayor Dennis
    - 10.3 Councillor Sands
    - 10.4 Councillor Coulter
    - 10.5 Councillor Stendie
    - 10.6 Councillor Appel
    - 10.7 Councillor Svab
  11. **Adoption of Minutes**
    - 11.1 Minutes from the Regular Council Meeting on July 11, 2023
  12. **Notices of Motion**

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

None
  14. **Confidential**
    - 14.1 FOIP Section 21 – Disclosure Harmful to Intergovernmental Relations
  15. **Adjournment**
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## **Front Parking Pads**

### **July 25, 2023 Regular Council Meeting**

Dear Mayor Hoover and Councillors Appel, Coulter, Dennis, Sands, Stendie, and Svab,

Since the Eagle Builders Centre opened in 2021 it has been a well-known issue that the parking at the building is not suitable for the capacity of vehicles that attend games/events. Due to the lack of parking many residents on Lansdowne Avenue, Stanley Street, Womacks Road and Westwood Drive find themselves displaced being unable to park in front of their own homes.

In June 2023, I inquired with the Town regarding having a 1-vehicle concrete parking pad added to the front of my property while I was planning to redo the walkway leading up to my house. I was informed doing this would be in violation of the Land Use Bylaw with the reasoning of, "If your house does not have an attached garage we do not allow for front driveways/parking pads".

After being told my only option would be to apply for an amendment to the land use bylaw (costing \$1,200 with no guarantees) I decided to speak with other municipalities to see what suggestions they may have. It was brought to my attention that I could apply for a variance development permit and bring my issue to the Municipal Planning Commission. Unfortunately, when I went to discuss the submission of the permit to the Planning & Development department, they would not accept my permit for consideration because the motion that was passed by Council in 2009 regarding front driveways had never actually been added to the land use bylaw. Leaving me once again stuck without any feasible options.

I am asking Council to please consider rescinding or altering the motion that was made at the August 25, 2009, Regular Council Meeting (as it has yet to be added into the Land Use Bylaw 14 years later) to allow residents to put in a hard surfaced front parking pad in the front of their property without having an attached garage. I believe this will help alleviate some of the frustration felt by many residents in this area due to the lack of parking available at the Eagle Builders Centre.

Sincerely,

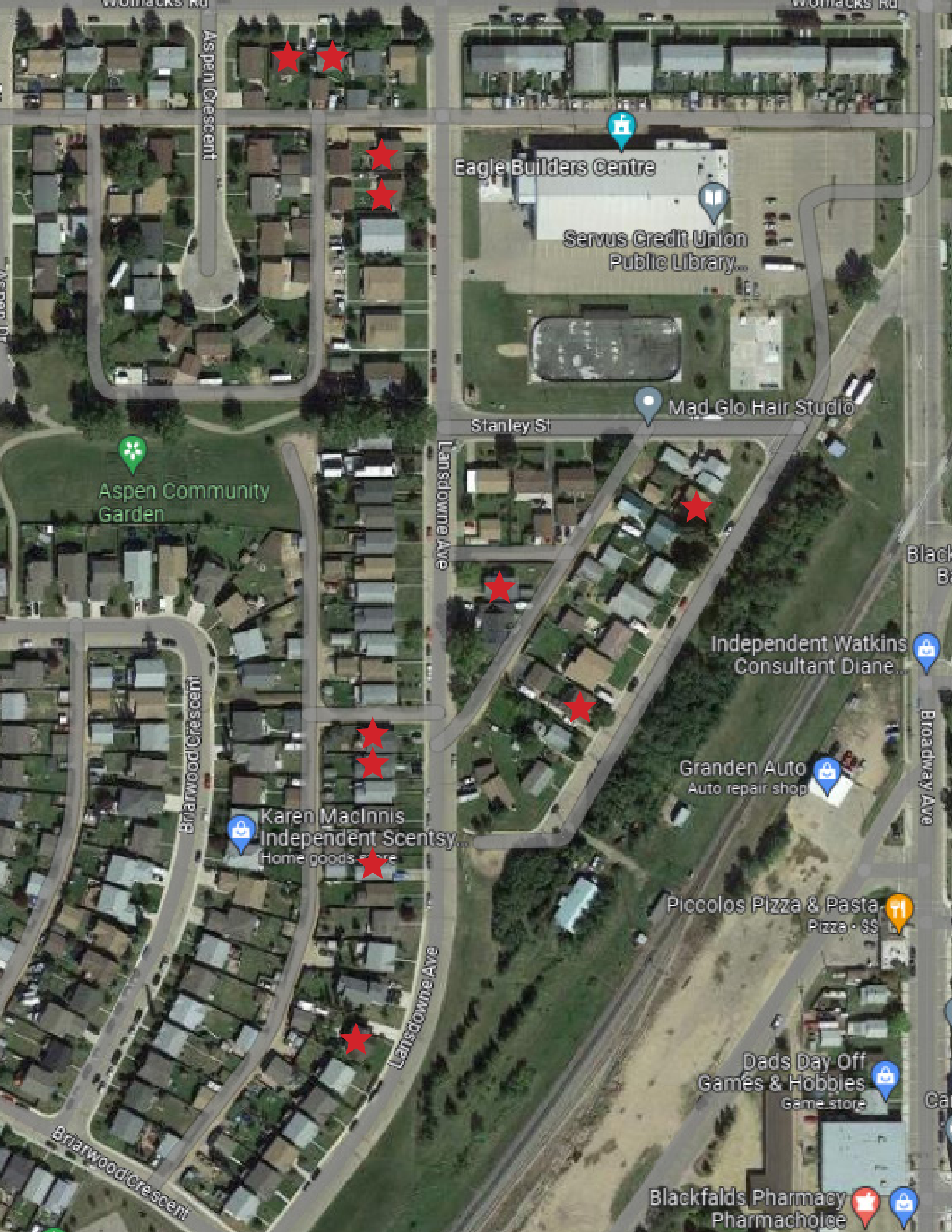
Mandi Gerhardt

Top View



Front View





Eagle Builders Centre

Servus Credit Union  
Public Library...

Mad Glo Hair Studio

Stanley St

Lansdowne Ave

Black  
B

Independent Watkins  
Consultant Diane...

Granden Auto  
Auto repair shop

Piccolos Pizza & Pasta  
Pizza • \$5

Dads Day Off  
Games & Hobbies  
Game store

Blackfalds Pharmacy  
Pharmachoice

Aspen Community  
Garden

Karen MacInnis  
Independent Scentsy...  
Home goods store

Briarwood Crescent

Lansdowne Ave

Broadway Ave

Briarwood Crescent





**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
TUESDAY, AUGUST 25, 2009 (7:00 p.m.)**

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**RES. 233/09**

Councillor Stefaniszyn moved to proceed to third and final reading.

**CARRIED UNANIMOUSLY**

**RES. 234/09**

Councillor Taylor moved third and final reading of Bylaw 1090/09.

**CARRIED UNANIMOUSLY**

**Front Driveways**

Planning Manager Topolnitsky presented information regarding front driveways. This information was reviewed in detail at the Standing Committee and is being brought forward in final draft format for Council approval.

For driveways constructed prior to June 2001, they would be allowed to remain and the residents would be able to improve the driveways with hard surfacing as defined in the Land Use Bylaw and approved by the Planning and Development Department

1. Should those owners of the lots with driveways constructed prior to 2001 wish to make any improvements to their property that requires either a development or building permit, then that property would be required to conform with the Land Use Bylaw in force at the time and would be required to bring the parking into conformance with the Bylaw (no front yard driveways unless they are an access to an attached garage)
2. For properties that constructed a driveway after June 2001, these will be reviewed by the Planning and Development Department and be required to be brought into conformance with the present Land Use Bylaw.
3. With respect to the aforementioned, the exception to this will be properties with no rear lane access, which will be reviewed on an individual basis.
4. Garages that are constructed in the rear of the property, with a front driveway access, where there are no rear lanes, will be required to hard surface the driveway from the road to the garage.
5. Where a resident has an approved driveway which provides front access to an attached garage and is requesting that he/she be able to park on a gravel extension of the driveway, they will be required to apply for a development permit (no charge) and a condition of approval for allowance of parking on this area will be that the extension of the parking area will be required to be hard surfaced to the satisfaction of the Development Officer. This will ensure that the whole front yard does not become a parking lot, which will be detrimental to the amenities of the neighborhood.

Councillor Poole recommended that Points 1 and 2 be removed from the proposed recommendations. Mayor Stol stated that Point 1, needs to stay as it is the basis for the recommendation and the most important point.

Discussion took place on various scenarios and homes throughout Town that this new policy would affect.

Councillor Poole stated that Council needs to take a more common sense approach to these changes.

Councillor Poole recommended that Point 2 be removed from the proposal and changed to state that properties built prior to June 2001 will be exempt from front driveway provisions in the Land Use bylaw and considered conforming properties.

Planning and Development Manager Topolnitsky stated they are non conforming properties and it may be better to state as *non conforming properties that may be developed but do not require a conformance – if minor renovations took place*. Councillor Poole agreed to this amendment.

**RES.331/09**

Councillor Willis moved to approve the Front Driveways Policy as recommended by the Planning Department.

**CARRIED**

**RES.332/09**

Councillor Stefaniszyn moved that the addition of garages be included as a reason why properties would need to conform.

**CARRIED**

**RES.333/09**

Councillor Poole moved that Point 2 be removed from the proposal and recommended that properties built prior to June 2001 will be exempt from front driveway provisions in the Land Use bylaw and considered non-conforming properties that will not require conformance, if any renovations that require a development permit or building permit undertaken to the property, however, if the property is going to be rebuilt with an addition to the square footage of the existing home or by adding a detached garage then conformance to the front driveway portion of the bylaw will be required.

**CARRIED**

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**MEETING DATE:** July 25, 2023

**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator

**PRESENTED BY:** Justin de Bresser, Interim Chief Administrative Officer

**SUBJECT:** Bylaw 1288.23 - CAO Appointment Bylaw - Kim Isaak

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## **BACKGROUND**

The current Interim Chief Administrative Officer, Justin de Bresser, was selected as an Interim CAO during the recruitment process as the former CAO, Myron Thompson, retired from the position of Chief Administrative Officer effective March 31<sup>st</sup>, 2023. Recruitment efforts commenced resulting in a newly selected Chief Administrative Officer, Kim Isaak.

## **DISCUSSION**

Section 205 of the *Municipal Government Act* (MGA) requires Council to appoint a person to carry out the powers, duties, and functions of the position of the Chief Administrative Officer.

Council was pleased to announce that Ms. Kim Isaak had been selected as the new Chief Administrative Officer (CAO) for the Town of Blackfalds, and she will be assuming her new role and responsibilities on August 1, 2023.

Ms. Isaak brings over 25 years of direct municipal government experience with two municipalities across two provinces. Having worked her way up the administrative ranks within the District of Tumbler Ridge, BC, she spent approximately half of her seventeen-year tenure with the District, serving in a senior leadership capacity (including as the Corporate Officer, Deputy CAO, and eventually as the CAO). In 2012, Ms. Isaak moved to Alberta to take on a General Manager role with a substantially larger community, the City of Camrose. Within three years of arriving in Camrose, she stepped up to assist the Council for a six-month stint as the Acting City Manager while the search for a permanent City Manager was underway. Following that process, she was promoted to serve in the newly created position of Deputy City Manager.

In addition to her broad senior-level local government experience, Ms. Isaak possesses her professional CLGM (Certified Local Government Manager) designation, several relevant diplomas and certificates focused on local government and leadership, as well as many other pertinent courses and training.

Council is confident that Ms. Isaak will be a significant asset to the administrative team within the Town. Town Council wishes to thank Mr. Justin de Bresser, who stepped up and served as the Acting CAO following the retirement of long-serving CAO Mr. Myron Thompson this past March.

**ADMINISTRATIVE RECOMMENDATION**

1. 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.
1. 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.
2. 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.
3. 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.

**ALTERNATIVES**

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

**ATTACHMENTS**

- *Bylaw 1170.14 - Chief Administrative Officer – CAO's Bylaw*
- *Bylaw 1288.23 - CAO Appointment Bylaw*

**APPROVALS**



Justin de Bresser, Interim Chief  
Administrative Officer



Department Director/Author



## TOWN OF BLACKFALDS BYLAW 1170/14

A BYLAW OF THE TOWN OF BLACKFALDS TO ESTABLISH AND DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER AND PROVIDE FOR THE APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER AS A DESIGNATED OFFICER.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being chapter M-26.203 of the Revised Statutes of Alberta 1994 and amendments thereto, to rescind Bylaw 717/92 establishing the position of the Chief Administrative Officer.

WHEREAS:

1. Section 205(1) of the Municipal Government Act, RSA 2000, Chapter M-26, as amended (hereinafter referred to as the "Act") allows a Council to establish by by-law a position of chief administrative officer;
2. Section 205(2) of the Act, every council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer;
3. Municipal Council deems it necessary and expedient to rescind Bylaw 717/92.

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

### 1. SEVERABILITY

If any provision of this bylaw is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this bylaw or any documents which form part of the bylaw or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.

### 2. DEFINITIONS

In this Bylaw:

- (a) "Act" means the Municipal Government Act, RSA 2000, Chapter M-26 as may be amended from time to time or any legislation which replaces the Act and includes any regulation to the Act or to any replacement legislation;
- (b) "CAO" means the Chief Administrative Officer;
- (c) "Council" means the Council of the Town of Blackfalds;
- (d) "Director" means those positions in the second line level as set out in the current organizational chart;
- (e) "Town" means the municipal corporation known as the Town of Blackfalds.

### 3. TITLE

This Bylaw may be referred to as the "CAO's Bylaw".

### 4. ESTABLISHMENT OF THE POSITION OF CAO

- (a) Pursuant to the provisions of Section 205 of the Act, Council hereby establishes the position of Chief Administrative Officer;
- (b) Council by Bylaw shall appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer.

### 5. APPOINTMENT

- (a) There shall be for the Municipality, a CAO who shall be appointed by bylaw of Council, and who shall carry out any and all of the administrative duties and other duties as Council has the power to delegate as set out in the Act and such other





## TOWN OF BLACKFALDS BYLAW 1170/14

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administrative duties as may have priority to this Bylaw or hereafter from time to time be vested, conferred, or delegated in, upon and to the CAO by Bylaw of Council;

- (b) The Council may, by Bylaw, appoint an acting CAO, and prescribe the duties, who shall act during illness, absence or other incapacity that may prevent the CAO from performing the duties of his or her office;
- (c) The CAO shall designate an Acting CAO in planned absences from the office for any period longer than one day and equal to or less than 30 days.

### 6. RESPONSIBILITY/AUTHORITY

- (a) The CAO is responsible to the Council for the overall administration of municipality in accordance with objectives, policies and plans approved by Council. In carrying out these responsibilities, the CAO shall work in close liaison with the Mayor and supervise administrative personnel in the performance of their duties. He or she shall direct, control, and coordinate the activities of the various departments.

### 7. PERSONNEL ADMINISTRATION

- (a) Responsibilities and Criteria in the Hiring Process
  - a. The Chief Administrative Officer will be responsible for coordinating the advertising of job positions in the organization;
  - b. Oversee the final screening of applications for municipal competitions and be part of the final screening of those applications for which he/she is responsible;
  - c. All employees of the Municipality shall be appointed or engaged for employment on the basis of qualifications, experience and merit.
- (b) Responsibilities Relating to Discipline and Discharge
  - a. The Chief Administrative Officer is responsible for the direction, coordination and administration of all matters pertaining to personnel in accordance with the personnel policy provisions adopted by council;
  - b. The Chief Administrative Officer will discipline and discharge Employees under his/her supervision in accordance with the Discipline and Discharge provision in the Municipalities Personnel Policy. In any event, the CAO will have the power to recommend the termination of Department Heads to Council. Council must ratify such recommendations.

### 8. DELEGATION OF CAO

- (a) It is expressly implied that Council authorizes the CAO to delegate such responsibility as herein assigned to his or her office for the purpose of establishing an efficient and workable administrative structure. The delegation of authority shall be Directors, Managers, and officials of the municipality provided that it is in keeping with provisions of this Bylaw, and is not inconsistent with the Act or any other Act of the Province of Alberta. In all instances, Council shall hold the CAO responsible for his or her duties;
- (b) To the extent that it is necessary to bring to bear on a given subject several disciplines, the CAO is hereby authorized to establish committees of employees for the proper and efficient administration of the municipal business. Such committees may be used for coordination of daily operations as well as for the furnishing of full information to Council upon inquiry.

### 9. ORGANIZATION

- (a) The organization chart, as approved by Council from time to time, shall indicate the reporting and responsibility structure of the municipality;



## TOWN OF BLACKFALDS BYLAW 1170/14

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- (b) Except for the purpose of official inquiry, and emergency, the Council shall deal with and control the administrative service through the CAO and the Council shall as normal practice require that its directives be carried out through the offices of the CAO.

### 10. POWERS AND DUTIES

- (a) Without limiting the Administrative powers of the CAO, the CAO shall:
- (i) hire as per approved budget, appoint, promote, suspend, demote or remove any employee from any position in the Town with notice to Council (preferably prior notice);
  - (ii) determine salaries, benefits, hours of work and other working conditions of Town employees;
  - (iii) ensure that performance reviews are completed for all employees on an annual basis;
  - (iv) develop and recommend, for Councils' approval, bylaws and policies dealing with non-administrative matters as directed by Council;
  - (v) implement all policies and programs of the Town;
  - (vi) develop, approve, and implement policies, procedures, and practices dealing with administrative matters;
  - (vii) prepare and submit to Council, draft budgets for annual operating and capital programs, after working with department heads in order to meet his or her understanding of Council guidelines;
  - (viii) monitor and report on the operating and capital budgets;
  - (ix) advise and inform Council or Council Committees on the operation and affairs of the Town, through direct communication;
  - (x) prepare and submit such reports and recommendations as may be required by Council or Council committees;
  - (xi) subject to Council approval;
    - (a) create or eliminate any Town departments
    - (b) negotiate any collective agreements or similar documents
  - (xii) provide quasi or initial legal advice within areas of expertise; and/or hire or retain legal counsel on behalf of the Town;
  - (xiii) participate as a prominent member of the team for economic development within the Town;
  - (xiv) provide public relations and generally promote the image of the municipality with the public and industry, including but not limited to dealing with the press and ensuring a positive image is presented by all employees;
  - (xv) Act as the Head of the Local Public Body for the purposes of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 and amendments thereto.
- (b) The CAO or delegate shall attend all meetings of Council and Council Committees as required, or those that are considered advisable to attend, unless excused there from;





TOWN OF BLACKFALDS  
BYLAW 1170/14

- (c) The CAO shall perform such other duties and functions and exercise such other powers as may be required for the effective administration of the Town including but not limited to entering into all contracts, agreements and transactions required for the effective operation of the Town provided that no action requires an expenditure of money that has not been included in an approved operating or capital budget or otherwise authorized by Council. Any reallocation, reassignment or adjustment of dollars from the operating or capital budget must be taken back to Council for approval;
- (d) Unless otherwise specified in a bylaw creating a position of Designated Officer, the CAO shall be deemed to be appointed a designated officer under any statute or bylaw which permits or requires the Town to appoint a designated officer. The CAO may delegate any of the powers, duties, or functions given to the CAO position by Bylaw, the Act, or any other enactment to any employee of the Town. The CAO is responsible to ensure that any re-delegation of power, duty or function is properly exercised and carried out;
- (e) The CAO may take whatever actions or measures are necessary to respond to an emergency.

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

READ for a First time this 30<sup>th</sup> day of JANUARY, A.D., 20 14.

(RES NO. 15/14)

  
Mayor Melodie Stoll

  
Acting CAO Sean Barnes

READ for a Second time this 30<sup>th</sup> day of JANUARY, A.D., 20 14.

(RES NO. 16/14)


  
Mayor Melodie Stoll

  
Acting CAO Sean Barnes

READ for a Third and Final time this 30<sup>th</sup> day of JANUARY, A.D., 20 14.

(RES NO. 18/14)

  
Mayor Melodie Stoll

  
Acting CAO Sean Barnes

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO  
APPOINT A CHIEF ADMINISTRATIVE OFFICER**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of appointing a Chief Administrative Officer to fill the vacancy of the Chief Administrative Officer for the Town of Blackfalds.

**WHEREAS**, pursuant to Part 6 of the MGA, RSA 2000, Section 205, every council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer.

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

**PART 1 – TITLE**

1.1 That this Bylaw shall be cited as the “**CAO Appointment Bylaw**”.

**PART 2 - APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER**

2.1 Kim Isaak is hereby appointed to the position of Chief Administrative Officer for the Town of Blackfalds, effective August 1, 2023.

2.2 Kim Isaak takes an Oath of Office and confidentiality that shall be attached and forms part of Bylaw 1288.23.

2.3 That the Town of Blackfalds Municipal Council deems it necessary and expedient to rescind Bylaw 1279.23, effective August 1, 2023.

**PART 3 - DATE OF FORCE**

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

READ for the first time this 25<sup>th</sup> day of July, A.D. 2023.

(RES.     )

\_\_\_\_\_  
**DEPUTY MAYOR  
BRENDA DENNIS**

\_\_\_\_\_  
**INTERIM CAO  
JUSTIN DE BRESSER**

READ for the second time this 25<sup>th</sup> day of July, A.D. 2023.

(RES.     )

\_\_\_\_\_  
**DEPUTY MAYOR  
BRENDA DENNIS**

\_\_\_\_\_  
**INTERIM CAO  
JUSTIN DE BRESSER**

READ for the third and final time this 25<sup>th</sup> day of July, A.D. 2023.

(RES.     )

\_\_\_\_\_  
**DEPUTY MAYOR  
BRENDA DENNIS**

\_\_\_\_\_  
**INTERIM CAO  
JUSTIN DE BRESSER**



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**OATH OF OFFICE**

I, Kim Isaak, do solemnly swear that I will faithfully and to the best of my ability, execute, according to law, the office of Chief Administrative Officer for the Town of Blackfalds.

Sworn before a Commissioner of Oaths  
At the Town of Blackfalds,  
In the Province of Alberta  
the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Commissioner for Oaths in and  
For Alberta

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

DRAFT

**MEETING DATE:** July 25, 2023

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

**PRESENTED BY:** Justin de Bresser, Interim Chief Administrative Officer

**SUBJECT:** **Updates to Signing Authority**

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## **BACKGROUND**

In the normal course of business, The Town of Blackfalds requires updated signing authority for the banking activities, investment activities, and CRA Accounts.

## **DISCUSSION**

Banking operations for the Town of Blackfalds are conducted through the Servus Credit Union and require dual signatures from Elected Officials and Administration. Typically, this means the Mayor signs as the Elected Official and the CAO signs as Administration for all banking transactions. In the event that the Mayor is absent, the Deputy Mayor or an alternate Councillor will sign as the Elected Official. In the absence of the Chief Administrative Officer (CAO), additional signers on behalf of Administration would be the Director of Corporate Services (Acting CAO), the Director of Community Services and the Manager of Financial Services.

Investment activities with the Town of Blackfalds are carried out by Administration in compliance with the investment policy. Currently, the Town of Blackfalds has accounts with ATB and CIBC Wood Gundy for investment purposes, which requires dual signatures by Administration. Positions assigned by Administration are limited to Chief Administrative Officer (CAO), Director of Corporate Services (Acting CAO), Director of Community Services and the Manager of Financial Services.

Communications with the Canada Revenue Agency is necessary on a variety of business matters including statements on GST and payroll remittance statements. All communications with CRA are now being sent electronically, and they have strict regulations on who they will communicate with and what information will be shared regarding corporate accounts. Therefore, the authorized names must be approved by Council and then sent to CRA. Administrative Positions assigned with access to the CRA are Chief Administrative Officer (CAO), Director of Corporate Services (Acting CAO), Director of Community Services and the Manager of Financial Services.

With the new Chief Administrative Officer commencing employment on August 1, along with other internal changes that have transpired, an update to the signing authority is needed.

We recommend additions for signing authority at the Servus Credit Union Accounts:

- Kim Isaak, CAO (new employee);
- Rick Kreklewich, Director of Community Services, from his recent internal move; and
- Edna Coulter, Councillor, from the by-election.

We further recommend that the following signers be removed from the Servus Credit Union accounts:

- Myron Thompson (retired CAO);
- Sean Barnes, EBC Manager (previously Director of Community Services); and
- Any previously elected officials that are not current.

Administration also recommends that the following Administrative signers be added to the investment account profiles and CRA accounts:

- Kim Isaak, (newly appointed CAO); and
- Rick Kreklewich, Director of Community Services

### **FINANCIAL IMPLICATIONS**

None.

### **ADMINISTRATIVE RECOMMENDATION**

1. 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.
2. 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.
3. 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, from the authorized signers group.

### **ALTERNATIVES**

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

### **ATTACHMENTS**

None.

### **APPROVALS**

  
\_\_\_\_\_  
Justin de Bresser, Interim Chief  
Administrative Officer  
\_\_\_\_\_  
Department Director/Author

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**MEETING DATE:** July 25, 2023

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

**PRESENTED BY:** Darolee Bouteiller, Financial Services Manager

**SUBJECT:** **Quarterly Financial Reports for the Period Ending June 30, 2023**

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## **BACKGROUND**

The Quarterly Financial Reports for the period ending June 30, 2023, are attached. Together these reports represent the financial activities of the municipality during the period year to date.

The Operating Statement of Revenue & Expenditures (Appendix A) gives a high-level view of revenues and expenditures incurred to date, the variance between the annual budget and the actual as a percentage of the budget. These main indicators will identify areas of concern or anomalies.

The Divisional Statement and Variance Analysis (Appendix B) displays revenue and expenses in each department and gives a brief explanation for significant variances.

Capital Projects are reported for the year-to-date activity for the period ending June 30, 2023 (Appendix C). The report displays the prior years' approvals, approved budget from the capital plan, additional funding approvals, Expenditures to date and a brief update on the status of the projects.

Included in the financial reporting is the Council Expenditure report (Appendix D). This report displays the budget, Year-to-date expenses, variance and percent (%) of the budget by Councillor.

## **DISCUSSION**

The operating revenues recognized for the period ending June 30, 2023, are at \$11.8 M, which is 49.98% of the budgeted revenues, on track for this quarter. The operating expenditures are \$10.1M, which is 47.16% of the annual budgeted expenditures. This is slightly below the quarterly budgeted amount for the period. The Town is currently operating in a surplus position, \$1.6M before transfers to reserves. Due to the seasonal nature of the operations, most of the surplus will be absorbed in the future as seasonal activities occur.

Environmental Services revenue for the first quarter is \$3.9M or 50.72% of the annual budget. Expenses are \$3.3M or 47.93% of the budgeted amount, creating a surplus of \$651,646 current year to date. The surplus at the end of the year is transferred into the utility reserves for supporting utility maintenance projects. Environmental Services activity is on track for the year.

Appendix B provides a Divisional Variance Analysis to compare revenue, expenses, and surplus/deficit to the annual budget. Many of the department activities are slightly lower than the YTD average budget. The expenses are affected by seasonal activities, the timing of summer contracts, and lower staffing costs due to vacancies and leaves of absence.



**Revenues**

- Administration Revenue continues to be low YTD. There is no revenue generated from the Service Support Centre or program guide advertising YTD. Business license revenue is approximately 20% lower than the annual budget.
- Protective Services revenue is higher than the quarterly average due to by-law fines and fire service calls.
- Development Services' total revenue is lower than the YTD average. Higher than anticipated revenue in home-based business, safety code, plumbing, gas and electrical permit is offset by low revenues from permits, compliance certificates, and administration fees.
- Recreation Revenue is below the YTD average. Seasonal activities continue to impact the revenue results for this period, including general admission, day camp, swimming lessons, special events and camping revenue. Abbey Centre admissions were affected when poor air quality forced the closure of the outdoor facilities during this period.

**Expenses**

- Administration expenses are lower than the YTD average. This is mainly salaries and benefits due to the vacancy created by the retirement of the CAO. Travel & subsistence, contracted services and professional services continue to be lower than budget this YTD. But we fully anticipate these expenses will materialize by the end of the year.
- Protective Services Expenses are lower in the wages, benefits and WCB due to vacancies in Custodial Services and replacing with temporary services at a lower wage. Contracted general services are lower as compared to the YTD budget, and there is no concern here because these items are not tied to specific seasons and may occur in any period of the year as needed.
- Infrastructure Services expenses are lower due to vacancies and leaves in salaries, wages and benefits; many contracted expenses and street activities have not been expensed YTD.
- FCSS expenses continue to be low YTD but will be on track later in the year when programs are completed.
- Development Services expenses continue to be low, related to contracted services.
- Recreation and Parks costs are lower than the YTD budget amounts. The expectation is that these costs will increase over the remainder of the year.
- Environmental Services expenses are slightly below the YTD average. Lower costs for wages and benefits due to vacancies and costs related to contracted services have not yet been realized for the season.

Currently, the Town of Blackfalds operations are on track for 2023. Administration will continue to closely monitor and assess financial results as they arise.

**Capital Projects**

The Capital Budget consists of items that provide the Town with long-term benefit and/or service and ties directly into the long-term capital plan. The Capital Budget includes projects that are continuing from prior years and not yet completed \$6.2M, plus new funding approved with the capital plan \$4.9M, and additional capital approved throughout the year \$2.8M. The total Capital Budget is \$14M of which \$931,232 has been spent YTD.

Appendix C - Capital Projects, provides details of each capital project including prior year approvals, and funds remaining, additional approved budget amounts for 2023, amount spent to date, the amount of funds remaining, along with a simple update on the project status.

Projects that were carried over from prior years include Freightliner Pumper Truck, Womack Rd. & Gregg Street Realignment, Border Paving Plaza, McKay Ranch Lift Station, Northwest Storm System, and Hot tub tiling and Pool Equipment at the Abbey. New projects that have commenced include Vehicle Hoist & equipment, Light Trucks, and Abbey General Capital Projects such as HVAC and server room ventilation. Projects that have been completed this year include Council Chambers IT upgrades, Photocopier replacement, Support Services Centre shingles, Fire Department sign, washing machines, jaws of life, pavement quality study, and skid steer replacement.

The Town Capital Budget progress is closely monitored by Administration. If capital projects should require modifications in either scope or capital spending, the items will be brought forward to Council for approval and guidance.

**Council Expenditure**

The report on Council expenditures is included in Appendix D. This report shows the year-to-date actual expenses, the annual budget, and the variance as a dollar amount spent to date and as a percentage of the budget. Being the second quarter of the fiscal year, the expectation would be for expenses to be approximately 50% of the annual budget. All elected officials' honorariums are on track for the year, several Councillors' per diems are lower than the YTD budget, and many Councillors have not expended any funds on conferences and travel this year. We anticipate that these expenses will occur later in the year.

These reports have been brought forward to Council as information and are intended to provide an overview of the progress year to date.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the Operating Statement and Variance report for the three-month period ending June 30, 2023, as information.
2. That Council accept the Capital Project Report for the period ending June 30, 2023, as information.
3. That Council accept the Council Expenditure report for the period ending June 30, 2023, as information.


**ALTERNATIVES**

- a) That Council refers the report back to Administration for review.

**ATTACHMENTS**

- *Appendix A – June 30, 2023, Operating Statement of Revenue & Expenditure*
- *Appendix B – June 30, 2023, Division Statement & Variance Analysis*
- *Appendix C – June 30, 2023, Capital Project Report*
- *Appendix D – June 30, 2023, Council Expenditure Report*

**APPROVALS**



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Justin de Bresser, Interim Chief  
Administrative Officer



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Department Director/Author



# BUDGET

## Town of Blackfalds Operating Statements of Revenue & Expenditure For the Period Ending June 30, 2023

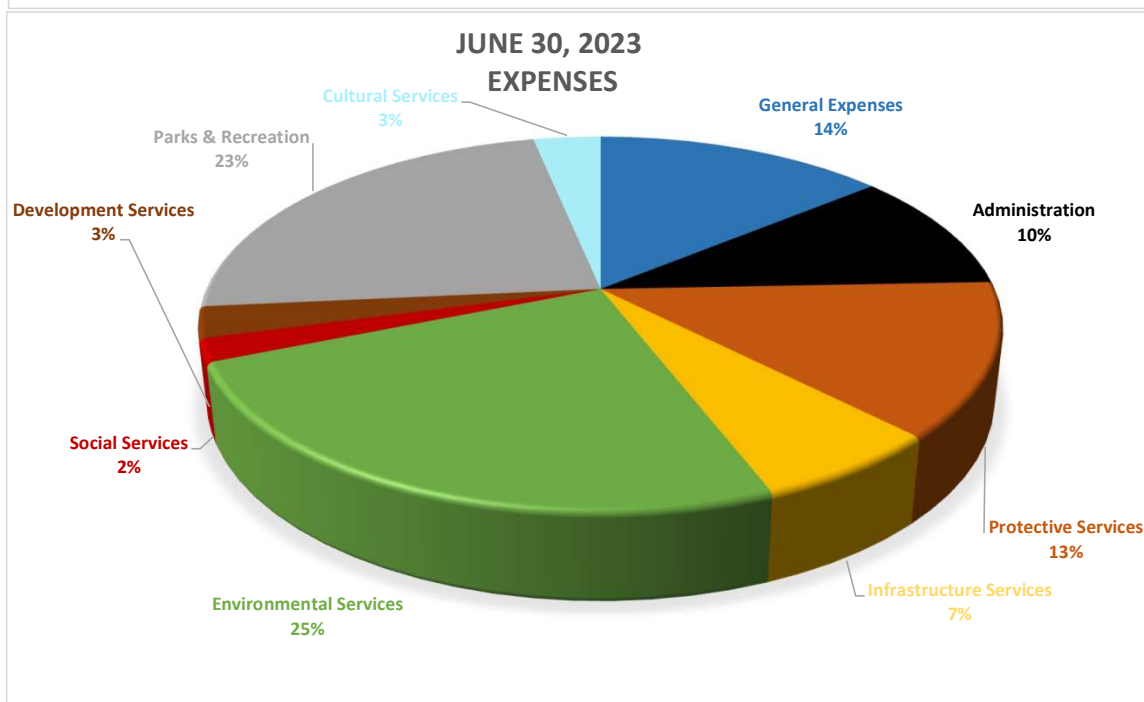
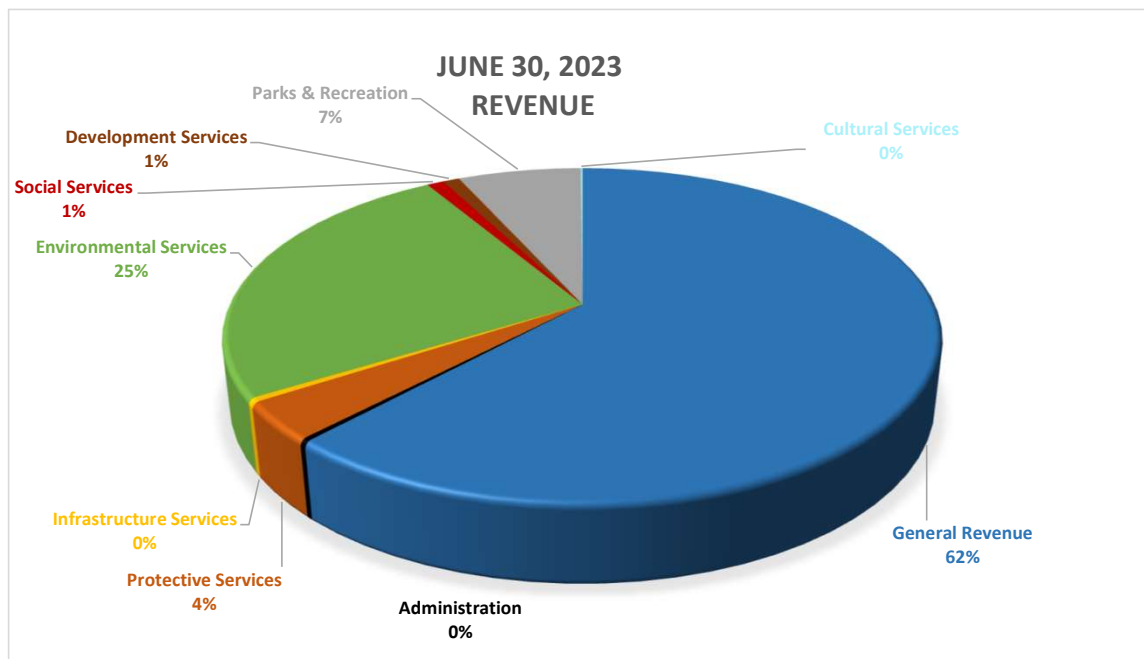
	2023 Actual	2023 Budget	Variance	% of Budget
<b>Revenues</b>				
Property Taxes	6,260,267	12,520,533	6,260,267	50.00%
Requisition (Education, Seniors Foundation)	1,880,844	3,761,687	1,880,844	50.00%
<b>Total Taxation</b>	<b>8,141,110</b>	<b>16,282,220</b>	<b>8,141,110</b>	<b>50.00%</b>
General Revenue	1,624,154	3,209,901	1,585,747	50.60%
Administration	45,423	120,000	74,577	37.85%
Protective Services	581,409	1,051,935	470,526	55.27%
Infrastructure Services	61,905	120,634	58,729	51.32%
Social Services	143,459	274,391	130,933	52.28%
Development Services	140,984	353,697	212,713	39.86%
Parks & Recreation	1,049,751	2,188,324	1,138,573	47.97%
Cultural Services	15,000	15,000	0	100.00%
<b>Total Other Revenue</b>	<b>3,662,084</b>	<b>7,333,882</b>	<b>3,671,798</b>	<b>49.93%</b>
<b>Total Revenue</b>	<b>11,803,194</b>	<b>23,616,102</b>	<b>11,812,908</b>	<b>49.98%</b>
<b>Expenditures</b>				
General Expenses	1,891,821	3,762,790	1,870,969	50.28%
Administration	1,398,174	3,114,770	1,716,596	44.89%
Protective Services	1,789,144	3,676,852	1,887,708	48.66%
Infrastructure Services	876,718	2,156,576	1,279,858	40.65%
Social Services	265,400	558,775	293,375	47.50%
Development Services	364,702	863,755	499,053	42.22%
Parks & Recreation	3,139,237	6,540,805	3,401,568	47.99%
Cultural Services	437,298	874,668	437,370	50.00%
<b>Total Expenditures</b>	<b>10,162,494</b>	<b>21,548,991</b>	<b>11,386,497</b>	<b>47.16%</b>
<b>Net Surplus/(Deficit) To Date</b>	<b>1,640,700</b>	<b>2,067,111</b>		
<b>Environmental Services</b>				
<b>(Self Supported Utilities*)</b>				
Water	1,730,214	3,382,920	1,652,706	51.15%
Wastewater	1,442,657	2,867,400	1,424,743	50.31%
Solid Waste	810,718	1,604,144	793,426	50.54%
<b>Environmental Services Revenue</b>	<b>3,983,590</b>	<b>7,854,464</b>	<b>3,870,874</b>	<b>50.72%</b>
Water	1,428,171	2,997,145	1,568,974	47.65%
Wastewater	1,203,745	2,409,611	1,205,866	49.96%
Solid Waste	700,028	1,544,491	844,463	45.32%
<b>Environmental Services Expenditures</b>	<b>3,331,944</b>	<b>6,951,247</b>	<b>3,619,303</b>	<b>47.93%</b>
<b>Net Surplus/(Deficit) To Date</b>	<b>651,646</b>	<b>903,217</b>		



# BUDGET

**BLACKFALDS**  
ALBERTA

**Town of Blackfalds**  
**Operating Statements of Revenue & Expenditure**  
**For the Period Ending June 30, 2023**





# BUDGET

## Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending June 30, 2023

	2023 Actual	2023 Budget	Variance	% of Budget	Explanation
<b>General</b>					
Taxation	8,141,110	16,282,220	8,141,110	50.00%	Represents 50% of tax revenue YTD. Property Taxes are invoiced in the second quarter but earned evenly throughout the year.
General Revenue	1,624,154	3,209,901	1,585,747	50.60%	On track for the year.
<b>Total General Revenue</b>	<b>9,765,264</b>	<b>19,492,121</b>	<b>9,726,857</b>	<b>50.10%</b>	
General Expenses	1,891,821	3,762,790	1,870,969	50.28%	On track
<b>Net General</b>	<b>7,873,443</b>	<b>15,729,331</b>	<b>7,855,888</b>	<b>50.06%</b>	
<b>Legislation &amp; Administration</b>					
Revenue	45,423	120,000	74,577	37.85%	Revenue is low due to lack of rental income being generated from Support Services Centre, no advertising revenue generated from program guides YTD, and Business Licence Revenue is lower than expected.
Expenses	1,398,174	3,114,770	1,716,596	44.89%	Lower expenses for salaries and benefits are due to vacancies this quarter. Other expenses for travel & subsistence, contracted services, professional services, and materials continues to be low YTD.
<b>Net Legislation &amp; Admin</b>	<b>-1,352,751</b>	<b>-2,994,770</b>	<b>-1,642,019</b>	<b>45.17%</b>	
<b>Protective Services</b>					
Revenue	581,409	1,051,935	470,526	55.27%	Revenue is higher in by-law fine and fire service calls, but lower than expected in Policing fines. Animal licenses are slightly lower than budgeted this year.
Expenses	1,789,144	3,676,852	1,887,708	48.66%	Expenses are slightly lower in wages, benefits, and WCB due to staffing vacancies in custodial services. General contracted services YTD are below budget.
<b>Net Protective Services</b>	<b>-1,207,735</b>	<b>-2,624,917</b>	<b>-1,417,182</b>	<b>46.01%</b>	
<b>Infrastructure - Services</b>					
Revenue	61,905	120,634	58,729	51.32%	Infrastructure revenue on track, with collection of levy, however, bus pass revenue continues be lower than projected.
Expenses	876,718	2,156,576	1,279,858	40.65%	Salary, wages and benefits, contracted services and materials are less than budget YTD. This is due to staff leaves, and many street activities have not yet commenced for the season such as sidewalk repairs, line painting, etc.
<b>Net Operations - Infrastructure Services</b>	<b>-814,813</b>	<b>-2,035,942</b>	<b>-1,221,129</b>	<b>40.02%</b>	
<b>Social Services</b>					
Revenue	143,459	274,391	130,933	52.28%	Slightly above budget due to timing of donations being received (not equal throughout the year). Cemetery sales are high YTD at 80% annual budget.
Expenses	265,400	558,775	293,375	47.50%	Contracted Services are below budget YTD, programs will commence in the upcoming quarter.
<b>Net Social Services</b>	<b>-121,942</b>	<b>-284,384</b>	<b>-162,442</b>	<b>42.88%</b>	



# BUDGET

## Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending June 30, 2023

	2023 Actual	2023 Budget	Variance	% of Budget	Explanation
<b>Development Services</b>					
Revenue	140,984	353,697	212,713	39.86%	There is lower revenue YTD in Permit fees, compliance certificates and development administration fees. But revenue has surpassed 50% threshold in areas of home based business permits, safety code, plumbing, gas and electrical permit fees and property search fees.
Expenses	364,702	863,755	499,053	42.22%	Development services is below budget mainly in contracted & general services area, likely related to timing will likely be on track by summer and fall months.
<b>Net Planning &amp; Development</b>	<b>-223,718</b>	<b>-510,058</b>	<b>-286,340</b>	<b>43.86%</b>	
<b>Parks &amp; Recreation</b>					
Revenue	1,049,751	2,188,324	1,138,573	47.97%	Total revenues are slightly below budgeted due to seasonal activities. As activity steadily increase throughout the summer for Abbey Admissions, Day Camp, Swimming lessons, special events, camping, banquet room and facility rental the revenue will be more on track.
Expenses	3,139,237	6,540,805	3,401,568	47.99%	Slightly below the quarterly budget and relative to the revenue generated, seasonal activities have commenced this quarter and the expenses will be more on track throughout the summer.
<b>Net Parks &amp; Recreation</b>	<b>-2,089,487</b>	<b>-4,352,481</b>	<b>-2,262,994</b>	<b>48.01%</b>	
<b>Cultural Services</b>					
Revenue	15,000	15,000	0	0.00%	Sponsorship recognized for the year.
Expenses	437,298	874,668	437,370	50.00%	On Track
<b>Net Library</b>	<b>-422,298</b>	<b>-859,668</b>	<b>-437,370</b>	<b>49.12%</b>	
<b>Total Operation</b>					
Revenue	11,803,194	23,616,102	11,812,908	49.98%	
Expenses	10,162,494	21,548,991	11,386,497	47.16%	
<b>Surplus/(Deficit) before Transfers - YTD</b>	<b>1,640,700</b>	<b>2,067,111</b>	<b>426,411</b>		
<b>Environmental Services</b>					
Revenue	3,983,590	7,854,464	3,870,874	50.72%	On Track for this period to date. Invoicing is based on usage.
Expenses	3,331,944	6,951,247	3,619,303	47.93%	Slightly lower than YTD budget. Staffing vacancies and leaves also affect the environmental services. Some contracted general services have not yet been completed for the season.
<b>Net Environmental Services</b>	<b>651,646</b>	<b>903,217</b>	<b>251,571</b>		

Town of Blackfalds  
 Capital Projects - Current and Carry forwards as at June 30, 2023

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2023 Capital Budget Approved	2023 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
<b>Administration &amp; Protective Services</b>										
22-1205	Council Chambers - IT Upgrades	50,000	10,193				10,193	18,435	- 8,242	Complete
23-1208	Photocopier Replacement	-	-		12,000		12,000	11,892	108	Complete
23-1290	Shingle replacement (Support Services Centre)				20,000		20,000	11,750	8,250	Complete
22-2306	Freightliner Pumper	800,000	647,333		-		647,333	132,502	514,831	In Progress
23-2307	Fire Department Sign				15,000		15,000	13,200	1,800	Complete
23-2308	Washing Machine				12,500		12,500	12,590	- 90	Complete
23-2309	Jaws of Life				55,000		55,000	50,699	4,301	Complete
23-2601	Municipal Enforcement Vehicle				68,860		68,860		68,860	On order
<b>Total Administration &amp; Protective Services</b>		<b>850,000</b>	<b>657,526</b>	<b>-</b>	<b>183,360</b>	<b>-</b>	<b>840,886</b>	<b>251,068</b>	<b>589,818</b>	
<b>Infrastructure</b>										
17-3201	Womack Road & Gregg Street Realignment /Centre Plaza (CP Rail Crossing)/ Hwy 2 intersection	6,810,970	357,709	-			357,709	415,620	- 57,911	In Progress
21-3209	One ton 4x4 PW Truck (replacement)	90,000	90,000				90,000	-	90,000	On hold
21-3210	Duncan Ave & Leunge Road Phase I	2,014,504					-		-	Project is completed except for seasonal deficiencies
21-3212	Asset Management Software	49,700	-				-		-	
22-3215	Pavement Quality Study	110,000	44,849			-	44,849	18,273	26,576	Complete
22-3217	1 ton DUMP (PW)	100,000	100,000		-	4,437	104,437		104,437	Tender Awarded
22-3220	All Star Park Parking Lot - Duncan Ave	250,000	60,169				60,169		60,169	Project is complete aside from seasonal deficiencies
23-3221	Annual Pavement Improvements				300,000		300,000	780	299,220	In progress
23-3222	Vehicle Hoist & Associated Equipment				20,000	20,000	40,000	22,343	17,657	In progress
23-3223	Pedestrian Upgrades				14,000		14,000		14,000	Not started yet
23-3225	Skid Steer				112,000		112,000	112,000	-	Complete
23-3224	Air Photos				40,000		40,000	5,960	34,040	Cost YTD is for Orthophoto
23-3251	Motor Replacement T11-11					11,000	11,000		11,000	Not started yet
23-6902	EV Charging Stations					98,982	98,982		98,982	Not started yet
<b>Total Infrastructure</b>		<b>9,425,174</b>	<b>652,727</b>	<b>-</b>	<b>486,000</b>	<b>134,419</b>	<b>1,273,146</b>	<b>574,976</b>	<b>698,170</b>	
<b>Recreation</b>										
18-7207	2018 Wayfinding Signage	293,400	107,346				107,346	1,241	106,105	In progress
19-7221	Emergency Generator - Community Hall	80,000	62,173				62,173	-	62,173	On hold
22-7229	Toro 4010-D	85,000	85,000		15,000		100,000		100,000	Not started yet

Town of Blackfalds  
 Capital Projects - Current and Carry forwards as at June 30, 2023

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2023 Capital Budget Approved	2023 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
22-7231	Hot Tub Tiling/Pool Equipment	30,000	12,769				12,769	10,309	2,460	In progress
22-7203	Border Paving Plaza	723,258	429,093				429,093	7,575	421,518	In progress
23-5601	Additional Columbarium				80,000		80,000		80,000	Not started yet
23-7237	Annual Trail Development				50,000		50,000	28,365	21,635	In progress
23-7239	Light Truck(s)				40,000		40,000	37,640	2,360	Two 2012 Ford F150's purchased
23-7238	Prairie Ridge Playground				65,000		65,000		65,000	Not started yet
23-7240	Abbey Capital Projects				42,500		42,500	16,343	26,157	Washer/Dryer, H-Vac, and Server room ventilation completed. Remaining still in progress
23-7241	Lifting of Pool Deck				100,000		100,000		100,000	Not started yet
<b>Total Recreation</b>		<b>1,211,658</b>	<b>696,381</b>	<b>-</b>	<b>392,500</b>	<b>-</b>	<b>1,088,881</b>	<b>101,473</b>	<b>987,408</b>	
<b>Total Capital Projects &amp; Funding</b>		<b>11,486,832</b>	<b>2,006,634</b>		<b>1,061,860</b>	<b>134,419</b>	<b>3,202,913</b>	<b>927,517</b>	<b>2,275,396</b>	
<b>Utilities/ Development</b>										
13-4200	PW-STM-01 East Area Storm System and Wetlands	7,325,384					-	3,715	- 3,715	The project is nearing completion, however, there is still an estimated \$79k remaining in seasonal deficiencies.
14-4203	Lift Station - McKay Ranch	2,710,747	2,383,278		1,781,375		4,164,653		4,164,653	Design is completed, tendering again in 2023 for 2023/2024, construction pending agreement with developer.
17-3702	North West Storm System	2,485,458	1,865,496		2,000,000		3,865,496		3,865,496	Pre-design is completed, awaiting Environmental Appeal Board Decision. Then design and tendering in 2023 for 2023/2024 construction, pending decision
23-4101	Water/Wastewater Asset Management Plan				100,000		100,000		100,000	Not started yet
23-4107	Ignition SCADA System					60,000	60,000		60,000	Not started yet
23-4204	NE-22-39-27-W4 Sanitary Trunk Upsizing					2,650,000	2,650,000		2,650,000	Not started yet
<b>Total Utilities / Development Projects</b>		<b>12,521,589</b>	<b>4,248,774</b>	<b>-</b>	<b>3,881,375</b>	<b>2,710,000</b>	<b>10,840,149</b>	<b>3,715</b>	<b>10,836,434</b>	





# BUDGET

Town of Blackfalds  
Capital Projects - Current and Carry forwards as at June 30, 2023

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2023 Capital Budget Approved	2023 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
Total Capital Projects		24,008,421	6,255,408		4,943,235	2,844,419	14,043,062	931,232	13,111,830	

## Town of Blackfalds

### Council Expenditures For the Period Ending June 30, 2023

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
<b>Mayor - Hoover</b>				
Honorarium	60,358	30,179	(30,179)	50.00%
Per Diem	10,965	6,825	(4,140)	62.24%
<b>Salaries &amp; Benefits</b>	71,323	37,004	(34,319)	51.88%
Conference & Travel	9,850	2,464	(7,386)	25.02%
<b>TOTAL EXPENSES</b>	81,173	39,468	(41,705)	48.62%
<b>Councillor - Appel</b>				
Honorarium	28,712	14,356	(14,356)	50.00%
Per Diem	7,522	4,080	(3,442)	54.24%
<b>Salaries &amp; Benefits</b>	36,234	18,436	(17,798)	50.88%
Conference & Travel	5,200	145	(5,055)	2.79%
<b>TOTAL EXPENSES</b>	41,434	18,581	(22,853)	44.84%
<b>Councillor - Coulter</b>				
Honorarium	28,712	14,356	(14,356)	50.00%
Per Diem	7,522	1,200	(6,322)	15.95%
<b>Salaries &amp; Benefits</b>	36,234	15,556	(20,678)	42.93%
Conference & Travel	5,200	-	(5,200)	0.00%
<b>TOTAL EXPENSES</b>	41,434	15,556	(25,878)	37.54%
<b>Councillor - Dennis</b>				
Honorarium	28,712	14,356	(14,356)	50.00%
Per Diem	7,522	1,200	(6,322)	15.95%
<b>Salaries &amp; Benefits</b>	36,234	15,556	(20,678)	42.93%
Conference & Travel	5,200	94	(5,106)	1.81%
<b>TOTAL EXPENSES</b>	41,434	15,650	(25,784)	37.77%
<b>Councillor - Sands</b>				
Honorarium	28,712	14,356	(14,356)	50.00%
Per Diem	7,522	3,000	(4,522)	39.88%
<b>Salaries &amp; Benefits</b>	36,234	17,356	(18,878)	47.90%
Conference & Travel	5,200	1,633	(3,567)	31.40%
<b>TOTAL EXPENSES</b>	41,434	18,989	(22,445)	45.83%
<b>Councillor - Stendie</b>				
Honorarium	28,712	14,356	(14,356)	50.00%
Per Diem	7,522	1,335	(6,187)	17.75%
<b>Salaries &amp; Benefits</b>	36,234	15,691	(20,543)	43.30%
Conference & Travel	5,200	65	(5,135)	1.25%
<b>TOTAL EXPENSES</b>	41,434	15,756	(25,678)	38.03%
<b>Councillor - Svab</b>				
Honorarium	28,712	14,356	(14,356)	50.00%
Per Diem	7,522	1,575	(5,947)	20.94%
<b>Salaries &amp; Benefits</b>	36,234	15,931	(20,303)	43.97%
Conference & Travel	5,200	546	(4,654)	10.51%
<b>TOTAL EXPENSES</b>	41,434	16,477	(24,957)	39.77%

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**MEETING DATE:** July 25, 2023

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

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

**SUBJECT:** **Proposed Capital Project - Transfer Station Remediation & Upgrades**

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## **BACKGROUND**

The Town of Blackfalds Transfer Station has been under Town operation since 2010 when ownership was transferred over from the Lacombe Solid Waste Authority (now known as the Lacombe Regional Waste Services Commission – LRWSC) when Blackfalds opted out of membership. Based on historical imagery, it appears the Transfer Station was constructed between the late 1980s and early 1990s and was constructed around the same time as some other LRWSC transfer stations. Many of these other transfer stations are still in operation today and have similar infrastructure to the Blackfalds Transfer Station. There are currently no user fees for Blackfalds' residents to use the site, and the site is funded through utilities. The Transfer Station serves as an extra level of service to Blackfalds' residents to dispose of residential waste, responsibly dispose of household hazardous waste (HHW), recycling, and many other things, that either are not picked up weekly through the black and blue bin. If the Transfer Station did not exist and provided the service it does for the community, residents would be required to take their residential waste and recycling materials to the City of Red Deer Waste Management Facility and pay a tipping fee each time.

The Transfer Station is open 40 hours per week, Tuesday through Saturday, and has a dedicated full-time Transfer Station Operator. Our Transfer Station Operators pride themselves on providing positive customer service and demonstrating professionalism in representing the community. These positive relationships show through with residents' knowing the operators on a first-name basis, and even bringing treats or beverages to the Operator to show their appreciation. The Town occasionally hosts school groups interested in learning more about municipal solid waste and recycling operations.

Services offered to Blackfalds' residents at the Transfer Station are extensive when compared to surrounding communities. As part of the site, services include the collection of residential solid waste, recycling, household hazardous waste (HHW) recycling, and other recyclable materials.

Operation of the Transfer Station involves the coordination of multiple contracted services to provide the following residential services to residents:

- Solid waste and recycling removal
- Metal recycling
- Cardboard recycling
- Wood disposal (non-treated wood, branches, etc.) at the burn pit
- Leaf and yard waste program
- Light bulb recycling
- White goods recycling (fridges, stoves, dishwashers, washers, dryers)
- Tires
- Paint

- 
- Electronics
    - Standard recyclables (TV, monitors, computers/servers/laptop,/notebook/audio visual, printer ink cartridges, etc.)
    - E-pilot recyclables (games, toys, small appliances, power tools, etc.)
  - HHW recycling
    - Light bulbs
    - Household hazardous chemicals
    - Batteries
    - Propane tanks and canisters
  - Used oil recycling

## **DISCUSSION**

After the Town took over the operation of the site from the LRWSC, the Town's solid waste management contractor at the time, CanPack, managed site operations between 2010 and 2013. In 2013, the Town took over the operation of the site and hired the existing contractor Transfer Station Operator as a permanent full-time employee of the Town.

Since taking over the operation of the Transfer Station from the contractor in 2013, many of the same operational practices in place from the contracted service have been carried forward. This is because the same operator who previously operated the site under the contracted service became employed with the Town. Over the years, there has been a change in Town staff, the operational philosophy of the site, and regulatory understanding and knowledge. The Town was aware that changes to operational practices and processes were required; however, during a recent site inspection by the Infrastructure Services Manager, suspected site contamination was found. The removal of the contaminated soils facilitated the need to audit current operational practices and address other site deficiencies. All site deficiencies as part of a full capital project will be discussed further.

As part of project planning, site visits were conducted of other transfer station sites and the City of Leduc's Eco Station. Administration used the knowledge gained from other municipal operating practices to identify upgrades that meet industry best practices, regulatory requirements, enhanced user experience and level of service, and improved operating conditions. Extensive consideration was also given to which improvements could be made through utilizing internal resources in order to reduce the budget.

## **Environmental Stewardship Strategy**

The Town of Blackfalds is committed to undertaking sustainability measures to ensure a healthy environment for current and future generations. As part of the Environmental Stewardship Strategy (ESS) Key Focus Area: Solid Waste, the Town made numerous goals and strategies to meet its environmental stewardship goals, including:

- Increase waste diversion from landfill.
- Increase waste diversion through the implementation of conservation strategies, Town operational practices, incentives, and policies.
- Create educational and enforcement programs to keep recyclables out of the waste stream.
- Continue to participate in waste and HHW diversion programs offered through Alberta Recycling Management Authority (AMRA).

All proposed Transfer Station site upgrades support the Town's Environmental Stewardship Strategy approved by Council in 2021.

### **Project Phasing & Construction Timelines**

Transfer Station upgrades are proposed to occur in two phases; Phase 1 upgrades will occur in 2023, the majority of which will be done with internal resources, and the site will remain open. Phase 2 upgrades are proposed for 2024 and have been outlined below for informational purposes. However, these Phase 2 upgrades will be discussed further through the 2024 capital budget process.

As previously mentioned, much of the infrastructure at the Transfer Station is original to the site constructed over 30 years ago. This includes shacks, the office trailer, electrical, compactor, and all Bins except for Bin 2, which was constructed in 2013.

To be respectful of financial and workload capacities, it is proposed to conduct the Transfer Station upgrades in a two-phased approach between 2023 (Phase 1) and 2024 (Phase 2). Phase 1 upgrades are focused on works required to meet environmental regulatory obligations. Phase 2 upgrades are focused on required upgrades but have been included in this RFD for informational purposes to advise Council of the full project scope.

**Table 1: Capital Project Scope of Work and Proposed Phasing**

<b>Proposed Upgrade</b>		<b>Phase</b>	<b>Internal or Contracted Resources to Complete Work</b>
Site Remediation		1	Internal/Contracted
Burn Pit Relocation		1	Internal
Site Pad Expansion		1	Internal
Fence Expansion		1	Contracted
Replacement of existing used oil shed with new seacan		1	Internal
Signage		1	Internal
Replacement of Office Trailer		2	Contracted
Electrical Upgrades		2	Contracted
Engineering		2	Contracted
Bin 2 Re-construction		2	Contracted
Overhead Lighting		2	Contracted
Site Security & IT System Upgrades		2	Contracted
Consolidation of Multiple Buildings and adjacent to office		2	Internal

### **Phase 1 Upgrades**

#### **1. Site Remediation**

The presence of surficial staining at the used oil area and burn pit is indicative that soil contamination may exist. When the stained soil was found, the Town engaged ParklandGeo to conduct a preliminary site review to confirm the presence of suspected contamination. Based on on-site observations,



ParklandGeo confirmed staining is present. On June 26, 2023, ParklandGeo conducted a soil sampling program to test the presence and concentration of polycyclic aromatic hydrocarbons (PAHs) at the burn pit, and petroleum hydrocarbons (PHCs) at the used oils area. On July 11, 2023, the Town received the results of the soil sampling program which confirmed the presence of PAHs and petroleum hydrocarbons PHCs, at the burn pit and used oils area, respectively.

Under the Alberta *Environmental Protection and Enhancement Act* (EPEA), and *Remediation Regulations*, the Town is required to remediate contaminated soil. To do this, removal of the existing used oil storage shed, and portions of the adjacent fence line will be required.

The existing burn pit is in the middle of the Transfer Station yard and has been there for many years prior to Blackfalds assuming ownership of the site. The purpose of the burn pit is to burn large woody debris that is non-treated and non-painted. During discussions on historical operational burn practices, the possibility that the burning of wood treated with preservatives may have occurred prior to the Town assuming ownership. Wood or wood products containing substances for the purpose of preserving wood are considered “prohibited debris” under the *Activities Designation Regulation* and *Substance Release Regulation*. As part of its environmental due diligence, soil testing was done on the burn pit. Sample results received July 11, 2023, confirmed the presence of PAHs, which are consistent with chemicals found from the burning of wood treated with preservatives. As previously noted, this was suspected to have occurred under historic operations prior to the Town’s ownership of the site.

## **2. Fence Expansion**

With its current configuration, the site experiences traffic congestion between the HHW area, the waste bins, the burn pit, and approach up to the Bin pad. It is proposed to expand the fence line to the north and east to help alleviate this congestion and promote safer vehicle and pedestrian access within the site., the expansion of the site to the east to accommodate the relocated burn pit will ensure adequate separation from operational areas, as required under the *Waste Control Regulation*. A qualified contractor will conduct all fencing work.

## **3. Burn Pit Relocation**

Under the *Waste Control Regulation*, burn areas are to be separated from operational areas. Upon remediation of the burn pit, it is proposed to decommission the existing pit and construct a new ground-level pit with 3-sided soil berms located on the east side of the property adjacent to the newly expanded fence. The old burn pit will be backfilled in accordance with industry best practices. The decommission (excluding remedial activities) and construction of the new burn pit will be done with internal resources.

Relocation of the burn pit and restoring the former pit area to a site pad will ensure adequate separation of operational areas from the burn pit, as well as increase the area available for traffic up and down to the bins. This will ultimately ensure compliance with *Waste Control Regulation* requirements and facilitate safer vehicle and pedestrian access within the site by ensuring residents can keep a safe distance from an active burn pit.

## **4. Replacement of Used Oil Shed - Secondary Containment Requirements**

As previously mentioned, removal and disposal of the existing used oil shed will be required, and it is proposed to replace this with a 40’ seacan. This newly purchased seacan will be used to store HHW drums, used oil materials, etc., that are currently stored in the open on-site. In accordance with

the *Waste Control Regulation*, the Town will be required to replace this building with another structure to ensure it continues to meet regulatory obligations for mandatory secondary containment and protection from the weather when storing hazardous recyclables.

Continuing to participate in the HHW program ensures the Town will meet its ESS commitments. Many transfer stations, ECO Stations, and landfills utilize seacans to store various HHW materials and other site materials required for operations while also considering aesthetic factors.

### **5. Improved Signage**

To decrease contamination and increase waste diversion, it is proposed to create and install new signage identifying acceptable materials at various locations throughout the site. This includes the metal bin, rubble bins, compactor, compost area, recycling area, and burn pit. Additionally, existing signage on the Transfer Station gates and control arm are faded and outdated with the former Town logo. Signage with current information, in good condition, is a cost-effective method to improve compliance and education amongst Transfer Station users and is in support goals within the Town's ESS.

All signage will be designed and installed with Town resources and printed by a third party.

### **6. Site Pad Expansion**

The current site pad is existing to the original site and must be expanded to facilitate the following improvements:

- Improved vehicle and pedestrian access.
- Decommission and relocate the existing burn pit.
- Accommodate future Bin 2 reconstruction.
- Provide additional roll-off bin recycling services to meet resident demand.
- Relocate the office trailer and proposed new seacan on the west side of the site to improve vehicle and equipment access.

All site expansion work will be conducted using internal resources and will require the purchase of gravel and other fill materials, geotextile fabric, and equipment rentals to build the pad.

## **Phase 2 Upgrades**

### **1. Engineering, Tendering & Construction Management**

In order to conduct the engineering design of Bin 2, a topographic survey, and geotechnical survey will be required. Engineering, tendering, construction oversight, and deficiencies review will be managed through Stantec Engineering under the existing Master Services Agreement.

### **2. Bin 2 Re-Construction**

Bin 2 was constructed in 2013 as a temporary solution to meet high user demand. Ten years after its construction, the bin is starting to show signs of failure and an engineered solution is required. The orientation of Bin 1 & 2 makes it challenging for contractors to maneuver bins in and out without damaging the concrete wall. It is proposed to re-design Bin 2 to a more efficient "Z" design and engineered to last many years. Construction of a "Z" wall will require the site pad to be expanded to the south, within the existing fence line. This site pad expansion will ensure safe vehicle egress can be maintained and will also be used to provide roll-off bin recycling services. The pad expansion to accommodate this is proposed under Phase 1 upgrades.

This improved design will improve operational efficiency by allowing the solid waste contractor to easily transfer bins in and out, reducing disruptions to residents accessing the site. There are many times when vehicle traffic becomes congested in the area due to the time it takes for bins to be transferred in and out.

### **3. Replacement of Office Trailer**

The existing office trailer is original to the Transfer Station and needs replacement. There are no washrooms or washing facilities within the trailer, and a porta-potty is located adjacent to the office trailer. The existing trailer does not have sufficient electrical capacity to run multiple power draws at once, preventing the installation of additional exterior lighting, air conditioning, etc.

It is proposed to remove and replace the existing office trailer with another electrically powered office trailer of the same size. This new office trailer will include a washroom, complete with a water tank with pump, hot water heater, septic tank, air conditioning, and small office area. Upgraded electrical to the office trailer will be required and will include some additional exterior lighting on the trailer for improved visibility.

### **4. Electrical Upgrades**

As previously mentioned, electrical upgrades are required for the proposed new office trailer. As part of the Town's goal to improve level of service, and overall conditions within the site, it is proposed to run electrical to the new 40' seacan which will contain used oils and HHW. Upon installation of the new seacan under Phase 1, the Town will monitor the working conditions of the site and whether lighting will be required. All electrical will be done by a qualified contractor.

### **5. Overhead Lighting**

Currently, the Transfer Station does not have overhead lighting around the perimeter of the fence line. To increase site safety and security, it is proposed that Fortis conduct a lighting study and determine the best locations to install overhead lighting. Detailed design on structure type and placement will be determined as part of Phase 2 planning.

### **6. Consolidation of Multiple Buildings**

Over the past 30+ years of operation, most storage shacks have been constructed using salvaged materials on site. While using salvaged materials is economical, this has resulted in aesthetic concerns with multiple shacks of various dimensions, materials, and colours. Many transfer stations, ECO Stations, and landfills utilize seacans to store various HHW materials and other site materials required for operations while also considering aesthetic factors.

Located beside the office trailer on the west side of the site, there are three existing sheds of varying materials, dimensions and colours. It is proposed to purchase a single 20' seacan and consolidate the various materials stored in these sheds into one. The purchase of two new seacans will aesthetically improve the site.

### **7. Site Security & IT System Access Upgrades**

To access the Transfer Station, residents must use the utility account number found on their utility bill. As part of system access upgrades, the IT department will research and review systems at comparable sites and municipalities to improve access restrictions. In Phase 2, a detailed site security analysis will be undertaken to upgrade site security.

**FINANCIAL IMPLICATIONS**

To be respectful of financial and workload capacities, it is proposed to conduct the requested Transfer Station upgrades in two phases. Phase 1 of this new capital project is \$91,000, the work proposed in response to the need to improve operational practices to adhere to regulatory requirements.

Phase 2 details will be discussed during 2024 budget deliberations, but it is estimated that the scope of work will cost approximately \$330,000.

Funding for both Phase 1 and 2 will be through the Solid Waste Reserve.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council approve \$91,000 to conduct Phase 1 upgrades at the Transfer Station during 2023 to be funded through the Solid Waste Reserve; and
2. 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.

**ALTERNATIVES**

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

**ATTACHMENTS**

- *Transfer Station PowerPoint Presentation*
- *Transfer Station Site Maps:*
  - a. *Existing Transfer Station*
  - b. *Phases 1 & 2 Proposed Transfer Station Upgrades*
  - c. *Proposed Phase 1 Transfer Station Upgrades*
  - d. *Proposed Phase 2 Transfer Station Upgrades*

**APPROVALS**

Justin de Bresser, Interim Chief  
Administrative Officer



Department Director/Author

# Blackfalds Transfer Station



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# Site History

- 1) Site previously operated by Lacombe County through the Lacombe Regional Waste Services Commission prior to transferring ownership to Blackfalds in 2010
- 2) Site constructed between the late 1980's and early 1990's
- 3) Full-time operations year-round with a dedicated Transfer Station Operator

# Environmental Stewardship Strategy



## GOAL #1

**Increase waste diversion from landfill**

### STRATEGIES

#### 1. Reduce amount of waste contributing to landfill

*There are many reasons why reducing waste to landfill is important. Taking a comprehensive and strategic approach to reducing landfill waste through increasing diversion and decreasing waste disposal.*



## GOAL #3

**Increase waste diversion through the implementation of conservation strategies, Town operational practices, incentives, and policies**

### STRATEGIES

#### 1. Research and consider participation in pilot programs to implement Circular Economy (CE) practices

*The move towards a more CE has been widely regarded to its positive environmental benefits. Consideration to implementing programs with the key principals of CE will be researched as part of this initiative.*

#### 2. Increase number of residents participating in Spring and Fall Clean Up programs

#### 6. Continue to participate in waste and household hazardous waste diversion programs offered through Alberta Recycling Management Authority (ARMA)



**HOW THE TOWN MANAGES SOLID WASTE TO INCREASE WASTE DIVERSION**

# Environmental Stewardship Strategy



## GOAL #4

### Community Education & Awareness

## STRATEGIES

1. Research and create community education programs, community re-use and re-purpose action plan (eg. Food waste, composting, textiles, kick it to the curb program, issues surrounding circular economy)
2. Create education and enforcement programs to keep recyclables out of the waste stream



HOW THE TOWN MANAGES SOLID WASTE  
TO INCREASE WASTE DIVERSION

# Services Provided

- 1) Household solid waste
- 2) Metal recycling
- 3) Cardboard recycling
- 4) Wood disposal (non-treated wood, branches, etc.)
- 5) Leaf & yard waste program



# Services Provided (Continued)

## Recycling Programs Through Alberta Recycling Management Authority (ARMA)

- 1) Tires
- 2) Paint
- 3) White goods (fridges, stoves, washers, dryers, dishwashers)
- 4) Electronics
  - 1) Standard recyclables (monitors/TV, computer/servers, laptop/tablet/notebooks, printers/copiers/scanners/fax machines, printer ink cartridges))

<https://www.albertarecycling.ca/programs/electronics/>

- 1) E-pilot recyclables (games, toys, music, power tools, small appliances, audio visual, lawn & garden, solar panels, etc.)

<https://www.albertarecycling.ca/programs/electronics/epilot/>

- 5) Used oil and filters
- 6) Household Hazardous Waste (HHW)
  - 1) Light bulbs
  - 2) Household hazardous chemicals
  - 3) Batteries
  - 4) Propane tanks and canisters





# Spring & Fall Round Up Program

Blackfalds can't host this program without the Transfer Station!

- ▶ Hosted twice a year, after the May long weekend, and again after the Thanksgiving long weekend
- ▶ Household and yard waste materials
- ▶ Local radio advertisement
- ▶ Advertisement grant funding through ARMA



Alberta  
recycling  
MANAGEMENT AUTHORITY

electronics

paint

gas

Visit [www.albertarecycling.ca](http://www.albertarecycling.ca) or call 1.888.999.8762 for more information on electronics and paint recycling in your area.

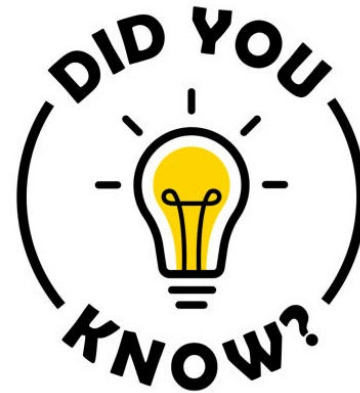


# User Statistics

- ▶ **4640** entries between March 1<sup>st</sup> and May 25<sup>th</sup>
- ▶ 61 business days, averages 76 entries per day!

## More fun facts....

- ▶ Busiest months of the year are late April – end of July
- ▶ Busiest day of the week is Saturday!



# Site Challenges

- ▶ Space constraints
- ▶ Soil remediation & site restoration
- ▶ Burn pit location
- ▶ Aesthetics
- ▶ Insufficient electrical
- ▶ Retaining wall re-construction
- ▶ Limited site lighting
- ▶ Electrical constraints
- ▶ After hours access
- ▶ Lack of signage

# Burn Pit





# Office & Storage Sheds



# Bin 1 & 2 Arrangement





# Bin 2 Re-Construction



# HHW Recycling Area

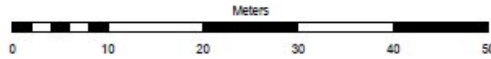




# Existing Transfer Station

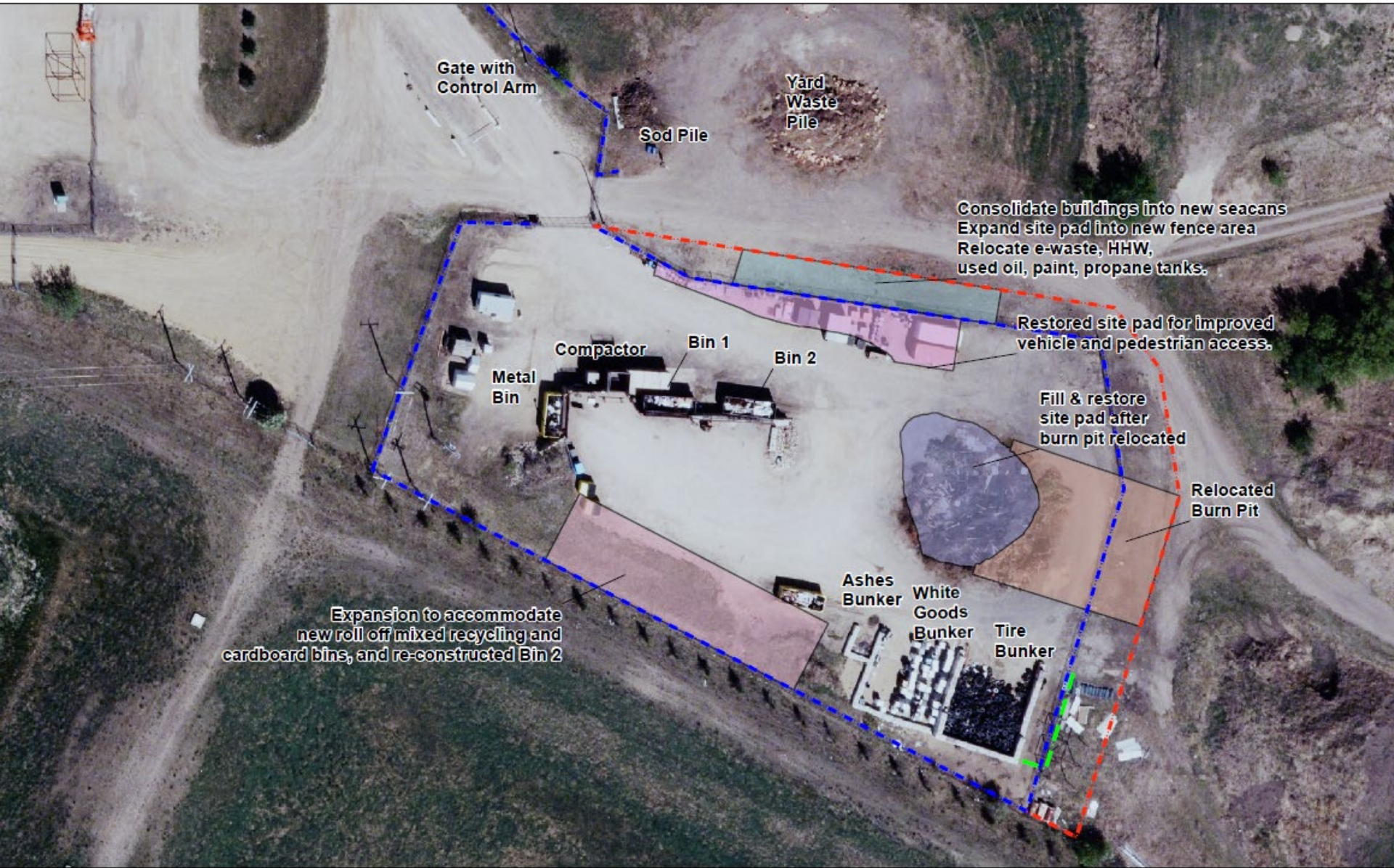


Existing Fence

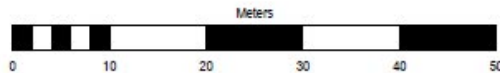




# Proposed Phase 1 Transfer Station Upgrades



Expanded Tire Bunker  
Existing Fence

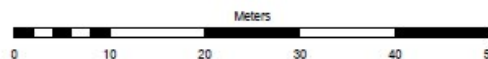




# Phases 1 & 2 Proposed Transfer Station Upgrades



- Expanded Tire Bunker
- Existing Fence
- Expanded Fence



13/06/2023

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# Opportunities

Increased level of service for the following:

- ▶ Expanded recycling services
- ▶ Improved lighting and site security
- ▶ Consolidate multiple buildings
- ▶ Remediate used oil areas
- ▶ Improved aesthetics
- ▶ Relocate burn pit & increase site pad



# Opportunities

Increased level of service for the following:

- ▶ Fencing and site pad expansion
- ▶ Improved vehicle access within site
- ▶ Improved operational efficiency for removal
- ▶ Expanded recycling to include mix-recyclables and larger containers for cardboard

# Opportunities

Increased level of service for the following:

- ▶ Increased waste diversion and reduction in contamination with enhanced recycling services and signage improvements
- ▶ Improved vehicle access within site
- ▶ Improved operational efficiency for bin removal
- ▶ Improved office and working conditions



# Questions?



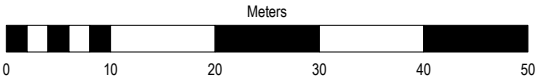
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# Existing Transfer Station



Existing Fence



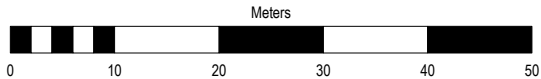
13/06/2023



# Phases 1 & 2 Proposed Transfer Station Upgrades



- Expanded Tire Bunker
- Existing Fence
- Expanded Fence



13/06/2023

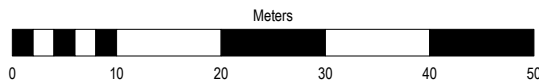
**BLACKFALDS**  
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# Proposed Phase 1 Transfer Station Upgrades



- Expanded Tire Bunker
- Existing Fence
- Expanded Fence

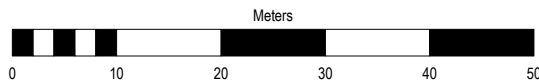




# Proposed Phase 2 Transfer Station Upgrades



Existing Fence  
Expanded Fence



13/06/2023



**MEETING DATE:** July 25, 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 creating a clause in 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) that should capture the intent of Council's direction. This 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**



Justin de Bresser, Interim 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*.
- 1.2. This Public Participation Policy is in addition to and does not 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, round-tables, 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 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. evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in particular circumstances;
- 5.2.6. communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and Public Participation Tools used;
- 5.2.7. develop the necessary procedures to implement this Policy;
- 5.2.8. 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

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

## ADMINISTRATIVE REVISIONS

Date	Description

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**MEETING DATE:** July 25, 2023  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Blackfalds Library Financial Services**

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## **BACKGROUND**

Administration received an email on July 13<sup>th</sup>, 2023, from the Library Administrator, Carley Binder, advising the Town that the Library Board made a motion to change their financial reviewer for 2023 and continuing after.

## **DISCUSSION**

As the Blackfalds Library is a municipal service funded by tax dollars, it is the responsibility of Council to accept and deem satisfactory whom the Library Boards wishes to have review their accounts and, should that reviewer change, pass a motion accepting the new reviewer. The Library Board decided to use MNP, who provided the lowest quote out of the two (2) quotes they received.

## **FINANCIAL IMPLICATIONS**

MNP provided the Blackfalds Library with a quote for \$3,000 plus \$510 to \$600 for T4s.

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council accept MNP for the Blackfalds Library's financial services for the 2023 year and continuing after.

## **ALTERNATIVES**

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

## **ATTACHMENTS**

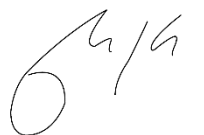
- *Draft - Blackfalds Library Board Meeting Minutes - June 6, 2023*
- *Municipal Councils and Library Boards: Roles and Responsibilities*

## **APPROVALS**



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Justin de Bresser, Interim Chief  
Administrative Officer



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Department Director/Author

**Blackfalds Library Board Meeting Minutes  
June 6, 2023**

**1. Meeting was called to order** at 6:3 p.m. by Vice Chair, Glenda Brown

Present: Richard Poole, Ray Olfert, Vincent Wolfe, Glenda Brown, Starr Sinclair & Caitlin Ranger

Absent:

Regrets: Glyn Evans & Laura Svab

Staff: Carley Binder

**2. Acceptance of the Agenda**

**MOTION L36-23**

Moved by Ray Olfert to accept the agenda. **C.U.**

**3. Acceptance of the minutes from the last meeting May 2, 2023:**

**MOTION L37-23**

Moved by Richard Poole to accept the May 2023 **C.U.**

**4. Business from Last Meeting:**

- a. New Library – The replacement lights that were sent were not the right ones. Waiting for new lights to be sent out June 10. Installment date to be determined.
- b. Security – One estimate received from Red Deer Lock & Safe to install 4 cameras for approximately \$5,000. These cameras are hard wired in to connect to a Network that we can access from any computer or app. These cameras are weather resistant. Which will work for the outdoor patio area.  
The library board will like quotes from 2 other companies.  
Tabled until the September meeting.
- c. Employee Staffing Hours & Wages – discussion continued – Library board would like to be able to give pay raises but is concerned about spending money that isn't in the budget; Possible 2% wage increase. Administration will look to see if this is possible and sustainable going forward and bring to the next meeting in August when we meet to review the 2024 budget.

**MOTION L38-23**

Moved by Edna Coulter to have a Budget meeting and review wages August 1, 2023. **C.U.**

- d. Financial Review for 2023 – 2 quotes received for 2023 Compilation review; MNP and BDO both provided quotes with MNP being lower at \$3,000 + \$510-600 for T4's and BDO coming in at \$5,500. Administrator asked two other companies, Olsen Joly and T & C LLP. No response was received by either.

**MOTION L39 -23**

Moved by Ray Olfert moved to accept MNP for the Blackfalds Library's financial services for the 2023 year and continuing after. **C.U.**

**5. Board Basic Workshop – PLSB upcoming workshops – No workshops available at this time.**



**6. New Business:**

- a. **Acceptance of Income Statement, Direct Bill Payments and Budget Update**

**MOTION L40-23**

Moved by Vince Wolfe to accept income statement, Direct Bill Payments & budget update. **C.U.**

- b. **Stats – May 2023**

**MOTION L41-23**

Moved by Ray Olfert to accept the May 2023 stats as information. **C.U.**

**7. Librarians Report –**

Administration applied for our Provincial funding. Just waiting on final information from the Town and the paid expenses, rent, utilities, phones. Once PLSB receives this information, our funds will be released. We are also waiting for Lacombe County membership funds as well, which is released the same time as the provincial funding.

The library is busy with school tours, all pre-school programs have stopped until the fall aside from a few like lego club and some story times. This is so the programmer can fundraise, plan and prepare for the summer reading program.

Blackfalds Days we are having a book sale, story corner and a movie showing as well as participation in the parade.

**MOTION L42-23**

Moved by Ray Olfert to accept as information. **C.U.**

- 8. Policies –** Plan to review HR Policy Manual – reviewed amendments, include changes to personal hygiene. Will need to revise LAPP Policy

**MOTION L43-23**

Moved by Richard Poole to accept the revised amendments to the presented HR Policy Manual

- 9. Plan of Service –** Nothing new to review.

- 10. Bylaw –** Nothing new to review.

- 11. Emergency Planning –** Annual Review in June 2023 – Have 2 physical copies available for staff to use. Make an addition of what to do if there is a gas leak. Review an addition for unaccompanied children in the library in the event of an emergency. Review in September.

- 12. Adjournment:** Adjourned at 7:47 P.M.

**Next Regular Board Meeting: Tuesday, August 1, 2023 at 6:30 pm**

Regrets:

# Municipal Councils and Library Boards: Roles and Responsibilities

## Public Library Service in Alberta: An Overview

**In Alberta, public library service is municipally based.** A municipality may choose to provide public library service at a local level by having a library in the community, and/or having library service at a regional level by joining a library system.

**A municipality makes the decision to have public library service in their community via a local library.** Council passes an establishment bylaw under the *Libraries Act* (Part 1, Section 3) to create a library board for the provision of public library service. Upon its creation, a library board is a governing board and is a corporation with full management and control of the public library (Part 1, Section 7).

**Municipalities may join a regional library system.** A library system is made up of member municipalities working in partnership to provide regionally based centralized library service to enhance and support local library service. Being a part of a library system means municipalities and municipal libraries receive numerous benefits, such as: professional training for library staff, resource sharing, access to electronic resources and being part of the provincial Public Library Network.

## Legislation: The *Libraries Act* and the *Libraries Regulation*

In Alberta, public library service is governed by the *Libraries Act* and *Libraries Regulation*.

The *Libraries Act* sets the **legal framework** for public library service through the establishment of library boards, who manage library service on behalf of the municipality.

The *Libraries Regulation* sets out **sound management practices** for library boards.

The *Municipal Government Act (MGA)* and the *Libraries Act* are two distinct pieces of legislation. Neither is superior to the other because the *MGA* and the *Libraries Act* do two separate things:

- The *MGA* is the law under which municipalities in Alberta operate, govern and are governed.
- The *Libraries Act* and *Libraries Regulation* form the legal basis for public library service in Alberta.

### Did you know?

The *Libraries Act* was one of the first pieces of legislation passed by the newly formed Alberta government in 1907.

# Municipal Councils and Library Boards: Roles and Responsibilities

**Public library boards in Alberta are not subject to the MGA**, e.g. library trustees are appointed by the terms outlined in the *Libraries Act*, not the MGA. There are only three references to public libraries in the MGA:

- The first is section 648 (2.1) which includes libraries as being eligible for off-site levies.
- The second is section 362(1)(j), which states that municipalities cannot tax public library boards.
- The third is section 271(2.1)(a) which states that a municipality may use a community services reserves for public libraries.

**The Public Library Services Branch (PLSB) of Alberta Municipal Affairs is the provincial body that administers public library legislation and the provincial Public Library Network.** PLSB staff are responsible for the administration of the *Libraries Act* and *Libraries Regulation*, delivering operating grants to municipal and system library boards, plus building and maintaining the provincial Public Library Network. PLSB staff members are available to consult with library boards, library staff and municipal councils. For more information about PLSB, visit [www.albertalibraries.ca](http://www.albertalibraries.ca).

**The Public Library Network links public libraries at a provincial level and enables sharing.** In Alberta, the Public Library Network links public libraries and enables sharing by two different means: a provincial policy framework and a technological infrastructure. The purpose of the Network is to support equitable and seamless access to library resources for Albertans, and does so through things such as

SuperNet connectivity, resource sharing, and the centralized acquisition of electronic content.

## The Roles and Responsibilities of a Municipal Library Board

**The municipal library board is the legal entity that manages and controls the library.** Its formation is defined by the *Libraries Act* – it is created via bylaw passed by municipal council.

**The library board is a governing board, not an advisory board** – it has full management and control of the library. This is defined in legislation (*Libraries Act*, Section 7). Note that library boards are different from other non-profit boards formed under other legislation (e.g. the *Societies Act* or the *Municipal Government Act*). The library board is a corporate body, a legal entity able to sue or be sued, enter into contracts and employ staff.

**Upon establishment, the library board is a corporation** administered under the *Libraries Act* with full management and control of library service in the municipality.

The library board is a governing board. The library manager is employed by and reports to the board, and the board is accountable not only to council, but to all citizens of the municipality and to the provincial government.

The library board passes safety and use bylaws and policies to enable the provision of public library service delivery.

The library board determines library service priorities and creates a plan of service based on community needs assessments.

# Municipal Councils and Library Boards: Roles and Responsibilities

The library board is responsible for acquiring library funding, requesting the funds from council and applying for provincial grants.

The library board keeps financial records and bank accounts, and prepares and manages the budget. The library board selects and hires a financial reviewer (who is not a library board member).

The library board may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more library service points (intermunicipal library boards).

The library board is responsible for providing the space and staff required for public library service delivery.

## The 9 Roles and Responsibilities of Municipal Councils

Unlike boards established under the *Municipal Government Act*, the *Libraries Act* sets out a specific relationship between council and the municipal library board and system library board.

### 1. ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD

The decision of whether or not to have a public library in the community is made by the local municipal council. If council decides that it would be beneficial to have a public library, council must pass a bylaw under the *Libraries Act* 3(1) to establish a library board. Once established, the library board can only be dissolved by order

of the Court of Queen's Bench, or if the municipality itself dissolves.

**Upon establishment, the library board has full management and control of the public library and public library service in the community.** It is a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation. Library boards may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more service points. Municipalities may also enter into agreements with up to two additional municipalities to form an intermunicipal library board. Once formed, the intermunicipal library board is also a corporation with full management and control of public library service in the municipalities.

The library board is a governing board. Library staff report to the board, and the board is accountable not only to council but to all citizens of the municipality. The board has decision making authority and through regional initiatives, generally participates in providing services beyond its local community.

Section 3(4) of the *Libraries Act* states that, **on being established, the municipal library board's legal name is "The (name of municipality) Library Board"**. This name should be used on all documents. Upon establishment, an intermunicipal library board is able to choose the legal name.



# Municipal Councils and Library Boards: Roles and Responsibilities

## 2. APPOINTMENTS TO A MUNICIPAL LIBRARY BOARD

Council appoints and unappoints municipal library board members (trustees) to municipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

**Upon appointment, a board member is a trustee**, governing the delivery of public library service in the community, making decisions that are in the best interest of the public and providing quality municipal library service. Trustees are also subject to common law principles and must act accordingly.

**Council may appoint up to two board members who are also councillors on their council** (i.e. councillors of the municipality that established the library board).

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a “Council Rep” or something similar.
- Councillors from neighbouring municipalities may be appointed to the library board and do not count against the limit of two councillors (i.e. councillors from municipalities that did not establish the library board).
- Council may also choose to *not* appoint councillors to the library board.

An employee of the library board cannot be appointed to the library board.

**Alternates are not allowed** on a municipal library board.

**All** appointments to the municipal library board shall be for a term of **up to three years**.

**A library board member is eligible to be reappointed for up to two additional consecutive terms.** If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done for each time the member is reappointed beyond three consecutive terms.

A library board member is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.

The term of office of a board member continues until a new board member is appointed by council in that member’s place.

The appointments of the members of the municipal board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

### Best practices for appointments

- When appointing board members, make sure the motion includes the length of term (one, two, or three years).



# Municipal Councils and Library Boards: Roles and Responsibilities

- Send the library board a list of appointments including the length of terms.
- Send a letter to the appointee with their term length and expiry date.
- Collaborate with the library board to develop a recruitment strategy that meets the needs of the council, the library board and the community.

## 3. FUNDING MUNICIPAL LIBRARY SERVICE

The *Libraries Act* (section 8) states that municipal library boards must prepare and submit their budget, along with an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library, to municipal council before December 1.

This estimate is known as **local appropriation**, and is money provided to the library board from local taxes to deliver local public library service.

It is the responsibility of council to approve, in whole or in part, the **estimate of local appropriation** requested by the library board. Council **does not** approve the library board's budget. If council is unable or unwilling to provide the requested estimate in full, the library board must make adjustments to their budget to reflect their funding situation.

## 4. PROVIDING FOR LIBRARY BUILDING AND EQUIPMENT

The *Libraries Act* (Section 10) states that library boards may request funding from council for acquiring property for a library building, or for erecting, repairing, furnishing and equipping a building to be used as a municipal library. The

council may provide the funds, or a portion of the funds, as council considers expedient.

These capital funds may be borrowed by council under the authority of a borrowing bylaw, as outlined in the terms of the *Municipal Government Act (MGA)*.

## 5. DETERMINING FINANCIAL REVIEW

Section 9(b) of the *Libraries Act* states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council.

Because local library service is a municipal service funded by tax dollars, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader, or an accountant review), and to accept (or deem satisfactory) the person the library board wishes to have review their accounts.

If or when financial reviewers change, council must pass a motion accepting the new reviewer.

## 6. RECEIVING LIBRARY BOARD BYLAWS

Council receives the library board's bylaws for the safety and use of the library after they have been passed by the library board. Council may disallow a bylaw if they are not in keeping with comparable municipal bylaws.

# Municipal Councils and Library Boards: Roles and Responsibilities

## 7. RECEIVING LIBRARY BOARD REPORTS

Required management practices of boards under the *Libraries Regulation* state that library boards must have certain policies, including confidentiality of user records, finance, and personnel policies. A municipal library board must also develop a Plan of Service based on a community needs assessment, and submit an annual report to the province. Council may receive these reports and policies, as well as meeting minutes, from the library board for information purposes.

## 8. BEING A MEMBER IN A REGIONAL LIBRARY SYSTEM

Council has the authority to join a library system, become a party to a library system agreement at the regional level, and appoint a member to the library system board. (All municipalities, with the exception of Edmonton and Calgary, are eligible to join a library system.)

Library system boards are also created under the *Libraries Act*. Library systems are established by the Minister of Alberta Municipal Affairs when municipalities in an area agree to jointly provide library system services.

There are seven library system boards in the province.

System boards are a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation.

Library systems provide professional and technical support to public libraries within the

system area so that even the smallest library has access to advice and assistance, along with the cost effectiveness and cooperation made possible by working through a larger unit. They also manage library resource development and sharing at the regional level. As well, library systems function as nodes within the provincial Public Library Network, connecting resources available provincewide to residents using municipal libraries in small rural communities.

## 9. APPOINTMENTS TO LIBRARY SYSTEM BOARDS

Appointments to a library system board are different than appointments to a municipal library board. When appointing to a library system board, council must adhere to the following, as set out in the *Libraries Regulation* (Section 32):

- A single term cannot exceed three years.
- Council shall not appoint a library system board member to serve for more than 9 consecutive years without the approval of 2/3rds of all the members of that council.
- Any vacancy in the membership of a library system board shall be filled by council as soon as reasonably possible.
- Council may appoint an alternate to a library system board if the library system board member is unable to attend a library system board meeting and has given notice to the library system board that an alternate member will attend. (This is not allowed for municipal library boards).
- The alternate member shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.

## Structure of Public Library Service in Alberta



Alberta  
Government

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**MEETING DATE:** July 25, 2023

**PREPARED BY:** Justin de Bresser, Interim Chief Administrative Officer

**PRESENTED BY:** Justin de Bresser, Interim Chief Administrative Officer

**SUBJECT:** **Directors' Quarterly Reports, 2nd Quarter of 2023**

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## **BACKGROUND**

Council and Administration have incorporated a reporting process that includes quarterly reports provided by the department directors that provide updates on activities within each department. The objective of these quarterly reports as well as the reporting of the CAO on a monthly basis assists in improving the flow of information for Council and ensuring that they have adequate knowledge of programs and activities of the various departments' functional areas. These reports also provide additional insight to the public into activities related to municipal operations.

## **DISCUSSION**

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

## **FINANCIAL IMPLICATIONS**

None.

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the Directors' second quarter reports for 2023 as information.

## **ALTERNATIVES**

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

## **ATTACHMENTS**

- *Corporate Services Director's Quarterly Report, 2nd Quarter of 2023*
- *Community Services Director's Quarterly Report, 2nd Quarter of 2023*
- *Infrastructure and Property Services Director's Quarterly Report, 2nd Quarter of 2023*

## **APPROVALS**

  
Justin de Bresser, Interim Chief  
Administrative Officer

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Department Director/Author



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**MEETING DATE:** July 25, 2023

**PREPARED BY:** Justin de Bresser, Interim Chief Administrative Officer

**SUBJECT:** **Corporate Services Director's Quarterly Report, 2nd Quarter of 2023**

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**ADMINISTRATION**

- Supporting and assisting with a range of projects, including SCADA upgrades, Spring Budget, and Year-end Audit.
- Attended the Joint Meeting with Wolf Creek School Division, Habitat for Humanity Dedication, and Beyond Food Hub ribbon-cutting ceremony. Also attended the Public Open House at the EBC on April 12<sup>th</sup>.
- Assisted with Economic Development Officer recruitment efforts, with interviews being arranged with the short-listed applicants.
- Attended both the North Red Deer River Water Services Commission and the North Red Deer Regional Waste Water Commission meetings.
- Working with Benefit Consultant to review various options on renewal rates.
- Assisted with Economic Development Officer recruitment efforts, with interviews being arranged with the short-listed applicants.
- Attended the GFOA Conference gaining knowledge on potential future projects and excellent networking with colleagues from other Municipalities.
- Development and release of an RFP as directed by Council.
- Assisted many internal initiatives, including Transfer Site Upgrades, SCADA System Upgrades, Purchasing Policy development, and Insurance Claim for fire damages from April 25<sup>th</sup> Fire, and finalized the renewal rates with our Benefits Consultant.
- Liaisons with surrounding communities, including Lacombe County, the City of Lacombe, and Wolf Creek School Division.
- Myself and other administrative team members have had several meetings with the County regarding joint servicing and water reservoir upgrades.

- 
- An EDTAC member and I toured the new potential EDO around the Town in early June and will start the Town after the long weekend in July.
  - Hosted and Attended the IDP/ICF meeting with Lacombe County.
  - Attended and assisted with the Blackfalds Days Councillors' Pancake Breakfast.
  - Finalizing discussions of Blackfalds Estates with Legal.

**FINANCE**

- Working through Spring Budget Adjustments for 2023 that are necessary to balance the budget.
- BDO Audit has been completed, Drafted Audited statements will be presented to Council.
- Completion of the 2023 Property Tax Rate Bylaw with an Open House with the property assessor is slated for June 5<sup>th</sup> from 1 p.m. to 7 p.m.
- Tax notices were printed and sent out during the first week of May. Included in the tax notices was an insert that documented where the Town was experiencing the biggest increase in costs. The Corporate Services Clerks experienced a high volume of calls and emails from concerned citizens. Some of the inquiries were about the insert specifically. Others were regarding the tax bill and assessments. All assessment concerns were referred to the Town Assessor; they could reach out by email, phone, or schedule an in-person meeting on June 5<sup>th</sup> information session.
- The 2022 financial year was finalized. After Council approved the Audited Financial Statements, the Audited Financial Statements, Financial Information Return (FIR) and Statistical Information Return (SIR) were filed with Municipal Affairs. The internal follow-up process was also completed, including the final year-end adjusting entries, year-end close, year-end reconciliations to the audited financial statements and rolling forward all the balance sheet account accounts to the 2023 year opening balances. Following these processes effectively ensures that 2022 year-end cannot be modified or changed from the audited statements.
- Attended the Government Finance Officers Association (GFOA) Conference. The three-day conference started with the GFOA Annual General Meeting, followed by keynote speakers that were both enlightening and informative. The afternoons had several break-off sessions. The finance team attended various sessions that discussed; Asset Retirement Obligations, Selling the Town Budget and presentations, Retention in the Workplace, Bitcoin overviews, and Mental Health awareness.

- On June 5<sup>th</sup>, Corporate Services coordinated the Tax Assessment Information session. Appointments were scheduled from 1:00 p.m. to 7:00 p.m. and allowed citizens to discuss specifics of their property assessment with our Contract Tax Assessor, Frank Watson. In the weeks before the Assessment sessions, the Tax Clerks and the Tax Assessor addressed an average of five phone calls daily since tax notices were sent out.
- The new Corporate Credit Cards and Corporate Fuel Cards have been issued to all the cardholders. Set up and training on the system is completed. The process is currently transitioning to the new online coding process from the paper reports and coding of the old cards. Corporate Services developed a process to make recording the transactions less burdensome for accounts payable, gives us direct controls, and is an up-to-date system for cardholders to access limits, transactions, and code their purchases at any time. The Credit Card Usage Policy, Procedures and Cardholder Agreements have been updated and sent to the Directors for final review. Council will also receive their new credit cards at the Council Meeting in June.
- This month, finance finalized the Library Annual report to the Province, reported to K-Division the 2022 O&M for the RCMP Building, and created the Municipal Measurement Information Report for council. We are currently reviewing the Travel and Subsistence Policy, working with a committee on the Purchasing Policy and Procedures, and establishing Capital Planning Meetings with the Directors.
- Budget preliminary work has begun for the 2024 to 2026 Operating Budget and Capital Budget 2024 to 2033 Capital Plan. Discussions have commenced with Directors on staffing, utilities and capital plans. Questica has been rolled forward and set up for the year 2024. Current staffing has been updated, and insurance, debentures, telephone and utility projections have been entered.
- Mid-term insurance review meeting was held with AB Muni representative and Corporate Services Staff. Including updates and information on risk assessment for the Town.
- Quarterly financial reporting is completed for the period ending June 30<sup>th</sup>, 2023 and will be presented to Council for information.

#### **INFORMATION TECHNOLOGY & RECORDS MANAGEMENT**

- Purchased a new copier for the Civic Cultural Centre, which will be installed in April. The current MFP will be repurposed to the Fire Hall, and the old MFP will be sent away for disposal.
- IT and Records Management are configuring the summer staff profiles in preparation for the Summer Staff Orientation on May 1<sup>st</sup>.

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- Started the 3-week trial with Agilicus to increase security for remote access into our town Scada systems. Provides administrative management controls through a zero-trust architecture and streamlines access with a seamless end-user experience.
  - The Town IT Department attended the 2023 MISA Prairies Spring Conference & Trade Show in Edmonton. This conference provided our IT staff the opportunity to collaborate and network with other Municipal IT professionals and Vendors across Canada. MISA Prairies creates an ongoing collaborative community that enables innovation and leadership in municipal technology services and is an event we look forward to attending annually.
  - IT is continuing to update and implement new strategies for increased network security protocols to lower the danger of data loss, failures, and compromised data. A strong network security system is a critical component of cybersecurity and boosts network performance with added safe working conditions.
  - Records Management and IT attended the initial kick-off meeting with Zasio Enterprises for the implementation & coordination of the Versatile Professional project for the Town's Records Management plan. A dedicated support specialist has been assigned to the Town to coordinate the required configurations, provide administrator training, and project tracking for phase 1 of this project, which is to be completed by June 9<sup>th</sup>, 2023.
  - IT is taking proactive measures to enhance security awareness and improve the technical skills of staff members. We are conducting phishing campaigns as part of security training as an effective way to educate employees about the dangers of phishing attacks and teach them how to identify and respond to suspicious emails or messages. These simulations mimic real-world situations to help employees recognize various types of phishing attempts and understand the tactics employed by attackers. Immediate feedback is provided to employees after they interact with a phishing email for them to complete a training module. This feedback explains why the email was a phishing attempt and offers guidance on how to avoid similar attacks in the future.
  - In conjunction with phishing campaigns, IT is continuing to provide Tailored weekly IT Tips to staff that are relevant to their day-to-day work which can be more engaging and practical, to help increase the chances of implementation and knowledge retention.
  - These initiatives aim to empower our staff with the knowledge and skills needed to protect themselves and the organization from cyber threats. By combining phishing campaigns with relevant IT tips, we can effectively enhance our workforce's security awareness and technical skills.



- IT is implementing a structured, secure approach tailored to the specific department's needs and requirements of our organization's audio/video and picture file shares. Retaining and securing our data with multi-factor authentication, encryption, mirrored replication, and onsite and offsite backup retention for redundancy and failover. Continuing to follow the 3-2-1 golden backup rule of (3 copies of data including production, 2 different onsite storage backups, 1 offsite backup).
- Records Management has been involved in various tasks related to policy development, records management, and software implementation, aimed at streamlining processes as well as improving accessibility and retention of records.

## **MARKETING & COMMUNICATIONS**

- **Blackfalds Days**  
Working with CSD to create the Blackfalds Days Brochure, promoting the community parade, assisting with event details, and offering support for organizations also participating in events.
- **Building Signage**  
Updating exterior signage including wayfinding, outdated sign in front of the Blackfalds Food Bank, and interior signage including no smoking signs, and floor plans.
- **Volunteer**  
Marketing/communications for both Best of Blackfalds and Youth Recognition Assisting FCSS in various marketing/communication needs for the volunteer award events which include sponsorship signage, itinerary, posters, photography requests, etc.
- **Staff Orientation Video**  
We are working on the staff orientation video to remove COVID information as well as other staff content.
- **Wayfinding**  
Continuing to work on updating wayfinding design files so they will be ready to roll out in the summer. The sign in front of the Food Bank has been updated and looks much cleaner.
- **Community Garage Sale**  
Compiling addresses for the map/brochure for the Community Garage Sale
- **E-Scooters**  
Assisting the Economic Development Officer in updating the website and putting out a media release regarding the arrival of Neuron Mobility e-scooters which should be available to the public as of May 15<sup>th</sup>, 2023.

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- **Wayfinding**

Continuing working on updating wayfinding design files – maps need to be updated to include new Catholic School site, as well as waiting for possible sponsorship titles.

- **File Organization**

With help from IT, we are going through photos and deleting duplicates, as well as attempting to create more space.

- **HR Forms**

Assisting HR with the re-design of staff/management forms.

Assisted in Blackfalds Days with organization/promotion.

- **Bike Skills Park Sign**

MarCom finalized the design for the Bike Skills Park sign, which was installed by Lacombe Signmasters on Wednesday, July 12<sup>th</sup>. We are excited that the new addition is a clean, consistent look that compares to all the wayfinding design throughout town. It adds a professional look, while working with the flow of the course so riders are no longer interrupted like they were with the previous temporary sign.

- **Corporate Apparel**

MarCom is releasing a Request for Quote to various local apparel/swag suppliers to create an easier, more technological way of ordering apparel via the Corporate Apparel Program. Having this new way of ordering will also allow staff to purchase items that are not limited to clothing and the TOB can offer merch like backpacks, mugs, etc.



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Department Director/Author

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**MEETING DATE:** July 25, 2023

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

**SUBJECT:** **Community Services Director's Quarterly Report, 2nd Quarter of 2023**

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## **OVERVIEW**

Summer fun in the sun!

In Parks and Facilities Operations, the teams prepared for the arrival of summer staff and readied equipment for mowing and trimming. They also took down the Tayles Christmas Light Display and conducted maintenance on the arenas. Outdoor facilities such as the Bike Skills Park, Tayles Water Spray Park, tennis courts and community gardens were opened. The sports fields were prepared for use, hosting various sports activities and tournaments. The Parks team also provided assistance to the Fire Department in extinguishing grass fires and supported Blackfalds Days with event setup and cleanup.

At the Abbey Centre, Aquatic Staff underwent training, and the pool opened on schedule. Capital projects such as the fundraising rocks and picnic table were completed, and agreements were made with food service providers. The Abbey Centre offered new half-day weeklong camps for basketball and tennis and introduced Summer Pass memberships. Despite weather challenges, the center attracted significant daily admissions and member visits.

In FCSS Operations, seniors programming, including the Drop-In 50+ Walking Club and It's More Than a Movie event, saw active participation. The FCSS also engaged with the community through clean-up events, volunteer programs, and youth initiatives. They hosted events during Blackfalds Days and actively managed their social media presence, including newsletters.

The Projects, Events & Eagle Builders Centre Operations saw ongoing warranty work at the EBC, including exterior painting and improvements to lighting. Our Manager attended the National Sports Event Congress Conference to explore opportunities for hosting sports events. Blackfalds Days was a success, attracting numerous attendees to various activities.

## **PARKS AND FACILITIES OPERATIONS**

- The Parks and Facilities teams prepared for the arrival of 13 summer staff on May 1<sup>st</sup>. Equipment for mowing and trimming was prepped and onboarding documents and training plans were prepared.
- The Tayles Christmas light display was taken down and stored for the season.
- Arena 2 ice was removed at the end of March and dry floor activities began on April 5<sup>th</sup>. Arena 1 ice was removed at the beginning of May, followed by glass removal and barrier installation.

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- The Vesta Energy Bike Skills Park, Tayles Water Spray Park and community gardens opened for the May long weekend, following the approved Operating Plan. The tennis courts opened at the end of April.
  - Parks and Facilities welcomed six returning and eight new summer staff members.
  - Ongoing general clean-up and landscaping at EBC was underway in April.
  - Ball diamonds and soccer pitches were prepared for spring and summer use. Five tournaments were held at All-Star Park in May and June.
  - On April 26<sup>th</sup>, the Operations team (Parks, Facilities and Public Works) helped the Blackfalds Fire Department with ground support to extinguish grass fires along the CP Rail train tracks.
  - Parks and Facilities staff assisted with event setup and clean-up during Blackfalds Days. Staff tended barricades for the parade and provided general cleaning and supervision throughout the weekend.
  - Facility staff readied Arena 1 for events on June 22<sup>nd</sup> and June 27<sup>th</sup>.
  - Minor lacrosse, baseball and soccer organizations concluded their seasons in July.
  - The Parks team maintained various park tasks, including hanging flowers, tending to flower beds and large planters, mowing, trimming, and graffiti cleanup.
  - Due to wet weather in the latter part of June, the Bike Skills Park was closed.

**ABBEY CENTRE OPERATIONS**

- In April, the Aquatics Staff (19 returning, 12 new) underwent interviews, onboarding, and training. The pool opened as scheduled on May 19<sup>th</sup>. Several pool closures occurred due to extremely poor air quality ratings in May and cold temperatures in June.
- Capital projects for the Blackfalds Field House Society, including fundraising for rocks and a picnic table, as well as the exhausting/cooling of the telecom room, were completed in May.
- The RFP for the Pool Deck Lifting capital project was awarded to PolyLevel Alberta Corp. and work is set to commence in mid-September.
- The first set of new Lifesaving Society lessons ran in June. We are currently working on acquiring feedback from parents and instructors on this new format in order to streamline it in 2024.
- In May, all existing naming rights sponsors were contacted regarding their contract expiry in May 2024. The deadline for first right of refusal was set for October 1<sup>st</sup>.



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- A three-year agreement was signed with our current food services provider, extending the contract until May 2026.
  - The annual Emergency Procedure in-service training was completed in early May, just in time for the busy pool season.
  - This summer, for the first time, we are offering half-day, week-long camps for basketball and tennis.
  - Staffing resignations for Guest Services Representatives and Fitness Programmers have prompted further interviews and hiring for those positions.
  - The first-time Summer Pass memberships went on sale from May 15<sup>th</sup> to May 31<sup>st</sup>. In just two weeks, we sold 194 passes (366 people).
  - Registered fitness classes and drop-in activities concluded for the season in mid-June and will resume in the Fall.
  - We supported the Blackfalds Fire Department by hosting their elevator training session on May 27<sup>th</sup> and 28<sup>th</sup>. Additionally, we participated in FCSS's Senior Week on June 5<sup>th</sup>, offering 10% off monthly on annual senior memberships, and provided complimentary senior day admissions on June 9<sup>th</sup>. We also hosted the Staff BBQ on June 22<sup>nd</sup>.
  - We have set new dates for our 2023/24 C'amped season, incorporating five additional days from the Red Deer Catholic School calendar. The remainder of their days already aligns with Wolf Creek's calendar.
  - During Blackfalds Days, we hosted the Arm Wrestling Championship, Toonie Swim, and Non-Denominational Church Service (which was cancelled). Our GM, Guest Services Team Lead, and Children's Services Programmer supported the Councillors' Pancake Breakfast, parade marshalling, Red Deer Royals lunch and Kids Zone.
  - Our first Summer Solstice event took place on June 21<sup>st</sup>. Despite cooler weather, the attending youth had fun with games, prizes, races and a water walkway, among other activities.
  - Day Camp Leaders started on June 27<sup>th</sup> and the first week of Camp Curious began on July 4<sup>th</sup>. Sabrina's Pizzeria was established as our new Camp Curious hot lunch provider.
  - In this quarter, we attracted 11,487 daily admissions and had 26,031 member visits. Membership revenues amounted to \$140,923, facility/program room rental fees reached \$19,035, and day admission sales totaled \$76,040. As of June 30<sup>th</sup>, we had 504 annual members, 770 monthly members, 366 Summer Pass members and 1,989 punch pass holders.

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**FCSS OPERATIONS**

- Seniors Active Programming:
  - Drop-In 50+ Walking Club:
    - April: 56 participants, 12.5% Lacombe County residents, 10.7% City of Lacombe residents, 8 dates offered, 170 track admissions purchased, 55 uses of Seniors Plus (75+) admission, 11,055 laps walked as a group.
    - May: 50 participants, 16% Lacombe County residents, 8% City of Lacombe residents, 9 dates offered, 146 track admissions purchased, 47 uses of Seniors Plus (75+) admission, 7,919 laps walked as a group.
- It's More Than a Movie monthly event:
  - April: 22 attendees.
  - May: 21 attendees.
- Cheemo Club Engagement: Volunteer Programmer serves as a liaison between the Cheemo Club and the municipality, assisting with booking requirements and addressing concerns.
- Fall Programming: Volunteer Programmer collaborates with Fitness and Aquatics Coordinator/Recreation and Culture Programmer to monitor 50+ active programming registration numbers.
- Seniors Week:
  - 16 Events/activities held.
  - 10% off Abbey membership for seniors – 5 memberships purchased.
  - Various activities and attendance numbers specified.
- Clean up Blackfalds:
  - 76 people from 14 unique groups participated.
- Board/Committee Appointments:
  - Vacancies on FCSS Board, Municipal Library Board, Policing Committee, and Economic Development & Tourism Advisory Committee.
  - Volunteer Programmer working with interested residents and exploring student applicants from Blackfalds.
- National Volunteer Week:
  - April 19<sup>th</sup> 'Best of Blackfalds – Volunteer Edition': 120 attendees, awards presented.
  - May 3<sup>rd</sup> 'Youth Recognition Night': 170 attendees, awards presented.
  - National Volunteer Week colouring contest: 48 entries received across different age categories.
- Blackfalds FCSS Facebook Page:
  - 377 followers at the end of April.
  - 406 followers at the end of May.
  - 433 followers at the end of June.
- Community Volunteer Income Tax Program Completion:
  - 56 total returns (March & April).
  - 20.5 volunteer hours.
  - Added \$420,884.29 into the community.
- Family Easter Event:
  - 310 in attendance.
- Blackfalds Youth Crew:
  - Mondays (grades 4 - 6) and Tuesdays (grades 7 - 12) attendance details specified for April, May, and June, along with the activities participated in.

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- Child Safe Canada Home Alone Safety was offered April 17<sup>th</sup> had 15 youth in attendance, May 31<sup>st</sup> had 15, and June 14<sup>th</sup> saw 15 attendees. The class continues to be offered on a regular basis throughout the school year for youth grades 4 to 6. The next course is scheduled for September.
  - Positive Peers is a healthy friendships group offered to students at Iron Ridge Intermediate Campus. This group started in December 2022. The group meets every Wednesday over lunch/recess to learn about healthy friendships and positive relationships. Teachers send students to the group based on their weekly behavior. FCSS Youth Programmer and IRIC School Social Worker have partnered for this program. The program was revamped in April to better meet the needs of the youth.
  - Queer Straight Alliance (now Safe Space) is a gender diverse support group offered to students at Iron Ridge Junior Campus. This group meets every Tuesday over lunch break. IRJC School Social Worker created/facilitates this group, FCSS Youth Programmer attends when her schedule allows to build rapport and support the students in attendance.
  - Wellness Wednesday is an afterschool drop-in program offered at IRJC to promote mental health/wellness in their school. FCSS Youth Programmer has been attending to build rapport with students while having conversations surrounding mental health with the participants. Two sessions were held in April with additional sessions in May as the program was well received.
  - Self-Esteem/Coping Skills Group is a group created by SGTG School Wellness Worker. FCSS Youth Programmer has partnered with the School Wellness Worker to deliver a group focused on developing self-esteem and positive coping skills. The group began January 26<sup>th</sup> and meets Thursday afternoons for 8 sessions total. The last session was scheduled for April 6<sup>th</sup>.
  - Rainbow Readers (now True Colours) is a gender diverse support group offered to youth ages 12 to 17. This partnered program is supported/facilitated by the Servus Credit Union Blackfalds Public Library and Blackfalds FCSS. This youth-lead drop-in program is held at the Library once a month, providing an opportunity for LGBTQ2S+ or allied youth to feel a sense of belonging. Previously scheduled the last Monday evening of every month from 6:30 to 7:30 pm, True Colours shifted to the last Sunday of every month from 1:30 to 3 pm to increase participation and engagement. Following the May session this program has been discontinued due to low participation.
  - May Interagency Meeting:
    - 23 community members from 17 unique organizations attended.
  - Youth Week:
    - May 1<sup>st</sup> FCSS offered a drop-in movie night with 26 youth in attendance.
    - May 2<sup>nd</sup> FCSS offered a drop-in tie-dye program with 2 youth in attendance.
    - May 3<sup>rd</sup> The He(art) of Friendship: An Expressive Arts Experience was offered with 3 youth in attendance.
    - May 4<sup>th</sup> Drop-in Games Night was offered at the Abbey Centre with 3 youth in attendance.
    - May 5<sup>th</sup> Comic Creation, an opportunity to create your own comic alongside Art Psychologist Tammy Auten-Dye, was offered with 1 youth in attendance.

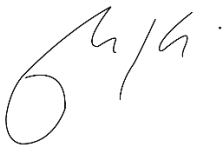
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- Blackfalds Days (June 15<sup>th</sup> to 18<sup>th</sup>): The success of this multi-event weekend was made possible by the hard work of numerous staff members from various departments, as well as the dedication of residents who filled 71 volunteer shifts and contributed over 200 hours of their time. Additionally, we are grateful for the support we received from our local community groups.
    - Global FMX: 7 volunteers helped serve popcorn and supervise the perimeter.
    - Youth Night Out: 10 volunteers helped supervise inflatables and games area.
    - Councillors' Pancake Breakfast: 10 volunteers helped clear tables and take out garbage.
    - Judging Parade: 3 volunteers to help judge the parade entries.
    - Kids Zone: 24 volunteers helped supervise inflatables.
    - Fireworks: 5 Blackfalds Pyro Crew volunteers that put on a spectacular Blackfalds Days fireworks show and totaled 68 volunteer hours.
  - Mock Interviews at SGTG:
    - Youth Programmer participated as an interviewer for grade 9 mock interviews.
  - Youth Night Out:
    - Free event during Blackfalds Days for youth grades 4 to 12 with specific activities listed.
  - FCSS Volunteer Newsletter and Vibrant Living 50+ Newsletter:
    - In April the newsletter was emailed to 247 contacts with the 'Open Rate' of 43%
    - In May the newsletter was emailed to 258 contacts with the 'Open Rate' of 50%
    - In June the newsletter was emailed to 260 contacts with the 'Open Rate' of 44%
  - Relationship with Beyond Food Community Hub:
    - Support with milk coupons, social media support, Lunchbox program, connecting residents with the Food Bank, attendance at the MEGlobal Community Kitchen Grand Opening, Taste of the Ukraine event, and community garden boxes relocation.
  - Rural Mental Health Animator training:
    - Attended by the Community Engagement & Youth Programmers.
  - Youth Action Coalition:
    - Continued engagement with all youth-serving agencies in Blackfalds.
  - 2022 Annual Report:
    - Completed, showing over \$200,000 spent by the municipality to support FCSS work.
  - FCSS Annual Directors Network in Jasper:
    - Collaboration and networking event with FCSS Directors from across the province.
  - Blackfalds Health Professionals Attraction & Retention Committee (BHPARC):
    - Hosted a weeklong recognition activity during Rural Health Week, supported by a grant from RhPAP. \$975 grant was received from the Rural Health Professions Action Plan (RhPAP) to support a Tea & Cookie appreciation campaign.

## **PROJECTS, EVENTS & EAGLE BUILDERS CENTRE OPERATIONS**

- EBC warranty work is ongoing with exterior painting completed in May.
- Flashing around the South wall completed in June.
- Additional lights were installed (retrofit) in the arena bowl with new lighting configuration to provide brighter lighting on the playing surface.



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- Library lights almost completed with new light heads and bulbs replaced with the rest to be done next month.
  - Timcon crew installed stairs at the plaza in May.
  - Plaza concrete base floor fully completed.
  - Artistic wall to be put up in the next 6 weeks; working to expedite with the sign company (Behrends Group).
  - Attended the 2023 National Sports Event Congress Conference in Richmond, BC from June 6<sup>th</sup> to 8<sup>th</sup>.
  - Met with various National Sporting Organizations to discuss Blackfalds as a great host for major events.
  - Positive conversations with Hockey Canada, Slo-Pitch National, Soccer Canada, Softball Canada, Ball Hockey Canada, and Dodgeball Canada.
  - Blackfalds Days took place from June 15<sup>th</sup> to 18<sup>th</sup>.
  - Motocross FX trick jumps started the event with good community attendance.
  - Councillors' Pancake Breakfast raised \$1,700 for the Food Bank.
  - Parade saw high attendance throughout the route.
  - Farmers Market hosted over 100 vendors.
  - Successful Arm Wrestling event and well-attended other activities.
  - 2nd Quarter busy with Junior A Bulldogs in AJHL playoffs. Thousands of people from the community and surrounding areas attended games at the EBC, making it a social hub.
  - Lacrosse activities in Arena 2 went well with practices and games.



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Department Director/Author

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**MEETING DATE:** July 25, 2023

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

**SUBJECT:** **Infrastructure and Property Services Director's Quarterly Report,  
2nd Quarter of 2023**

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## **OVERVIEW**

1. The BOLT service has been extended for another 24 months until September 1<sup>st</sup>, 2025. The BOLT internal team has been working together to identify marketing opportunities. We are excited to solidify this service for the community and our riders.
2. The Department continues to suffered some HR limitations due to limited resources and unplanned leaves. We are looking at ways to minimize service interruptions and used shared resources. Specifically, the Planning & Development section has been short-staffed due to an injury, we are hopeful that the employee will be returning to their work duties shortly. In the meantime, administrative support has been provided by FCSS and Corporate Services on an as-need basis which is very much appreciated. Public Works also has an operator off due to injury, but he is anticipated to return to work be the end of this month. Three new summer students joined the department on May 1, and are busy helping the operators with inspections and assisting with Transfer Station operations.
3. The 2024 budget process has started with capital project planning, fleet and staffing needs over the past weeks.
4. Planning & Development has done some preliminary work to prepare for the upcoming Municipal Development Plan Review. A MDP Vision check-in with Council will be brought forward again in Q3 as per Council's direction to allow new CAO to get familiar with workload and other Council priorities ahead of this exercise.
5. The Director has been working with the County of Lacombe regarding limitations to water and sewer capacity within the Aspelund Servicing Area. Council has amended the 2023 Capital Budget to include a \$2.65M Sanitary Trunk Project for construction to allow a large utility user to be serviced by this system. Work continues on this important capital project with an Agreement being signed between the County and the Town towards completing a project cost-sharing partnership agreement based on the memo ratios for sanitary volumes.
6. The Department Director and the Mayor attended the Battle River Watershed Annual General Meeting on June 12<sup>th</sup> at Battle Lake, the headwaters of the watershed. The event was well-attended and informative.
7. The Director attended the CLGM conference in Kananaskis the week of May 9<sup>th</sup> to the 12<sup>th</sup>.

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**OPERATIONS**

8. The Department continues to actively identify and creating internal policies and procedures to ensure municipal best practices are being implemented, along with transparency and consistency in our practices, this will continue to be a priority into the new year. Planning and Development staff are currently preparing an Administrative Policy and Procedures to address Development Security Deposits, however work on these have been stalled due to short-staffing and other priorities.
9. At the end of Q2 2023, Planning & Development had processed 89 permits with the total permit value of \$7,862,120.00. In comparison, by the end of Q2 2022, the department had processed 135 permits with a total permit value of \$13,509,734.00. In summary, both permit activity and values are down which is similar to what many Central Alberta municipalities are experiencing with the current economic climate.
10. Staff have been assisting Municipal Enforcement with various land use complaints including RV parking and unauthorized developments.
11. The Planning & Development section conducted extensive research and work to develop the Urban Hens Bylaw to accommodate the 2-year pilot program currently underway. Internal procedures have been established and staff who will be processing the urban hen applications have been fully trained to address inquiries and process the applications as they come in. Throughout the 2-year pilot program, staff will be engaging with applicants and the community on how the program is going. Council will be provided a report in Q2/Q3 2025 with recommendations on whether to implement a permanent urban hen program based on these findings and Council direction.
12. The Planning & Development section has been working with Lacombe County administration to ensure the contents of the Soper Annexation Withdraw Report are mutually agreeable. The Annexation Withdraw Report will be presented to Town and County Council in Q3 for consideration.
13. Various Area Structure Plans (ASPs) have been discussed over the last few quarters:
  - a. Work continues on the Aspen Lakes West ASP amendments, which are necessary to accommodate the new Catholic elementary school. Much progress has been made and the ASP is currently back with the developer and their consultants to make some final adjustments before the amendments will be brought forward to Council for consideration.
  - b. An application to amend the McKay Ranch (previously McKay Ridge) ASP has been received and staff are working with the developer and their consultants to process the request. A recent resubmission of the ASP is currently undergoing internal review, and it is anticipated the ASP will be at a place to undergo external referrals shortly. Once the external referrals are complete and any issues coming out of the referrals have been addressed, the amended McKay Ranch ASP will go to Council for final adoption.

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- c. The section has not received any Phase 3 correspondence from the Rolling Hills developer nor their consultant since early Q2 2022. It is unknown at this time if they will proceed with the subsequent phases of the development. We did receive a recent request to refund the existing line of credit for phase 1 and 2, however, we are awaiting an inspection prior to agreeing to release these funds.
  - 14. The two sections of the Department have been working with together to conduct numerous development reviews, as well as working with developers with projects currently in construction to maintain compliance with approval requirements.
  - 15. This spring/summer Public Works has been busy with completing alley grading and improvement, street sweeping, line painting, cemetery road regrading, calcium applications on gravel roads, crack sealing, hydrant and valve repairs, and are currently in the process of conducting the hydrant flushing program with anticipated completion for the end of summer.

## **CAPITAL UPDATE**

- 16. Landscaping for the Womacks Road and Highway 2A resumed last month with the remaining work related to stormwater infrastructure at Highway Avenue and Womacks Road along with painting of crosswalks, lanes and centrelines waiting on contractors updated schedule as there was subcontractor equipment breakdowns. Yellow curb painting around the EBC is completed.
- 17. The McKay Ranch Lift Station was not awarded in 2022, due to a lack of development and excessive cost overruns. The project is on hold until the confirmation of land and service availability is received from the developer through a signed development agreement. Recently, we met with the developer and they are unsure when they will be moving forward with this work.
- 18. The NW Stormwater Project is still awaiting the Alberta Environmental Appeal Board decision. One formal update has been received that they are working on it, however, the information on when the board will be completing the report to the Minister is still unknown. No movement on this item since the last reporting period.
- 19. Lorne Avenue rehabilitation project is well underway with all sidewalks, roadway and curb and gutter removed. The project has been slightly delayed due to recent rains. The contractor is in the process of extruding the curb and gutter and will commence asphalt and landscaping after that. The project is still anticipated to be completed prior to school beginning at the end of August.
- 20. On June 23<sup>rd</sup>, 2023, public works re-posted the tender for a new one-ton truck with crane accessory with a closing date of July 19<sup>th</sup>. To date, two tenders have been received. The department anticipates awarding the tender by August 8<sup>th</sup>, pending council approval, if required. This unit would replace a ¾ ton truck and add a crane unit to assist with operational tasks involving heavy lifting.
- 21. The EV charging project is currently waiting for procurement of the stations, anticipated to shipped in September. The level 2 station will be installed at BMI, and the level 3 station will



be installed at the Civic Centre. The department is currently working with the electrical company to finalize the construction and electrical scope based on design requirements.

22. As part of the Town's capital projects, new aerial imagery was flown in May. Updated imagery was received in July, and now the department will move forward with updating various maps and the internal webmapping program to include this new imagery.
23. As part of the 2022 pavement management study capital project, the Town was approved for grant funding under FCM's Municipal Asset Management Program (MAMP) funding. Now that the project is complete and final report delivered, the department has submitted all grant deliverables in order to get funding.

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

24. Monitoring of the Town's new Land Use Bylaw (LUB) is on-going, with amendments being identified and prepared for Council's future consideration. The LUB provides the blueprint for all development that occurs within the Town's municipal boundary so it is imperative that the bylaw is kept relevant, reflects contemporary planning and development practices, and meets the needs of our residential and business community.
25. The Dangerous Goods Bylaw and Traffic Bylaw work will be started this quarter to conform with new regulations and the Transportation Master Plan.
26. Offsite Levies Bylaw final report is being finalized by Stantec and reviewed internally. Once the document is completed and approved by Council we will prepare for the fall public engagement process.
27. The soil sampling program at the transfer station is complete with the results confirming the presence of contaminants in excess of Alberta Tier 1 Guidelines at both the burn pit, and used oils area. The Town will be requesting capital funding to remediate these areas and upgrade operational practices to ensure compliance with regulatory requirements.
28. The Town is in the process of purchasing an odour control device for Stanley lift station, which will be installed likely by the end of summer. The department is working with a contractor to investigate options for installing a new access door to the lift station to facilitate emergency pump maintenance activities.
29. This was the first summer utilizing contracted services for street sweeping and the results were positive. Sweeping was completed earlier than usual, allowing the department to get an early start on other important operational tasks.



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Department Director/Author

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**MEETING DATE:** July 25, 2023

**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator

**PRESENTED BY:** Justin de Bresser, Interim Chief Administrative Officer

**SUBJECT:** **Minister of Education Appointment Congratulations and Meeting Request**

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## **BACKGROUND**

Following the Provincial General Election on May 29, 2023, Demetrios Nicolaides was sworn in as Minister of Education on June 9, 2023.

## **DISCUSSION**

Blackfalds Council has demonstrated a desire to discuss the many items of importance that we, as a Municipality, have been bringing to the attention of the Provincial Government and the Town of Blackfalds looks forward to a good working relationship with Mr. Nicolaides.

On behalf of Council, Administration would be pleased to draft a congratulatory letter and request a meeting, along with any other information that Council would like included.

## **FINANCIAL IMPLICATIONS**

None

## **ADMINISTRATIVE RECOMMENDATION**

1. 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 to discuss educational needs for the Town of Blackfalds.

## **ALTERNATIVES**

- a) That Council direct Administration on how to proceed.

## **ATTACHMENTS**

- [Minister of Education - Demetrios Nicolaides](#)

## **APPROVALS**



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Justin de Bresser, Interim Chief  
Administrative Officer



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Department Director/Author



July 13, 2023

Mayor and Council  
Town of Blackfalds  
Box 220  
5018 Waghorn St.  
Blackfalds, AB  
T0M 0J0

Dear Mayor Hoover and Council:

We are writing to ask the Town of Blackfalds to show its support for local news media by following the example of the Province of British Columbia and the Federal and Quebec governments and stop all advertising with Meta platforms Facebook and Instagram. We are also asking that you direct staff to divert the portion of your advertising budget spent on Meta to invest in local news media.

The Lacombe Express and Red Deer Advocate need your assistance to safeguard the ongoing ability of our journalists to continue to report freely on matters of public interest. Canadian media is facing unprecedented challenges that are affecting our ability to continue to publish journalism that readers can trust. Our huge audience growth over the past ten years isn't reflected in the advertising investment by governments and private corporations. As audience numbers continued to grow at an unprecedented pace, media investment supporting Canadian news organizations has dropped from 23.1 per cent in 2014 to a mere 5.7 per cent in a five-year span.

With the passage of Bill C-18, the Online News Act, Meta has announced it will remove all accredited news content from its pages rather than negotiate a fair deal with Canadian news media. Google has also indicated that unless its demands are met, it will deindex news organizations, making it impossible for Canadians to find local news sources using Google search.

More than ever, democratic principles are under attack from bad actors that spread information at a rate only made possible by algorithm-driven mega-companies like Meta that control almost every facet of our information networks.

Trusted news sources like the Lacombe Express and Red Deer Advocate are an important indicator of a thriving democracy. We've gained huge audiences by adding balance in an increasingly unbalanced world and by helping to communicate the work being done by many non-profit organizations, service clubs, business associations and individuals to build a better community for all. Black Press Media averages more than

4.1 million unique views a month on our news sites including the Lacombe Express and the Red Deer Advocate.

We ask that the Town of Blackfalds use its economic clout and join its provincial and Canadian counterparts and governments around the world that are taking a stand at this crucial time in history to proclaim that the power to decide how and what information is shared isn't the purview of an elite group of foreign-based players, but should be in the hands of democratic governments and the people who elect them.

We thank you for your time and we trust the Town of Blackfalds will side with Canadian news media and the democratic principles that have shaped our country.

Sincerely,

Barb Pettie  
Publisher  
Lacombe Express

Daria Zmijewsky  
Publisher  
Red Deer Advocate



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**Subject:** IRJC Open House - Aug. 31

**From:** Nicole Rawlinson <[nicole.rawlinson@wolfcreek.ab.ca](mailto:nicole.rawlinson@wolfcreek.ab.ca)>

**Date:** June 30, 2023 at 3:36:50 PM MDT

**Subject:** IJRC Open House - Aug. 31

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello!

Iron Ridge Junior Campus will be hosting an Open House to kick off the 2023/2024 school year and we are inviting our community partners to join us in welcoming our youth and their families. This is a special opportunity to have our important community partners be on hand to share with families the different ways they can be supported during the year. It also shows our community how important you are and the value we have in fostering positive community relationships. YOU are an incredible asset to our students and families and we couldn't do our job without you!

Our Open House will be on August 31 from 3:30-5:30. We will have a table and chair set up for you and welcome you to come in any time after 3:00 to set up anything you need.

We are hoping to promote lots of mingling with our families and agencies and will be planning a passport-style activity that families will have stamped by each agency in order to enter a draw for a door prize. Please plan to bring a small item that you can give away as students and families walk through our trade-fair style event, this could be something as small as a wrapped candy, pen, bookmark, or any swag you might have to give away. We are also looking for donations to help build the door prizes, please let me know if you can bring something to contribute.

If your agency is able to attend please confirm so that we can have an area set up for you. If you have already confirmed with Trish Pfeifer please ignore this. And if you have any questions at all, please feel free to email or call (403-351-9109).

We hope you can join us on August 31!

Have a wonderful summer!

--

Nicole Rawlinson  
Principal  
Iron Ridge Junior Campus  
403-885-1885

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on May 11, 2023, at 5018 Waghorn Street in the Tayles Room, commencing at 7:00 p.m.

#### **MEMBERS PRESENT**

Jamie Hoover	Town of Blackfalds Mayor
Jim Sands	Town of Blackfalds Councillor
Dena Thomas	Public at Large
Sheila Giffin	Public at Large
Glenda Brown	Public at Large
Tennielle Gilchrist	Public at Large - joined the meeting at 7:08 pm
Cliff Soper	County of Lacombe Resident

#### **ATTENDING**

Rick Kreklewich, Director of Community Services, Town of Blackfalds  
Sue Bornn via TEAMS, FCSS Manager, Town of Blackfalds  
Sue Penner, FCSS Admin Assistant, Town of Blackfalds

#### **REGRETS**

Rebecca Stendie	Town of Blackfalds Councillor
Melissa MacLeod	Public at Large

#### **OTHERS PRESENT**

None

#### **1 CALL TO**

**ORDER:** Chair Thomas called the meeting to order at 7:02 p.m.

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

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

#### **3 ADOPTION OF AGENDA**

**16/23** Councillor Sands moved that the Board adopt the May 11, 2023, Agenda as presented.

**CARRIED UNANIMOUSLY**

#### **4 ADOPTION OF MINUTES**

**17/23** Member Giffin moved to accept the Minutes from April 13th, 2023, as presented.

**CARRIED UNANIMOUSLY**

**5 DELEGATION**

None

**6 BUSINESS ARISING FROM THE MINUTES**

**OLD BUSINESS**

None

**7 BUSINESS**

**7.1 2023 Grant Requests**

- Manager Bornn advised the Board that she heard from the provincial government that the recent increase to FCSS funding should come sometime in July.

**18/23** Member Soper moved that the Board recommend to Council that grant funding in the amount of \$8,500 be given to Iron Ridge Elementary to help support their Social Worker position to a FTE and \$15,000 be given to Big Brothers Big Sisters to support their mentoring programs.

**CARRIED UNANIMOUSLY**

**8 ACTION CORRESPONDENCE**

None

**9 INFORMATION**

**9.1 FCSS Managers Report**

- Manager Bornn reported that she received a call from Alberta Health Services advising that they are adding a mental health therapist one day a week, booked as a drop-in format. Appointments will be set up on Monday and Tuesday through the Lacombe Office and the therapist will see clients on Wednesday. An office in the Support Services (old FCSS) Building is being provided for them.
- Youth Recognition Night was held on May 3<sup>rd</sup> and was a great success and the youth volunteers truly felt acknowledged and supported with the Oscar themed event.
- Manager Bornn has connected with the consultants regarding Social Needs Assessment and is working with them to amend the copy provided so it can proceed to Council.

**APPROVAL OF INFORMATION ITEMS**

19/23 Member Brown moved to accept information item as presented.

**CARRIED UNANIMOUSLY**

**11 CONFIDENTIAL MATTERS**

None

**12 ADJOURNMENT**

Chairperson Thomas adjourned the FCSS meeting at 7:58 p.m.

  
\_\_\_\_\_  
Chairperson  
Dena Thomas

  
\_\_\_\_\_  
YYYY / MM / DD

  
\_\_\_\_\_  
FCSS Manager  
Sue Bornn

Next meeting scheduled for June 8, 2023, at 7:00 p.m.



# City of Lacombe

## **COUNCIL HIGHLIGHTS**

July 10, 2023

### Regular Meeting of Council

## 2. Review of Agendas

### **2.1 Consent Agenda**

Council gave First Reading to Bylaw 400.47 - Land Use Bylaw Amendment – Redesignation of 5253, 5255, 5257, and 5259 49<sup>th</sup> Street. A Public Hearing was set for August 28, 2023.

Council gave First Reading to Bylaw 400.48 - Land Use Bylaw Amendment Place of Worship Site Exception (5109 51 Street). A Public Hearing was set for August 28, 2023.

Council gave First Reading to Bylaw 400.49 - Land Use Bylaw Amendment Heritage Updates. A Public Hearing was set for September 11, 2023.

## 4. Presentations

### **4.1 Lacombe and District Historical Society Update**

Lacombe and District Historical Society Executive Director Melissa Blunden provided Council with an update on the Society's activities and financial position.

### **4.3 Lacombe Pentecostal Church – Tax Exemption**

Lead Pastor Bryan Darnell, Board Member Stirling Bott, and Board Member LaRee Rankin gave a presentation requesting the reinstatement of tax exemption status.

## 6. Requests for Decision

### **6.1 2023 Property Tax and Penalty Exemption**

The property owner of the former Lacombe Pentecostal Church on 50<sup>th</sup> Avenue requested that the 2023 taxes be exempted, and penalties waived.

The property was granted a new development permit in March 2023 to change its land use occupancy to transitional housing (a previous development permit for an outreach school expired/became null when the school moved).

The Assessors have determined that the property is now taxable and have changed its tax status from exempt to taxable. Administration has prorated the taxes for March – December 2023.



Council declined the request to waive 2023 taxes and penalties.

## **6.2 Downtown Parking Improvement Update**

Administration provided an update on the parking lot and on-street parking reconfiguration recommendations at the 5026 49th Street parking lot and parking along 49B Avenue based on public and stakeholder feedback.

The update also included the results of a parking and amenity improvement survey conducted with the public and businesses.

Maintaining 90-degree stalls remained Administration's recommendation for the 5026 49 Street lot.

Angled parking on 49B Avenue received positive feedback. Administration proposed to repaint the parking lines on 49B Avenue to this alignment.

Council directed Administration to implement the angled parking shown on 49B Avenue: Option One.

Council then directed Administration to implement the additional parking stalls shown on 5026 49th Street: Option One.

## **6.3 Capital Projects Engagement Strategy**

Administration developed the new Capital Projects Engagement Strategy, which proposes to share information on upcoming large Capital Projects, playgrounds, and other projects of interest with residents.

The strategy utilizes the Capital Budget process to determine priority projects, then leverages current and new tactics, including media releases, public signage, videos, print advertisements, radio, a dedicated webpage, public events, and social media to communicate project details.

Council approved the Public Engagement Strategy for Capital Projects and playgrounds as presented.

## **6.4 Public Transit Study**

Administration presented a federal grant opportunity to study the viability of expanded public transit service in Lacombe and Blackfalds.

Lacombe & District Family and Community Support Services (FCSS) manages the Connex service on behalf of the City of Lacombe. The Town of Blackfalds offers the Blackfalds On-Demand Local Transit (BOLT) service within their community with designated stops in Lacombe County and the City of Red Deer.

There are potential benefits to combining the two services that Administration from both communities would like to explore further. The federal government offers funding support to rural communities looking to study the expansion of transit services.

Council approved the Rural Transit Solutions Fund application to study the viability of expanded transit services in Lacombe.

## **6.5 50<sup>th</sup> Avenue On-Street Pedestrian - Options**

Administration sought direction from Council on which, if any, of the proposed 50th Avenue Multi-Use Trail alignments to advance to functional design.

At the June 12th, 2023, meeting, Council provided feedback that narrowed the options from five treatments and three alignments to two treatments and a preferred alignment.

Council received an attachment providing additional information arising from the Council meeting.

Attached to the report were four revised alignment options for a pedestrian connection from 63rd Street to Midway Centre. Administration seeks Council's direction to advance one or two alignments to functional design. Administration would then bring back the functional design(s) and updated costing for Council consideration during the 2024 budget deliberations. If approved, trail construction will occur in 2024.

Council directed Administration bring a cost analysis and functional design for Option 4 for further Council deliberation.

## **6.6 Waterslide Project Update**

Administration presented a recommended course of action for the Waterslide project based on public survey results received.

Based on the information from multiple waterslide retailers provided in 2021 and 2022, Administration included a \$500K budget in the 2023 Capital Budget for a waterslide installation at the Kinsmen Aquatic Centre. The published Request for Proposals resulted in only one bid submitted within budget, which Administration believes may not align with public expectations for the project.

Administration delayed the project award to the proponent and requested additional visuals for the proposed waterslides. Administration made a short survey available featuring the visuals to garner public feedback on the Option 1 waterslide.

Administration then presented the survey results to the Lacombe & District Recreation, Parks, and Culture Board at their June 28th, 2023, meeting, which resulted in a board recommendation to Council on how to proceed.

Council postponed the Waterslide Project and will evaluate an expanded project scope during the 2024 budget deliberations.

### ***\*The next scheduled Council Meetings:***

- Monday, August 14, 2023 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***
- Monday, August 28, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, September 11, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***



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## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JULY 13, 2023

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### **REIMAGINING RURAL ECONOMIC DEVELOPMENT CONFERENCE**

Lacombe County Council will decline attendance at the Reimagining Rural Economic Development Conference due to the date conflict with the October 26, 2023 Council Meeting.

### **POLICY RC(1) FUNDING APPLICATION – CITY OF LACOMBE, LACOMBE MEMORIAL CENTRE**

As per Policy RC(1), Lacombe County will provide financial support in the amount of \$7,170 to the City of Lacombe for improvements to the Lacombe Memorial Centre Facility. This contribution will be funded from the Recreation Capital Assistance Reserve.

### **POLICY RC(1) FUNDING APPLICATION – GULL LAKE COMMUNITY LEAGUE**

As per Policy RC(1), Lacombe County will provide funding to the Gull Lake Community League Centennial Park improvements in the amount of \$2,000. This contribution will be funded from the Recreation Capital Assistance Reserve.

### **BOYS AND GIRLS CLUB (BGC)/BENTLEY SCHOOL – AFTER-SCHOOL CARE FUNDING REQUEST**

Lacombe County will provide financial support in the amount of \$1,000 for start-up funding for the Bentley School/BGC of Wolf Creek After School and School Out Day Programs.

### **2021-2022 LACOMBE COUNTY MUNICIPAL INDICATORS**

Council was provided with an overview of the 2021 and 2022 Municipal Indicators results. In the 2021 and 2022 reporting years, Lacombe County met or exceeded all indicators, with the exception of Investment and Infrastructure and Infrastructure Age. The County is deemed “not at risk” according to the new performance measures as set out by Alberta Municipal Affairs.

### **DISCUSSION TOPICS FOR MEETING WITH RCMP**

Council will meet with the RCMP Detachment Commanders of Bashaw, Blackfalds, Ponoka, Rimbey, and Sylvan Lake, on October 3, 2023. Council identified a list of topics for discussion.

### **TOWN OF BLACKFALDS/LACOMBE COUNTY REVISED JOINT ECONOMIC AREA AGREEMENT**

During recent Town of Blackfalds and Lacombe County IDP/ICF Committee meetings, the Town of Blackfalds has expressed support for Joint Economic Area (JEA) cost sharing. The JEA agreement, amended to include cost-sharing services, was approved by Council.

### **CENTRAL RMA ZONE MEETING – LOCALLY SOLD PRODUCTS FOR GIVEAWAY ITEMS**

The Central Alberta RMA Zone Meeting, hosted by Lacombe County, will be held on October 6, 2023 at the Track On 2. Attendee giveaways as well as door prizes will consist of County swag items as well as products that are grown or produced in Lacombe County. Council identified a list of local businesses to be considered when purchasing products for the giveaway and door prize items.

### **LACOMBE COUNTY/TOWN OF BLACKFALDS JOINT ECONOMIC AREA SERVICING UPGRADE**

The County Manager was authorized to enter into an agreement with the Town of Blackfalds for the construction of a wastewater trunk line to service developments in Lacombe County and the Town of Blackfalds. The County's share of the project, estimated at \$1,272,000, will be funded from the Water/Wastewater Reserve.

### **LACOMBE LAKE WATER LEVEL**

The management of Lacombe Lake will remain consistent with current practice and Council's 2018 resolution whereby it was resolved that Lacombe County would 1) retain the diversion license for Lacombe Lake; 2) operate the diversion structure in a manner to mitigate spring run-off from Whelp Creek entering the lake, and monitor creek flows downstream to identify any negative impacts; and 3) work with stakeholders to establish the optimal level for the lake within the 2810 foot to 2812 foot licensed levels.



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#### **BURNS NATURE PARK GRAND OPENING**

The Burns Lake Natural Area Grand Opening will be held on Friday, September 8, 2023 with a barbeque at 12:00 p.m. and the ceremony at 1:00 p.m. The public is welcome to attend.

#### **PROPOSED AMENDMENT TO LACOMBE REGIONAL AIRPORT COMMITTEE TERMS OF REFERENCE**

By resolution of Council, the Lacombe Regional Airport Committee Terms of Reference were amended to require meetings on a biannual basis, to be scheduled on the third Friday of January and the third Friday of June each year.

#### **DEVELOPMENT PERMIT APPLICATION 76/23 – SANDY POINT MARINA GAS STATION RENEWAL**

Council approved Development Permit Renewal Application No. 76/23 submitted by Delta Land Co. Inc. for the marina gas station at Sandy Point RV Resort on Lot 8 Block 2 Plan 142 2146, Pt. S ½ 12-41-01-W5M, subject to a number of conditions.

#### **RURAL MUNICIPALITIES OF ALBERTA – MUNICIPAL DEVELOPMENT CAPACITY BUILDING MICROGRANT**

As part of the Economic Development in Rural Alberta Plan, the Government of Alberta has provided the Rural Municipalities of Alberta (RMA) with funds to offer microgrants to rural municipalities to help build their economic development capacity. By resolution of Council, Lacombe County will apply for the RMA Municipal Economic Development Capacity-Building Microgrant, in the amount of \$10,000, in accordance with the program application guidelines.

#### **NEW PAVEMENT MASTER PLAN**

The County Manager was directed to secure a Request for Pricing for a New Pavement Master Plan and award the project to the successful consulting firm. The necessary funds to complete the New Pavement Master Plan, with an upset limit of \$100,000.00, will be funded from the New Pavement Reserve.

#### **SUMMER VILLAGE OF SUNBREAKER COVE – LACOMBE COUNTY ICF COMMITTEE TERMS OF REFERENCE**

The draft terms of reference for the Summer Village of Sunbreaker Cove – Lacombe County ICF Committee were approved by Council.

#### **LACOMBE REGIONAL WASTE SERVICES COMMISSION - SANDY POINT CAMPGROUND TIPPING FEES**

Commencing January 1, 2024, due to the significant volume of waste being generated, the Lacombe Regional Waste Services Commission (LRWSC) will charge tipping fees for solid waste delivered to their waste transfer stations from the Sandy Point Campgrounds (RV Park and Seasonal RV Park). Council discussed options regarding how the tipping fees should be addressed. The County Manager was directed to gather additional information for the preparation of a report and recommendation to be considered at a future Council meeting.

#### **PROPERTY TAX CANCELLATION REQUEST – TAX ROLL NO. 3903041002**

A motion that Lacombe County cancel the \$125,583.03 late payment penalty and defers the 2023 tax penalties to be levied on tax account #3903041002 did not receive Council approval.

#### **BYLAW NO. 1396/23 REDESIGNATION OF LAND AND BOUNDARY ADJUSTMENT**

Bylaw No. 1396/23, a bylaw of Lacombe County to change the zoning of 0.218 hectares (0.539 acres) of Pt. SE-1-39-02-W5M received first reading. A public hearing for Bylaw No. 1396/23 will be held on September 14, 2023 at 9:00 a.m.

#### **PRESENTATION BY JIM LEBO REGARDING ENCROACHMENT AGREEMENT**

Council was provided with a verbal presentation by Jim Lebo, a property owner at Kuusamo Krest, regarding matters related to the unauthorized use and occupation of Reserve Lands as well as his request for approval of an encroachment agreement on Lot 6, Block 1, Plan 567 TR. The presentation was received for information by Council. The County Manager was directed to provide a report and recommendation regarding the encroachment matters at Kuusamo Krest for consideration at a future Council meeting.



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**PRESENTATION BY RYAN METZGER REGARDING ENCROACHMENT AGREEMENT**

Ryan Metzger, a property owner at Kuusamo Krest, provided a verbal presentation to Council regarding his request to amend the current encroachment agreement for the property at Lot R1, Block 1, Plan 567TR. The presentation was received for information by Council. The County Manager was directed to provide a report and recommendation regarding the encroachment matters at Kuusamo Krest for consideration at a future Council meeting.

**Next Regular Council Meeting is**

**August 24, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**

**October 3, 2023 – 9:00 a.m.**

**Lacombe County Administration Building**

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



TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary or key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: June 16 – July 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 16		x		Blackfalds days Youth night out volunteer
June 17		x		Blackfalds days Pancake breakfast, parade, market, arm wrestling competition
June 19	x			North Red Deer River Water Service Commission training/AGM
June 19	x			North Red Deer River Waste Water Service Commission AGM
June 19	x			Lacombe Foundation meeting
June 19	x			Standing Committee of Council
June 21	x			Initial meeting with MLA Jennifer Johnston as Lacombe Foundation Chairperson
June 22	x			Red Deer River Watershed Alliance AGM
June 22	x			ICF/IDP meeting
June 27	x			Regular Council meeting
June 29	x			Investigator meeting
June 30		x		Ponoka Stampede parade and reception
July 1		x		Canada Day citizenship ceremony Bower Ponds
July 4	x			Kids and Kops camp planning meeting
July 5	x			FCSS Board meeting
July 6	x			Public Service Commission RCMP contract discussion meeting
July 7			x	Fastball Provincials tournament opening ceremony greetings
July 7	x			Superkids triathlon planning meeting
July 8		x		Superkids triathlon volunteer
July 10-13			x	Kids and Kops camp volunteering
July 15	x			Lacombe Parade dignitary

TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: June 16 to July 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 16			X	Talk of the Town
June 17		X		Blackfalds Day Pancake Breakfast, Parade, and Market
June 19	X			Standing Committee Meeting
June 27		X		Presentation to Beyond Food Community Hub
June 27	X			Regular Council Meeting
June 29			X	George Cuff Interview
July 1		X		Canada Day at Tayles Park
July 11	X			Regular Council Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Jim Sands</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: June 15/ 23- July 15/23		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 17/ 23		X		Blackfalds Days Councillors Pancake Breakfast
June 19/ 23	X			Standing Committee Meeting
July 5/ 23	X			July FCSS Meeting
July 11/ 23	X			Regular Council Meeting
July 15/ 23		X		Bowden Days Parade

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: June 16 to July 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 17		X		Blackfalds Days Parade – it was wonderful to see so many residences out to the parade
June 19	X			Standing Committee meeting
June 27		X		Presentation of Pancake Breakfast proceeds to “Beyond Food Community Hub” <b>Thank you</b> to everyone that attended the Pancake Breakfast and this supporting the very important “Beyond Food Community Hub”
June 27	X			Regular Council meeting
July 1		X		Canada Day Celebration – Brenda and I handed out cupcakes and put on tattoo’s. I was wonderful to see so many community members out to enjoy the day
July 5	X			Attended FCSS meeting
July 11	X			Regular Council Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Rebecca Stendie</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: June 16, 2023 to July 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 19, 2023	x			Standing committee
June 27, 2023			x	Cheque presentation to Beyond Food Community Hub
June 27, 2023	x			Regular Council meeting
June 29, 2023	x			Interview meeting
July 11, 2023	x			Regular Council meeting



<b>TO</b>		Members of Council		
<b>FROM</b>		Councillor Marina Appel		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: 16 June – 15 July, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 19	X			SCC Meeting
June 22	X			IDP / ICF Committee Meeting with Lacombe County
June 27	X			Presentation of Beyond Food Hub Cheque and RCC Meeting
June 29			X	Interview
June 30		X		Attended the Ponoka Stampede Parade with Mayor Hoover
July 5	X			FCSS Meeting – SNA Discussion
July 11	X			RCC Meeting

## Council Monthly Round Table Report



403.885.4677  
info@blackfalds.com  
www.blackfalds.com

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Laura Svab</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary or key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: June 16 – July 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 17		x		Councillors' Pancake Breakfast
June 17		x		Blackfalds Days Parade
June 24			x	Survey
June 27			x	Presentation of Councillors' Pancake Breakfast Proceeds
June 27	x			Regular Council Meeting
June 29	x			Interview Meeting
July 5	x			FCSS Meeting
July 11	x			Regular Council Meeting
July 12	x			Sub Committee Safety Strategic Plan for Policing Committee
July 15		x		Mayor's Annual Lacombe Days Breakfast
July 15		x		Lacombe Days Parade

## MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on July 11, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

### MEMBERS PRESENT

Mayor Jamie Hoover  
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  
Laura Thevenaz, Manager of Infrastructure Services  
Sue Bornn, Manager of FCSS  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

### REGRETS

Preston Weran, Director of Infrastructure and Property Services  
Jolene Tejkl, Planning & Development Manager

### MEDIA

None

### OTHERS PRESENT

Dena Thomas, Blackfalds FCSS Board  
Glenda Brown, Blackfalds FCSS Board  
Cliff Soper, Blackfalds FCSS Board  
Sheila Giffin, Blackfalds FCSS Board

### CALL TO ORDER:

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

### TREATY SIX LAND ACKNOWLEDGEMENT

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

### ADOPTION OF AGENDA

Notice of Motion Item 12.1 was moved to Business Arising from Minutes item 6.4

**226/23**

Councillor Sands moved That Council adopt the July 11, 2023, Regular Council Agenda as amended.

**CARRIED UNANIMOUSLY**

### DELEGATION

**Blackfalds FCSS Board, Dena Thomas, Glenda Brown, Cliff Soper and Sheila Giffin**

Dena Thomas and Manager Bornn provided a verbal presentation to Council surrounding discussions the FCSS Board has had in regard to the 2022 Social Needs Assessment.

**MINUTES****PUBLIC HEARING****Bylaw 1285.23 – Public Notification Bylaw**

Mayor Hoover declared the Public Hearing open at 7:37 p.m. for Bylaw 1285.23.

Bylaw 1285.23 proposes to ensure that notice is provided to residents in advance about bylaws, resolutions, meetings, and public hearings. Passing this Bylaw will bring the Town of Blackfalds into compliance with the *Municipal Government Act* and outline a variety of effective methods for use in communication with residents.

Notice of this Public Hearing was advertised in accordance with Section 606 of the *Municipal Government Act*.

- In the June 22 and 29, 2023 editions of the Lacombe Express;
- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- On the Planning & Development webpage of the Town's website commencing June 16, 2023;
- On the Town's social media channels; and
- A hard copy of the proposed Bylaw 1285.23 was available for viewing at the Town's Civic Centre Front Counter (upstairs).

There have been no written comments that have been received to date.

Those in Favour of the Bylaw  
(None came forward)

Those Opposed to the Bylaw  
(None came forward)

Any Person Deemed to be Affected by the Bylaw Who Wishes to be Heard  
(None came forward for or against the Bylaw)

Mayor Hoover declared the Public Hearing for Bylaw 1285.23 closed at 7:39 p.m.

**227/23** Councillor Appel moved to adjourn the Public Hearing at 7:40 p.m.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES****Request for Decision, Bylaw 1285.23 - Public Notification Bylaw**

Upon closing the Public Hearing for Bylaw 1285.23, Director Kreklewich brought forward Bylaw 1285.23 – Public Notification Bylaw for Second, Third and Final Reading.

**228/23** Deputy Mayor Dennis moved That Council, upon closing the Public Hearing for Bylaw 1285.23, give Second Reading to Bylaw 1285.23 - Public Notification Bylaw, as amended.

**CARRIED UNANIMOUSLY**

**229/23** Councillor Appel moved That Council, upon giving Second Reading to Bylaw 1285.23, give Third and Final Reading to Bylaw 1285.23 - Public Notification Bylaw, as amended.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1286.23 - Urban Hen Bylaw**

Manager Thevenaz on behalf of Manager Tejkl, brought forward Bylaw 1286.23 – Urban Hen Bylaw for Second, Third and Final Reading that will establish the 2-year Urban Hen Pilot Program.

**MINUTES**

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- 230/23** Councillor Sands moved That Council give Second Reading to Bylaw 1286.23 - Urban Hen Bylaw, as presented.

**CARRIED UNANIMOUSLY**

- 231/23** Councillor Coulter moved That Council give Third and Final Reading to Bylaw 1286.23 - Urban Hen Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1287.23 - Animal Control Bylaw Amendments**

Manager Thevenaz on behalf of Manager Tejkl, brought forward 1287.23 - Animal Control Bylaw Amendments for Second, Third and Final Reading.

- 232/23** Councillor Appel moved That Council give Second Reading to Bylaw 1287.23 - Animal Control Bylaw Amendments, as presented.

**CARRIED UNANIMOUSLY**

- 233/23** Councillor Stendie moved That Council give Third and Final Reading to Bylaw 1287.23 - Animal Control Bylaw Amendments, as presented.

**CARRIED UNANIMOUSLY**

**Councillor Stendie Notice of Motion to Rescind Motion - 187/23**

*(Regular Council Meeting June 27, 2023):*

Councillor Stendie brought forward her motion from the Regular Council Meeting on June 27, 2023. "That Council move to rescind motion 187/23 - "That Council move to accept the 2022 Social Needs Assessment as information".

**RECESS**

Mayor Hoover called for a five-minute recess at 8:00 p.m.

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:05 p.m.

- 234/23** Councillor Stendie moved That Council move to rescind motion 187/23 - "That Council move to accept the 2022 Social Needs Assessment as information"

**CARRIED**

***Opposed: Mayor Hoover***

**BUSINESS**

**Request for Decision, Community Initiatives Grant - Central Alberta Pride Society**

Director Kreklewich presented Central Alberta Pride Society's Community Initiatives Grant Application for funding a local event.

- 235/23** Councillor Stendie moved That Council approve the application for funding to the Central Alberta Pride Society from the Community Initiatives Grant in the amount of \$2,500.00.

**CARRIED UNANIMOUSLY**

**Request for Decision, Municipal Congratulations – MLA Jennifer Johnson**

Interim CAO de Bresser brought forward the recommendation of forwarding a congratulatory letter to Ms. Jennifer Johnson on her successful election.



**MINUTES**

- 236/23** Councillor Sands moved That Council move to direct Administration to prepare and forward a congratulatory letter to MLA Jennifer Johnson on her successful election as MLA for the Lacombe-Ponoka constituency, and further, that Administration request for a meeting with Council to discuss municipal needs for the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

None

**INFORMATION**

- Report for Council, Enforcement and Protective Services Monthly Report - June 2023
- Report for Council, Development & Building Monthly Report - June 2023
- Report for Council, BOLT KPI Monthly Report - June 2023
- Lacombe Foundation Board Meeting Minutes - May 15, 2023
- Lacombe Foundation Annual Report 2022
- County of Lacombe Highlights - June 22, 2023

- 237/23** Councillor Svab moved That Council accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE DISCUSSION**

None

**ADOPTION OF MINUTES**

- 238/23** Councillor Appel moved That Council accept the Regular Council Meeting Minutes from June 27, 2023, as amended.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

None

**RECESS**

- 239/23** Deputy Mayor Dennis moved That Council move for a five-minute recess at 8:33 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:41 p.m.

**CONFIDENTIAL**

- **FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party**

- 240/23** Councillor Sands moved That Council move to a closed session commencing at 8:41 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 16 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

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

**MINUTES**

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**241/23** Councillor Svab moved That Council move to come out of the closed session at 9:05 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

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

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

**ADJOURNMENT**

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

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Jamie Hoover, Mayor

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Justin de Bresser, Interim CAO