



**Town of Blackfalds**  
**Regular Council Meeting**  
5018 Waghorn Street  
February 8, 2022 at 7:00 p.m.

## **AGENDA**

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**1. Call to Order**

**2. Land Acknowledgement**

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

**3. Adoption of Agenda**

3.1 Agenda for February 8, 2022

**4. Delegation**

4.1 BDO – Alan Lister and Mitchell Kennedy

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

**5. Public Hearing**

None

**6. Business Arising from Minutes**

None

**7. Business**

7.1 Request for Decision, Sidewalk Repair Policy 158.22

7.2 Request for Decision, Economic Development Week Proclamation

7.3 Request for Decision, Eagle Builders Centre Acoustic RFP

**8. Action Correspondence**

8.1 CAEP Director Nomination

**9. Information**

9.1 Report to Council, Building and Development Permit Report – January 2022

9.2 Report to Council, Enforcement Services Monthly Report – January 2022

9.3 BOLT Transit Report – January 2022

9.4 City of Lacombe Council Meeting Highlights – January 24, 2022

9.5 Lacombe County Council Highlights – January 31, 2022

9.6 Recreation, Culture and Parks Board Minutes – January 6, 2022

**10. Round Table Discussion**

None

**11. Adoption of Minutes**

11.1 Minutes from Regular Council Meeting on January 25, 2022

**12. Notices of Motion**

None

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

None

**14. Confidential**

14.1 FOIP S. 17

**15. Adjournment – Verbal**

***Future Meetings/Events:***

• *Regular Council Meeting – February 22, 2022*



# TOWN OF BLACKFALDS

## AUDIT PLANNING REPORT TO THE COUNCIL

February 8, 2022



BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

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## EXECUTIVE SUMMARY

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Council in fulfilling its responsibilities. This report has been prepared solely for the use of the Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.



### Timeline

The audit stated in November 2021 with final completion scheduled for the week of February 28, 2022. See the **Audit Timeline** section of the report for the detailed milestones.



### Significant Audit Risks

Our audit is focused on risks specific to your business and key accounts. Specifically, we have identified the following areas on which to focus:

- ▶ Revenue recognition
- ▶ Management override of controls



### Materiality

We have determined that materiality for the current year audit will be based on 2.25% of revenues. Materiality is \$550,000 for the year ended December 31, 2021.



### Engagement Objectives

Our overall responsibility is to form and express an opinion on the financial statements. The performance of this audit does not relieve management or those charged with governance of their responsibilities. Our engagement letter has been presented to management under separate cover.



### Fraud Discussion

Through our planning process, and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the Town. Please see **Appendix C** for clarification of the auditor's responsibilities for detecting fraud.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Town, we request that you provide us with this information.

## AUDIT TIMELINE

The following schedule outlines the anticipated timing of the audit of the financial statements of the Town.

As part of the year end Council meeting, we will provide the Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

\*Key Audit Matters (KAM): refer to the discussion below on Significant Audit Risks and Planned Responses.



## SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES

Based on our knowledge of the Town's business, our past experience, and knowledge gained from management and the Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Council has identified.

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
Revenue Recognition	There is an inherent fraud risk related to grant revenue and the recognition of the revenue.	A sample of grants received in the year will be reviewed to ensure that they are being appropriately recorded in accordance with the grant agreement. The revenue recognition policy was reviewed to ensure it was in compliance with Public Sector Accounting Standards. A review of the controls and processes in place will be reviewed to identify and review any potential areas of concern in the control system.
Management Override of Controls	Management is in a unique position to override or circumvent the controls in place.	All manual journal entries done in the year will be reviewed using analytical procedures and vouching to supporting documentation as required. A review of the controls and processes in place will be reviewed to identify and review any potential areas of concern in the control system.

## MATERIALITY



Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Preliminary materiality was determined to be \$550,000, based on 2.25% of base.

Our materiality calculation is based on the Town's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.



# APPENDICES

Appendix A: BDO audit strategy

Appendix B: Independence letter

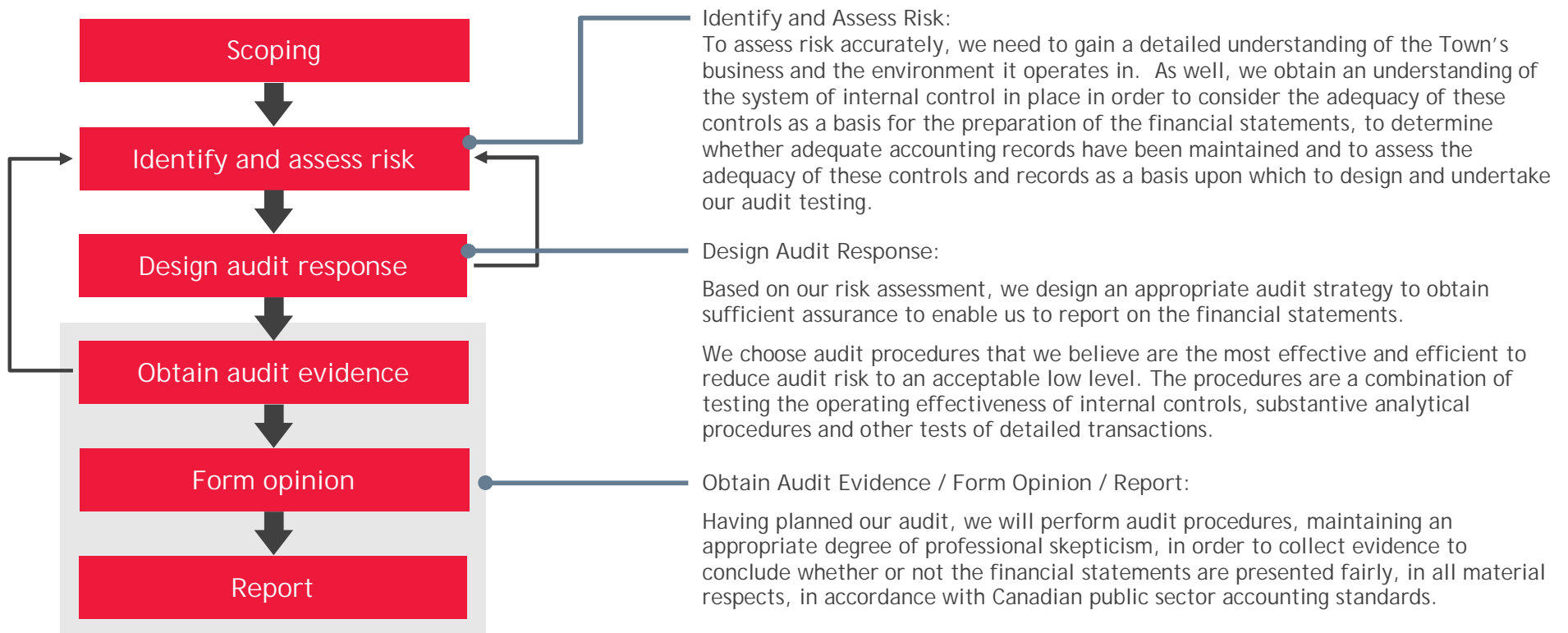
Appendix C: Responsibilities



## APPENDIX A: BDO AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Town.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Council.



## APPENDIX B: INDEPENDENCE LETTER

February 8, 2022

Members of the Council  
Town of Blackfalds

Dear Council Members:

We have been engaged to audit the financial statements of Town of Blackfalds (the "Town") for the year ended December 31, 2021.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Town and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules and related interpretations prescribed by the appropriate provincial institute/order, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We are not aware of any relationships between the Town and our Firm that, in our professional judgment, may reasonably be thought to bear on independence.

We hereby confirm that we are independent with respect to the Town within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Alberta as of February 8, 2022.

This letter is intended solely for the use of the Town Council, management and others within the Town and should not be used for any other purposes.

Yours truly,

Chartered Professional Accountants

## APPENDIX E: RESPONSIBILITIES

It is important for the Council to understand the responsibilities that rest with the Town and its management, those that rest with the external auditor, and the responsibilities of those charged with governance. BDO's responsibilities are outlined below and within the annual engagement letter. The oversight and financial reporting responsibilities of management and the Council are also summarized below.

### AUDITOR'S ENGAGEMENT OBJECTIVES

Our overall objective is to express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, financial performance and cash flows of the Town in accordance with Canadian public sector accounting standards.

Year-End Audit Work	Year-Round Work
<ul style="list-style-type: none"><li>▶ Work with management towards the timely issuance of financial statements, tax returns and consents for offering documents.</li><li>▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.</li><li>▶ Present significant findings to the Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.</li></ul>	<ul style="list-style-type: none"><li>▶ Perform timely interim reviews in accordance with applicable assurance standards and issue interim review reports, as applicable.</li><li>▶ Read interim financial statements and provide general comments, when requested.</li><li>▶ Consult regarding accounting, income tax and reporting matters as requested throughout the year.</li></ul>

## AUDITOR'S RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

### Fraud Risk Assessment Procedures

- ▶ Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Town, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Town; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.



### Response to Assessed Fraud Risks

- ▶ Inquire of management, the Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- ▶ Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- ▶ Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- ▶ Perform additional required procedures to address the risk of management's override of controls including:
  - Testing internal controls designed to prevent and detect fraud;
  - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
  - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
  - Evaluating the business rationale for significant unusual transactions.



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

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**MEETING DATE:** February 8, 2022

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

**SUBJECT:** Sidewalk Repair and Replacement Policy – Policy 158.22

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**BACKGROUND:**

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

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

Since meeting with Council on January 17, 2022 to review the draft Sidewalk Repair and Replacement Policy, Administration has made the recommended changes as identified.

Based on the Committee Meeting, the following resolution was passed:

**RES. 02/22**

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

**CARRIED UNANIMOUSLY**

**DISCUSSION:**

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

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



## TOWN OF BLACKFALDS COUNCIL MEETING REQUEST FOR DECISION

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

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

### *"4.3 Level of Service*

*4.3.1 In order to effectively develop, and maintain a sustainable AM Strategy, the Town of Blackfalds recognizes that the level of service for community services are directly influenced by budget and administrative policy, where applicable."*

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

### **FINANCIAL IMPLICATIONS:**

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

### **ADMINISTRATIVE RECOMMENDATION:**

1. That Council recommend adopting the Sidewalk Repair and Replacement Policy as presented.


### **ALTERNATIVES:**

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

### **Attachments:**

- Policy 158.22 Sidewalk Repair and Replacement Policy

**Approvals:**

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

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

<b>Policy No.: 158.22</b> <b>Policy Title: Sidewalk Repair and Replacement Policy</b> <b>Department: Infrastructure Services</b> <b>Council Approval: February 8, 2022</b> <b>Reviewed: February 8, 2022</b> <b>Revised: February 8, 2022</b> <b>Supersedes Policy/Bylaw: 128/08</b>	<b>Date:</b>  <b>Resolution #:</b>
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### Policy Statement:

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

### 1. Reason for Policy

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

### 2. Definitions

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



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

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

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

### **3. Responsibilities**

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

3.1.1 Approve by resolution this policy and any amendments.

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

3.1.3 Prioritize and articulate community values.

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

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

3.2.2 Implement this policy and approve procedures and exceptions.

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

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

#### **3.3 Corporate Leadership Team (Directors and CAO) to:**

3.3.1 To lead the adoption of the policy within departments.

3.3.2 Communicate policy across the Town.

#### **3.4 Director of each Department to:**

3.4.1 Ensure implementation of this policy and procedure.

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

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

3.5 Manager to:

3.5.1 Understand and adhere to this policy and procedure.

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

3.6 All Employees to:

3.6.1 Understand and adhere to this policy and procedure.

#### **4. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.: 158.21</b> <b>Policy Title: Sidewalk Repair and Replacement Policy</b> <b>Department: Infrastructure Services</b>
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## 1. Annual Inspection Program

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

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

## 2. Condition Assessment

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

**EXAMPLE CONDITION RATING AND DESCRIPTION TABLE**

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

### 3. Sidewalk Repair Priority Rating and Corrective Actions

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

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

### 4. Priority Sequencing

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

4.1.1 Higher Priority Level will be done before the next lowest Priority Level. For example, Priority Level 1 will be repaired before Priority Level 2's.

4.1.2 Consideration will be given to ensure the efficient and economic coordination and sidewalk and curb repairs with future road repair and replacement projects and programs.

4.1.3 Sidewalks with higher pedestrian traffic will be repaired before areas of low pedestrian traffic. High pedestrian traffic areas include but are not limited to:

4.1.3.1 Primary sidewalks immediately servicing schools, parks, Town facilities, businesses with store fronts.

4.1.3.2 Secondary sidewalks servicing schools, parks Town facilities, businesses with store front.

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

## **5. Level of Service**

- 5.1 The desired Level of Service for sidewalks and curb is to address pedestrian safety issues and to remove Town liability issues within a reasonable timeframe after as they are identified or noted. Administration evaluates the condition of the Town's assets in order to develop annual programs to maintain its assets at minimal costs. Condition assessments or evaluations are conducted and used to establish Priority Levels, as well as, to develop capital improvement plans.
- 5.2 The ability to conduct repairs in a reasonable timeframe are influenced by the following factors:
  - 5.2.1 Available budget
  - 5.2.2 Need for contracted services
  - 5.2.3 Availability of resources, materials and equipment
- 5.3 To ensure safe pedestrian movement within the community, the Town will endeavor to repair Priority 1 locations within the year identified. Where funds become an issue, all Priority 1 locations not repaired within the year identified will be placed at the top of the list for the following year. The Level of Service for each type of asset is defined, but as the level of service increases for the asset, so does the cost of maintaining the asset.

## **6. Annual Funding**

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

## **7. Capital Projects**

- 7.1 In older neighborhoods with aging concrete sidewalks, it is common to start to see entire neighborhood sidewalks require full replacements when they become pitted, scaled or unsightly. It is not the intent of the annual operating budget to fund entire repair and replacement programs for neighborhoods.
- 7.2 Due to limited annual operating budget for sidewalk repair and replacement program, it is not feasible to conduct a large replacement program. High costs for replacing sidewalks on a neighborhood level are commonly financed through a Local Improvement (tax imposed on the properties affected by the project).
- 7.3 The need to finance neighborhood sidewalk improvements would be decided by Town Council based on a greater benefit to a portion of the municipality rather than the whole municipality.



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

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**MEETING DATE:** February 8, 2022

**PREPARED BY:** Chris Johnson, Economic Development Officer

**SUBJECT:** Economic Development Week Proclamation

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**BACKGROUND:**

Economic development is critical, it is the foundational work that helps to create jobs, support businesses, and improves the quality of life in communities large and small. There is a lot of discussion on the importance of economic development because we are all feeling the impact the pandemic is having on the Alberta economy, and we recognize how economic development practices are bolstering municipalities and helping them recover.

With COVID economic recovery as a top priority for many communities, this year is a great year to encourage municipalities, large and small, to formally recognize and celebrate May 9-13, 2022 as "Economic Development Week".

**DISCUSSION:**

Once again, this year, the EDA will be inviting all municipalities to join them in order to help amplify economic development efforts in our province by taking part in the 2022 Community Challenge. The EDA is pleased to be working with our partners Alberta Municipalities and Rural Municipalities Alberta again this year.

Our involvement in the 2022 Community Challenge gives us a voice. It lets our community know that you, Council, value economic development, and helps strengthen support for the work our economic development staff does throughout the year.

**FINANCIAL IMPLICATIONS:**

None.

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council formally proclaims Economic Development Week in the Town of Blackfalds from May 9-13, 2022.

**ALTERNATIVES:**

- a) That Council does not formally proclaim Economic Development Week in the Town Blackfalds.



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

**Attachments:**

- *Town of Blackfalds Economic Development Week Proclamation*

**Approvals:**

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



# Proclamation

## **WHEREAS,**

the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

## **WHEREAS,**

for almost 50 years, Economic Developers Alberta has been Alberta's leading economic development network, committed to advancing the economic development profession by providing resources, professional development and networking opportunities; and

## **WHEREAS,**

economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

## **WHEREAS,**

economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of Alberta's economy; and

## **WHEREAS,**

economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

## **WHEREAS,**

economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

## **NOW THEREFORE,**

on behalf of Council, I, Jamie Hoover of the Town of Blackfalds, do hereby proclaim the week of

**May 9-13, 2022 to be Economic  
Development Week.**

I call upon everyone in our community and area to join  
in the celebration of Economic Development Week.

***Proclaimed on Tuesday, February 8, 2022***

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**Mayor Jamie Hoover**

**BLACKFALDS**  
A L B E R T A

**MEETING DATE:** February 8, 2022

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

**SUBJECT:** Eagle Builders Centre Acoustics Request for Proposal

## BACKGROUND

Upon completion of the Eagle Builders Centre, a noticeable reverberation deficiency was identified in the arena. Acoustic panels were originally considered as part of building specifications but were later deleted per value engineering. Administration has had two separate acoustic consultants test the reverberation with the facility. The last consultant provided us with a result of his findings in a reverberation study. This item was brought forth to the February 2 Recreation, Culture and Parks Board Meeting where many members expressed the importance of addressing the acoustics issues in order to hold events within the facility.

### RES. 09/22

Member Shepherd moved that the Recreation, Culture, and Parks Board accepts to pursue qualified contractors to supply and install acoustic panels at the Eagle Builders Centre through a Request for Proposal process.

MOTION CARRIED UNANIMOUSLY

## DISCUSSION

The recommendation from the consultant is that we install 500 acoustic panels and 120 square metres of wall panels. In reviewing the study, an additional and potentially more affordable option may be to install 522 acoustic panels. With the second option, an echo may be noticeable off the walls unless wall panels are added. Both options should greatly improve the reverberation issues we are currently noticing.

## FINANCIAL IMPLICATIONS

This item was not included in the current year capital budget. Once costs are received Administration will bring forward options for funding of the project for Council's consideration.

## ADMINISTRATIVE RECOMMENDATION

1. That Council moves to accept pursuing qualified contractors to supply and install acoustic panels at the Eagle Builders Centre through a Request for Proposal process.

## ALTERNATIVES *(other than the recommendation)*

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

## Attachments:

- RFP – Eagle Builders Centre Acoustics 2022



Town of Blackfalds  
**REGULAR COUNCIL MEETING  
REQUEST FOR DECISION**

Page 2 of 2

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**APPROVALS**

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

CAO Myron Thompson

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

Department Director/Author



## Request for Proposal

**Arena Acoustics at Eagle Builders Centre  
February 9, 2022**

**Town of Blackfalds  
Box 220  
Blackfalds, AB T0M 0J0**



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## 1.0 INTRODUCTION

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The recently constructed Eagle Builders Centre is a 1,400 seat arena built by the Town of Blackfalds in 2021. The facility is home to the Blackfalds Bulldogs Jr. A team as well as local minor sports associations and will be a popular venue for events such as concerts, bull riding, trade shows, etc. Unfortunately, with the metal ceiling comes a high reverberation in the arena facility which can only be rectified with acoustic paneling.

## 2.0 BACKGROUND

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Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 11, 015 (2021 census). Ideally situated in Central Alberta, midway between Alberta's two largest urban centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As the population of Blackfalds increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long range capital and operating planning to address infrastructure planning and operating results.

## 3.0 OPPORTUNITY

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The Town of Blackfalds is requesting proposals to supply and install acoustic panels as per the specs provided in the recent reverberation study (Appendix A).

## 4.0 OBJECTIVE

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The primary objective of this RFP is to seek qualified contractors to rectify sound issues within the Eagle Builders Centre arena facility with the installation of acoustic panels.

## 5.0 GENERAL INSTRUCTIONS TO PROPONENTS

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Proposals specifically marked:

**"Arena Acoustics at Eagle Builders Centre"**

Shall be received by the following:

Mr. Rick Kreklewich



Town of Blackfalds Civic Cultural Centre  
5018 Waghorn Street, Box 220  
Blackfalds, AB T0M 0J0

Proposals shall include the following information:

- 5.1 All proposals shall use the enclosed Proposal Form for submitting their proposal total price (**Appendix 'B'**).
- 5.2 Qualifications to provide the proposed services.
- 5.3 List of previous work completed that relates to the scope of this proposal.

Proposal Submittal: One copy of the sealed proposal clearly marked as above.

**PROPOSALS WILL BE ACCEPTED UNTIL 2:00 PM, MARCH 1<sup>st</sup>, 2022.**

Late or faxed proposals will not be accepted. Proposals must be presented in sealed, clearly marked packages.

## **6.0 WORK REQUIREMENTS**

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- 6.1 Contactor must leave the area, once the works is completed, in a clean and tidy condition.
- 6.2 All work shall be done during normal work hours, Monday through Friday, 7:00 a.m. to 7:00 p.m. The Contactor shall notify the Town representative, in writing, for approval when they want to work beyond normal works hours; this shall not be considered authorization to be paid any overtime outside of the lump sum contract.
- 6.3 The Contactor shall have a competent foreman in charge of the work crew at all times. Contactor's Foreman will be able to communicate effectively with both Town personnel and the work crew.
- 6.4 The Contactor shall protect all Facility structures, equipment, etc. against damage. Anything damaged by the Contactor's operations shall be repaired or replaced at the Contactor's expense.
- 6.5 The Contactor shall comply with all applicable Municipal, Provincial and Federal regulations, including environmental and safety requirements while working on Town property.

## **7.0 SITE INFORMATION**

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Proponents can request information related to the arena by contacting the following Town contact:

Mr. Rick Kreklewich  
T: 403.885.4029  
[rkreklewich@blackfalds.com](mailto:rkreklewich@blackfalds.com)

Mr. Sean Barnes  
T: 403.885.6240  
[sean@blackfalds.com](mailto:sean@blackfalds.com)

Each Proponent is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect this proposal. All inquiries related to the RFP shall be directed to Mr. Rick Kreklewich through the contact information indicated above.

Funding for this project is under review with Council and final approval will come forth at the March 8 Council meeting.

## **8.0 SCHEDULE**

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- |  |                               |
|--|-------------------------------|
| • Request for Proposal packages disseminated:    | <b>February 9, 2022</b>       |
| • Closing date for receipt of proposal packages: | <b>March 1, 2022, 2:00 PM</b> |
| • Recommendation for award:                      | <b>March 9, 2022</b>          |
| • Work completed:                                | <b>July 1, 2022</b>           |

## **9.0 EVALUATION CRITERIA**

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The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated in the context of the overall value that they provide to the Town of Blackfalds. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel.

## **10.0 NEGOTIATION**

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The Town of Blackfalds reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

## **11.0 ACCEPTANCE OF PROPOSALS**

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The Town of Blackfalds will have specific interest in proposals from contractors that best demonstrate the qualifications, abilities, experience, and resources to provide the services as outlined.

The Town of Blackfalds reserves the right to reject any or all Proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by a principal of the responding company.

Following the evaluation of the submitted proposals, the Town of Blackfalds will consider entering into an agreement with the proponent that has been determined to have the ability to best meet the needs and expectations and offers the best overall content and value. Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town of Blackfalds to accept any proposal or enter into a formal agreement with any proponent.

The submission of a proposal does not constitute a legally binding agreement between the Town of Blackfalds and any proponent. It is part of an overall selection process intended to enable the Town to select a proponent to fulfill the items indicated in this RFP. The objective of this RFP process is to identify those proponents who offer the best delivery of service and value and demonstrate the highest degree of capability for providing the services outlined herein.

## APPENDIX 'A'

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### REVERBERATION STUDY

#### Option A

- 522 vertical hanging baffles measuring 4ft long by 4ft high (or other dimensions matching the same surface area). Core material of 100 mm (4-inch) semi-rigid fiberglass, approximate density of 72 kg/m<sup>3</sup> (4.5 lb/ft<sup>3</sup>). Baffles wrapped in acoustically transparent cloth (specific material color, etc. to be determined through discussion with vendor). Baffles hanging vertically from the ceiling, disbursed evenly throughout the ceiling of the Arena, ideally with 50% of the baffles oriented east-west and 50% oriented north-south.

#### Option B

- 500 vertical hanging baffles measuring 4ft long by 4ft high (or other dimensions matching the same surface area). Core material of 100 mm (4-inch) semi-rigid fiberglass, approximate density of 72 kg/m<sup>3</sup> (4.5 lb/ft<sup>3</sup>). Baffles wrapped in acoustically transparent cloth (specific material color, etc. to be determined through discussion with vendor). Baffles hanging vertically from the ceiling, disbursed evenly throughout the ceiling of the Arena, ideally with 50% of the baffles oriented east-west and 50% oriented north-south.
- Approximately 120 sq-m of wall mounted sound absorbing panels. Core material of 50 mm (2-inch) semi-rigid fiberglass, approximate density of 72 kg/m<sup>3</sup> (4.5 lb/ft<sup>3</sup>). Panels wrapped in acoustically transparent cloth (specific material color, etc. to be determined through discussion with vendor). Panels mounted to the walls with approximately 83 sq-m on the west wall and 37 sq-m on the south wall above the box area.

To: Town of Blackfalds  
Box 220, 5018 Waghorn Street  
Blackfalds, AB  
T0M 0J0

January 26, 2022

Attn: Sean Barnes

re: **Reverberation Study for Eagle Builders Centre – Main Arena**

Dear Sean,

Please find attached a summary of the results for our Reverberation Time (RT) study for the Main Arena within the Eagle Builders Centre in Blackfalds, Alberta. We trust the information provided is sufficient; if there are further questions, please contact us. Thank you for retaining **aci** for this work.

Yours very truly,

**aci Acoustical Consultants Inc.,**

Per



Steven Bilawchuk, M.Sc., P.Eng.  
Principal Partner

## **1.0 INTRODUCTION**

aci Acoustical Consultants Inc. was retained by the Town of Blackfalds to conduct an acoustical Reverberation Time (RT) assessment for the Main Arena within the Eagle Builders Centre in Blackfalds, Alberta. The purpose for the work was to conduct RT testing at several source/receiver locations within the Space, to assess the measurement results, and to provide recommendations for acoustical treatment with the goal of reducing the RT values. The site work was conducted on January 20, 2022.

## **2.0 MEASUREMENT METHODS**

The RT testing was done using the ASTM E2235 – 04 standard “*Standard test method for determination of decay rates for use in sound insulation test methods*” as a guideline. The general measurement procedure involves the use of “interrupted noise” which is caused by using a large loudspeaker to produce random “pink noise” and then interrupting the noise and measuring the sound level decay rate (i.e. RT). The process is repeated numerous times for each measurement location to obtain a good statistical average of the RT.

The measurement equipment consisted of a Brüel and Kjær Type 2250 Precision Integrating Sound Level Meter which measured the RT values in 1/3 octave band frequency sound levels ranging from 80 Hz to 10 kHz. The sound level meter served as the Pink Noise generator and automated the RT measurement process with a total of 20 reverberation decays per measurement location. The Pink Noise was wirelessly transmitted to three JBL EON-615 loudspeakers. Refer to [Appendix I](#) for calibration certificates for the Sound Level Meter, microphone, and field calibrator.

### **3.0 TEST LOCATIONS & DESCRIPTION**

A total of seven (7) rounds of RT testing were conducted. As indicated in [Figure 1](#), the noise source and receiver locations were as follows:

- S1 = Sound source on ice, measurements on ice
- S2 = Sound source on ice, measurements on mezzanine level
- S3 = Sound source on ice, measurements on ice
- S4 = Sound source on ice, measurements in upper boxes
- S5 = Sound source on mezzanine level, measurements on south & east mezzanine level
- S6 = Sound source on mezzanine level, measurements on east and north mezzanine level
- S7 = Sound source on mezzanine level, measurements in upper boxes

For each of the noise source locations, the RT measurements were conducted at various random receiver locations spanning 20 decay measurements. It is also important to note that the Arena was empty of people (except the person conducting the testing).

### **4.0 ASSESSMENT CRITERIA**

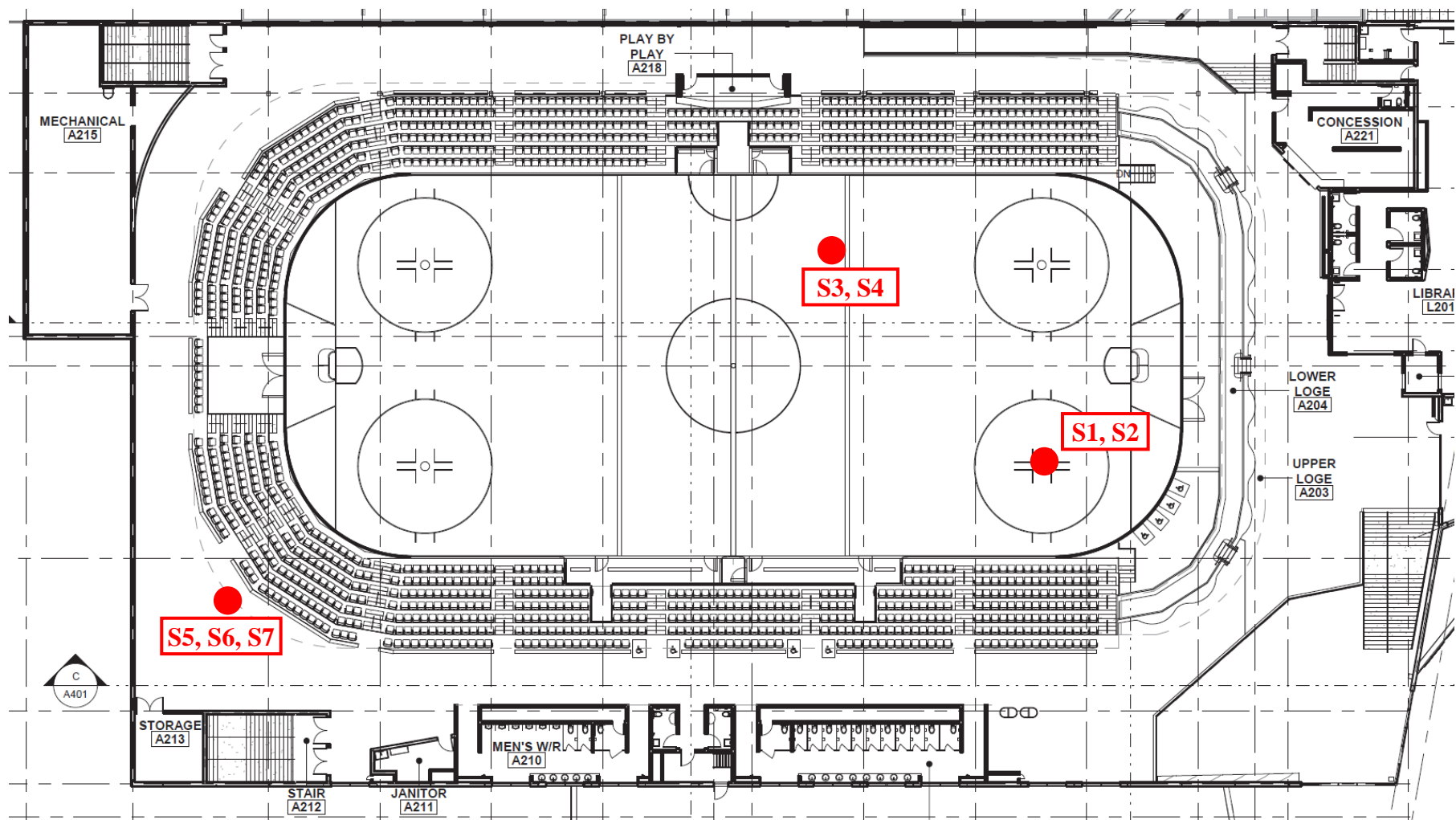
The primary use of the facility is for hockey and recreational skating. There is music played over the PA system, as well as spoken word over the PA system. For such a space, the recommended RT is between 2.0 – 2.5 seconds over the frequency range of 250 Hz – 4,000 Hz. However, if the space will ever be used for live music performances, spoken word presentations, tradeshow, or other similar events, then it is recommended to have lower RTs, in the range of 1.5 to 2.0 seconds averaged over the frequency range of 250 Hz – 4,000 Hz. This matches well with the Alberta Infrastructure recommended RT values in large school gymnasiums of 2.0 seconds averaged over the frequency range of 500 Hz – 2,000 Hz<sup>1</sup>. In addition, at frequencies below 250 Hz, it is desirable to minimize the RT as much as reasonably practical to limit excessive bass drum reverberation.

**Thus, the recommended criteria are RT values between 1.5 to 2.5 seconds in all frequency bands from 250 Hz up to 4,000 Hz, ideally with similar RT values at 125 Hz.**

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<sup>1</sup> Technical Design Requirements for Alberta Infrastructure Facilities, Section 7.6.A.1.2, September 2020.





**Figure 1. Reverberation Time Measurement Locations**

## 5.0 TESTING RESULTS AND DISCUSSION

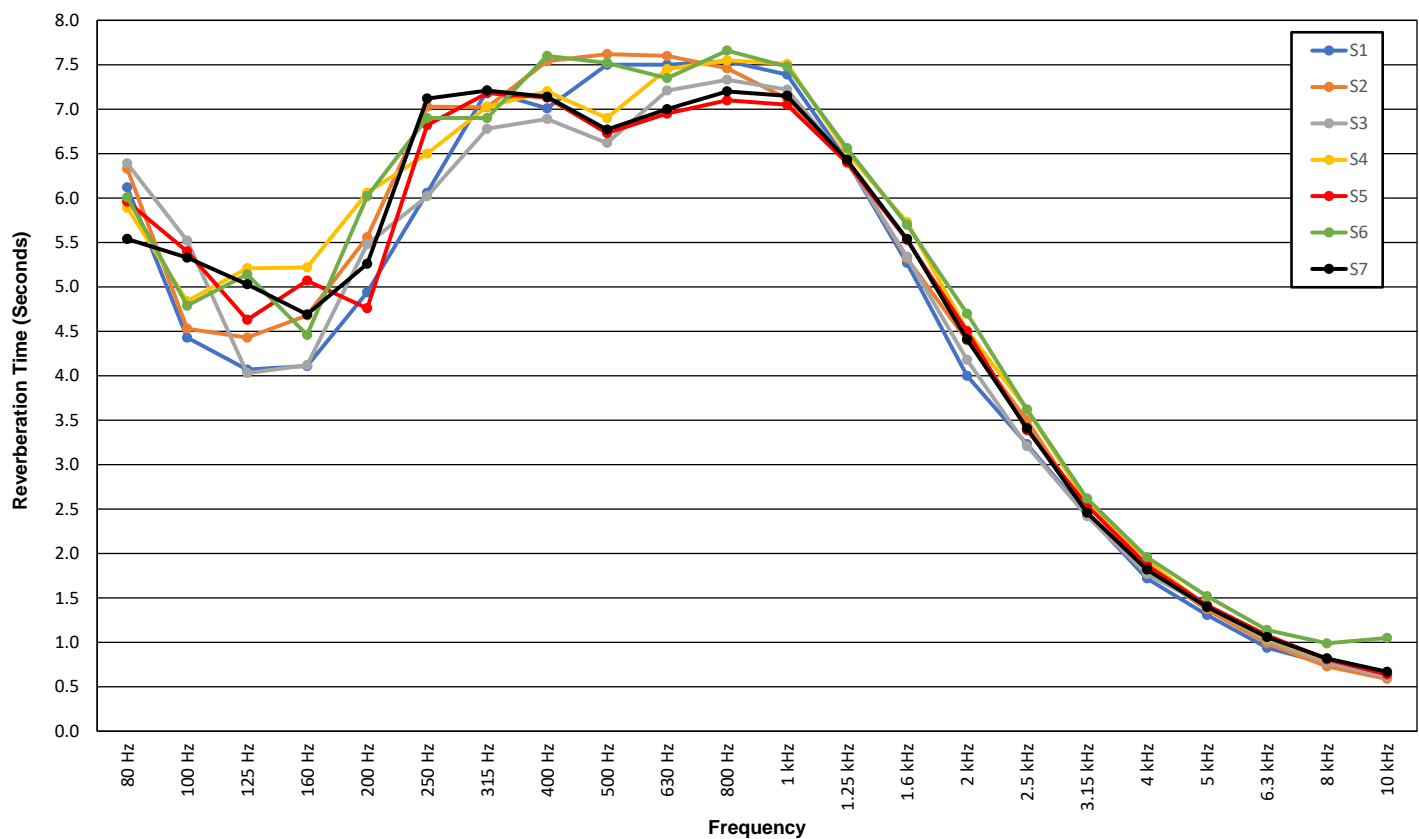
The results for the RT testing in the 1/3-Octave bands are provided in Table 1 and [Figure 2](#). The RT testing results in the 1/1-Octave bands are provided in Table 2. The results indicate consistent data between the various testing locations, indicating a relatively uniform distribution of sound and reverberation throughout the Space. The RT results are in excess of the recommended criteria (1.5 to 2.5 seconds), specifically, within the speech frequency range between approximately 315 Hz to 3.15 kHz.

**Table 1. RT Testing Results (1/3 – Octave, Seconds)**

	S1	S2	S3	S4	S5	S6	S7
80 Hz	6.1	6.3	6.4	5.9	6.0	6.0	5.5
100 Hz	4.4	4.5	5.5	4.8	5.4	4.8	5.3
125 Hz	4.1	4.4	4.0	5.2	4.6	5.1	5.0
160 Hz	4.1	4.7	4.1	5.2	5.1	4.5	4.7
200 Hz	4.9	5.6	5.5	6.1	4.8	6.0	5.3
250 Hz	6.1	7.0	6.0	6.5	6.8	6.9	7.1
315 Hz	7.2	7.0	6.8	7.0	7.2	6.9	7.2
400 Hz	7.0	7.5	6.9	7.2	7.1	7.6	7.1
500 Hz	7.5	7.6	6.6	6.9	6.7	7.5	6.8
630 Hz	7.5	7.6	7.2	7.5	7.0	7.4	7.0
800 Hz	7.5	7.5	7.3	7.6	7.1	7.7	7.2
1 kHz	7.4	7.1	7.2	7.5	7.1	7.5	7.2
1.25 kHz	6.4	6.4	6.4	6.5	6.4	6.6	6.4
1.6 kHz	5.3	5.3	5.3	5.7	5.5	5.7	5.5
2 kHz	4.0	4.4	4.2	4.5	4.5	4.7	4.4
2.5 kHz	3.2	3.5	3.2	3.6	3.4	3.6	3.4
3.15 kHz	2.4	2.5	2.4	2.6	2.5	2.6	2.5
4 kHz	1.7	1.8	1.8	1.9	1.9	2.0	1.8
5 kHz	1.3	1.4	1.4	1.4	1.4	1.5	1.4
6.3 kHz	0.9	1.0	1.0	1.1	1.1	1.1	1.1
8 kHz	0.8	0.7	0.8	0.8	0.8	1.0	0.8
10 kHz	0.6	0.6	0.6	0.7	0.6	1.1	0.7

**Table 2. RT Testing Results (1/1 – Octave, Seconds)**

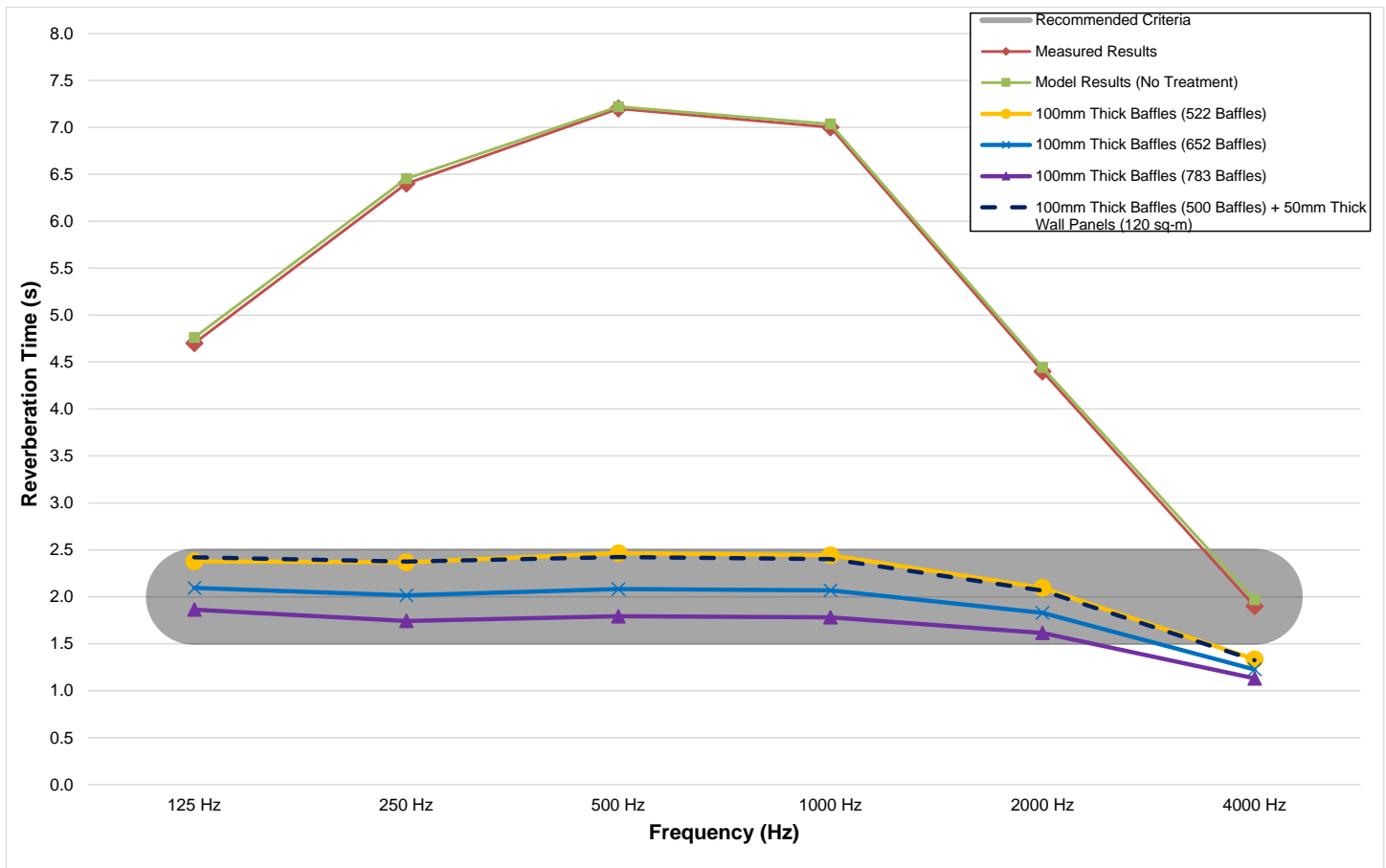
	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz
S1	4.2	6.1	7.3	7.1	4.2	1.8	0.8
S2	4.5	6.5	7.6	7.0	4.4	1.9	0.8
S3	4.6	6.1	6.9	7.0	4.2	1.9	0.8
S4	5.1	6.5	7.2	7.2	4.6	2.0	0.8
S5	5.0	6.3	6.9	6.9	4.5	1.9	0.8
S6	4.8	6.6	7.5	7.2	4.7	2.0	1.1
S7	5.0	6.5	7.0	6.9	4.5	1.9	0.9
Average (S1 – S7)	4.7	6.4	7.2	7.0	4.4	1.9	0.8



**Figure 2. Measured Reverberation Times**

## 6.0 RECOMMENDATIONS

As part of the study, modeling/calculations were performed for the Space to assess the results associated with various RT mitigation recommendations. [Figure 3](#) shows the modeled RT values for the Space along with the average of the measured RT values. The measurement results were used to calibrate/adjust the model, resulting in very good corroboration.



**Figure 3. Measured and Modeled Reverberation Times**

With the modeling known to provide accurate results, the model was augmented by adding sound absorbing material to reduce the RTs. One of the most common (and cost-effective) means of adding sound absorption into a space is to hang sound absorbing baffles vertically from the ceiling. Relative to installing materials horizontally under the ceiling or hanging sound absorbing panels on the wall surfaces, vertical hanging baffles allow the reflected sound within the Arena to strike both sides of the baffle. This results in effectively twice the sound absorption surface area relative to surface mounting methods which, in turn, reduces the required material by half.

Due to the depth of the open web steel roof trusses, a baffle size of 4ft long x 4ft tall (1.2m x 1.2m) was modeled. The actual installed material dimensions may vary, as long as the total surface area of all material remains the same. In addition, due to relatively high RT values at the lower frequencies, there is need for significant low frequency sound absorption. As such, a thick core material is needed (i.e. 4-inch or 100 mm). [Figure 3](#) shows the results of the modeling with three quantities of sound absorbing vertically hanging baffles (522x, 652x, 783x). It can be seen that, as more baffles are added, the RT values decrease.

Also shown in [Figure 3](#) is another option with slightly fewer vertical hanging baffles (500x) and additional 50 mm thick sound absorption panels (120 sq-m) mounted on the west and south upper walls. The results for this configuration are essentially the same as the configuration with 522 vertical hanging baffles only. However, it is recommended to have some panels mounted directly on the walls to minimize a potential east-west “flutter” echo within the space and to provide sound absorption in the area behind the people within the upper box area on the south of the Arena.

As it pertains to the installation of the vertical hanging baffles and wall mounted panels, there are a few notes:

- The hanging baffles should be dispersed throughout the Arena ceiling area as evenly as possible.
- Ideally, half of the hanging baffles should be oriented east-west and the other half should be oriented north-south. This will provide a more even distribution of the sound absorption. However, this ratio may need to be adjusted depending on various factors such as mounting methods, lighting, emergency sprinkler system, ventilation, etc.
- When the Arena is mostly full of people, there will be additional sound absorption provided by the people themselves (people in typical clothing are relatively sound absorptive). As such, there may be a desire to err on the side less sound absorbing material rather than more. For this reason, the recommended quantity is the 500 vertical hanging baffles (1.2 m x 1.2 m x 100 mm thick) disbursed throughout the ceiling and then approximately 83 sq-m of wall mounted panels (50 mm thick) mounted on the west wall and approximately 37 sq-m of wall mounted panels (50 mm thick) mounted on the south wall.
- The quantity of the vertical hanging baffles will depend on the size configuration of the baffles. For the purposes of calculations, 1.2 m x 1.2 m baffles were assumed, however, the actual size does not matter, as long as the total surface area remains the same.

- The recommended location of the west wall panels is at the same height as the scoreboard that is currently mounted on the west wall. It is envisioned that panels 8 ft (2.44 m) tall and spanning the full distance on the west wall (omitting the space for the scoreboard) will result in approximately 83 sq-m. The actual surface area may differ depending on the mounting methods, any potential electrical or HVAC items in the way, etc.
- The recommended location of the south wall panels is above the seating tables along the south wall in the upper box area. There is approximately a 4-ft tall area of exposed concrete, just below the radiant heating panels and a few feet above the tables that would lend itself very well to mounting sound absorption panels. The calculations assumed approximately 37 sq-m of 50 mm thick panels, however, the actual surface area may vary depending on various factors such as electrical lines that may be in the way, etc.

The recommended core material for the vertical hanging baffles and the wall mounted panels is un-faced semi-rigid fiberglass insulation with a density of approximately 72 kg/m<sup>3</sup> (4.5 lb/ft<sup>3</sup>). Relative to other available materials, semi-rigid fiberglass insulation provides the best overall sound absorption for any given thickness and is generally the least expensive. It meets the typical flame and smoke spread requirements, is inert, and does not promote mold growth. The recommended cover material is acoustically transparent cloth. There are a variety of colors available for the cloth.

It is important to note that materials other than semi-rigid fiberglass insulation wrapped in cloth may be used, provided that they have similar sound absorption properties. Specifically, Table 3 provides the octave band sound absorption coefficients for the 50 mm (2-inch) thick and the 100 mm (4-inch) thick semi rigid fiberglass insulation with density of 72 kg/m<sup>3</sup> (4.5 lb/ft<sup>3</sup>). If alternate materials with lower sound absorption coefficients are proposed by material supply/install vendors, then additional quantities (relative to those indicated above) will be required.

**Table 3. Semi-Rigid Fiberglass Sound Absorption Coefficients**

Material	125 Hz	250 Hz	500 Hz	1000 Hz	2000 Hz	4000 Hz
50mm Fiberglass Panels	0.33	0.67	0.99	0.99	0.94	0.90
100mm Fiberglass Panels	0.8	0.99	0.99	0.99	0.94	0.90

It is recommended to contact all of the vendors listed to discuss the project and obtain quotes. The information to provide to the vendors when asking for quotes is as follows:

- 500 vertical hanging baffles measuring 4ft long by 4ft high (or other dimensions matching the same surface area). Core material of 100 mm (4-inch) semi-rigid fiberglass, approximate density of  $72 \text{ kg/m}^3$  ( $4.5 \text{ lb/ft}^3$ ). Baffles wrapped in acoustically transparent cloth (specific material, color, etc. to be determined through discussion with vendor). Baffles hanging vertically from the ceiling, disbursed evenly throughout the ceiling of the Arena, ideally with 50% of the baffles oriented east-west and 50% oriented north-south.
- Approximately 120 sq-m of wall mounted sound absorbing panels. Core material of 50 mm (2-inch) semi-rigid fiberglass, approximate density of  $72 \text{ kg/m}^3$  ( $4.5 \text{ lb/ft}^3$ ). Panels wrapped in acoustically transparent cloth (specific material, color, etc. to be determined through discussion with vendor). Panels mounted to the walls with approximately 83 sq-m on the west wall and 37 sq-m on the south wall above the box area.

Exact material information (including manufacturer part numbers for the core material and fabric wrap options), mounting methods, mounting materials, and exact mounting locations can be obtained from the supply/install vendors. Each vendor will have variations on the materials and methods used. However, the information provided in this report should be sufficient for the vendors to determine the appropriate materials and mounting methods/locations.



# CALIBRATED BY TRANSCAT

# CERTIFICATE OF CALIBRATION

**Customer:** ACI ACOUSTICAL CONSULTANTS IN  
5031-210 STREET NW  
EDMONTON, AB T6M 0A8

**PO Number:** BILAWCHUK

**Manufacturer:** Bruel & Kjaer

**Model Number:** 2250

**Description:** Sound Level Meter

**Serial Number:** 3027810/3195885

**ID:** UNIT 9

**Certificate/SO Number:** 17-Q1X3X-40-1 Revision 0

**As-Found:** In Tolerance

**As-Left:** In Tolerance

**Issue Date:** Apr 07, 2021

**Calibration Date:** Apr 07, 2021

**Calibrated To:** Manufacturer Specification

**Calibration Procedure:** 1-AC28548-3



Transcat Calibration Laboratories have been audited and found in compliance with ISO/IEC 17025:2017. Accredited calibrations performed within the Lab's Scope of Accreditation are indicated by the presence of the Accrediting Body's Logo and Certificate Number. Any measurements on an accredited calibration not covered by that Lab's Scope of Accreditation are listed in the notes section of the certificate. SCC, NRC, CLAS or ANAB do not guarantee the accuracy of an individual calibration by accredited laboratories.

Transcat calibrations, as applicable, are performed in compliance with the requirements of the Transcat Quality Manual QAC-PO-000, the customer's Purchase Order and/or Quality Agreement requirements, ISO 9001:2015, ANSI/NCSL Z540.1-1994 (R2002) or NQA-1, as applicable. Complete records of work performed are maintained by Transcat and are available for inspection. Laboratory standards used in the performance of this calibration are listed on this certificate.

Transcat documents the traceability of measurements to the SI units through the National Institute of Standards and Technology (NIST), or the National Research Council of Canada (NRC), or other national measurement institutes (NMI) that are signatories to the CIPM Mutual Recognition Arrangement, or accepted fundamental and/or natural physical constants, or by the use of specified methods, consensus standards or ratio type measurements. Documentation supporting traceability information is available for review upon written request at a Transcat facility. The measured quantity and the measurement uncertainty are required for further dissemination of traceability.

A binary decision rule, utilizing simple acceptance, and simple rejection criteria is used for the determination of compliance, unless otherwise superseded by the client's Decision Rule. When Calibration Tolerance compliance statements are present, they are reported without factoring in the effects of uncertainty and comply with the guidelines established by ASME B89.7.3.1-2001 (R2019) as follows:

-The acceptance zone is defined as: less than or equal to the high calibration tolerance limit, and/or greater than or equal to the low calibration tolerance limit. The rejection zones are defined as greater than the high calibration tolerance limit and/or less than the low calibration tolerance limit.

-Single measurement results in the acceptance zone are identified as in-tolerance. Single measurement results in the rejection zone are identified as out-of-tolerance (OOT).

-When all measurement results are in the acceptance zone for repeated measurements, for the same characteristic, the test is identified as in-tolerance. For repeated characteristic measurements, a single measurement result in the rejection zone, will cause the test to be identified as out-of-tolerance (OOT).

Uncertainties are reported with a coverage factor  $k=2$ , providing a level of confidence of approximately 95%. All calibrations have been performed using processes having a TUR of 4:1 or better (3:1 for mass calibrations), unless otherwise noted. The Test Uncertainty Ratio (TUR) is calculated in accordance with NCCL International RP-18. For mass calibrations: Conventional mass referenced to 8.0 g/cm<sup>3</sup>.

The results in this report relate only to the item calibrated or tested. Recorded calibration data is valid at the time of calibration within the stated uncertainties noted. The determination of compliance to the specification is specific to the model/serial no./ID no. referenced above based on the tolerances shown; these tolerances are either the original equipment manufacturer's (OEM's) warranted specifications or the client's requested specifications. This certificate may not be reproduced except in full, without the written approval of Transcat. Additional information, if applicable may be included on separate report(s).

**Date Received:** March 19, 2021  
**Service Level:** R9

**Certificate - Page 1 of 7**

**Customer Number:** 9-330269-000  
OPS-F20-014R8 04/01/21 FP014R0 4/2/2021

## APPENDIX I (EQUIPMENT CALIBRATION CERTIFICATES)

### Sound Level Meter Calibration Certificate



## Calibrator Calibration Certificate

**Scantek, Inc.**

CALIBRATION LABORATORY

ISO 17025: 2017, ANSI/NCSL Z540:1994 Part 1  
ACCREDITED by NVLAP (an ILAC MRA signatory)

**NVLAP**<sup>®</sup>  
CALIBRATION  
NVLAP Lab Code: 200625-0

### Calibration Certificate No.46831

Instrument: **Acoustical Calibrator**

Model: **4231**

Manufacturer: **Brüel and Kjær**

Serial number: **2594693**

Class (IEC 60942): **1**

Barometer type:

Barometer s/n:

Customer: **ACI Acoustical Consultants Inc.**

Tel/Fax: **780-414-6373 / 780-414-6376**

Date Calibrated: **8/26/2021** Cal Due:

Status:

Received

Sent

In tolerance:

X

X

Out of tolerance:

See comments:

Contains non-accredited tests: ☐ Yes ☒ No

Tested in accordance with the following procedures and standards:

Calibration of Acoustical Calibrators, Scantek Inc., Rev. 10/1/2010

Instrumentation used for calibration: Nor-1504 Norsonic Test System:

Instrument - Manufacturer	Description	S/N	Cal. Date	Traceability evidence	Cal. Due
				Cal. Lab / Accreditation	
483B-Norsonic	SME Cal Unit	31052	Oct 31, 2020	Scantek, Inc./ NVLAP	Oct 31, 2021
DS-360-SRS	Function Generator	33584	Oct 23, 2019	ACR Env./ A2LA	Oct 23, 2021
34401A-Agilent Technologies	Digital Voltmeter	MY47011118	Feb 4, 2021	ACR Env. / A2LA	Feb 4, 2022
HM30-Thommen	Meteo Station	1040170/39633	Dec 7, 2020	ACR Env./ A2LA	Dec 7, 2021
140-Norsonic	Real Time Analyzer	1406423	Nov 3, 2020	Scantek / NVLAP	Nov 3, 2021
PC Program 1018 Norsonic	Calibration software	v.6.1T	Validated Nov 2014	Scantek, Inc.	-
4134-Brüel&Kjær	Microphone	173368	Oct 26, 2020	Scantek, Inc. / NVLAP	Oct 26, 2021
1203-Norsonic	Preamplifier	14059	March 3, 2021	Scantek, Inc./ NVLAP	March 3, 2022

Instrumentation and test results are traceable to SI (International System of Units) through standards maintained by NIST (USA) and NPL (UK)

Calibrated by:	Lydon Dawkins	Authorized signatory:	William Gallagher
Signature	<i>Lydon Dawkins</i>	Signature	<i>William D Gallagher</i>
Date	8/26/2021	Date	8/29/2021

Calibration Certificates or Test Reports shall not be reproduced, except in full, without written approval of the laboratory.

This Calibration Certificate or Test Reports shall not be used to claim product certification, approval or endorsement by NVLAP, NIST, or any agency of the federal government.

Document stored as: Y:\Calibration Lab\Cal 2021\BNK4231\_2594693\_M1.doc

Page 1 of 2

## APPENDIX 'B'

### PROPOSAL SUBMITTAL FORM

#### Arena Acoustics at Eagle Builders Centre 2022

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Proposal Pricing:

#### OPTION A

I hereby propose to supply and install 522 acoustic panels at the Eagle Builders Centre for a total price of \$\_\_\_\_\_ (not including GST)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm

#### OPTION B

I hereby propose to supply and install 500 acoustic panels & 120 sq-m wall panels at the Eagle Builders Centre for a total price of \$\_\_\_\_\_ (not including GST)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm

## **APPENDIX 'C'**

---

### **INSURANCE REQUIREMENTS & WCB**

#### **INSURANCE REQUIREMENTS**

By signing and submitting a proposal under this solicitation, the Proponent certifies that if awarded the contract, it will have the following coverage within five days of the award of the contract and prior to commencing work on Town property. The Proponent further certifies that they will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Alberta by the province of Alberta.

#### **REQUIRED COVERAGE AND LIMITS**

Workers' Compensation Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the WCB of increases in the number of employees that change their workers' compensation requirements under the WCB during the course of the contract shall be in noncompliance with the contract.

Employers' Liability: \$100,000/\$500,000/\$100,000

Commercial General Liability: \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Blackfalds must be named as an additional insured and so endorsed on the policy.

Business Automobile Liability (including owned, non-owned and hired vehicle coverage):  
Combined Single Limit -\$1,000,000 per occurrence.

NOTE: Contractual Liability covers the following indemnity agreement:

"The Contractor agrees to indemnify, defend and hold harmless the Town of Blackfalds, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the successful Vendor, provided that such liability is not attributable to the Town's sole negligence."

#### **PROPONENT'S STATEMENT**

I/we understand the Insurance requirements of these specifications and will comply in full if awarded this contract.

---

SIGNATURE

---

DATE

---

FIRM

## **APPENDIX 'D'**

---

### **SITE LAYOUT**



Notes:

- Do not scale drawings.
- It is the responsibility of the Contractor to check and verify all dimensions on site and report all errors and/or omissions to the Architect or Engineers.
- It is the responsibility of the appropriate Contractor to comply with all Codes and Regulations applicable to the performance of their work.
- All Drawings and Specifications are instruments of service and are the property of the Architect or Engineer. This Drawing is the Copyright of ACI ARCHITECTS INC or the Consultant named on this Drawing as at the date shown and may not be used or reproduced in whole or in part without the express written consent of the Architect or Engineer.

Issues/Revisions			
No.	Description	Date	By
1	ISSUED FOR 60% REVIEW	2019.11.29	
2	ISSUED FOR 90% REVIEW	2020.02.11	
3	ISSUED FOR DP	2020.02.26	
4	ISSUED FOR DP R1	2020.05.08	
5	ISSUED FOR BP	2020.06.11	
6	ISSUED FOR CONSTRUCTION	2020.07.17	
7	ISSUED FOR CONSTRUCTION R1	2020.09.17	

Seal

Client

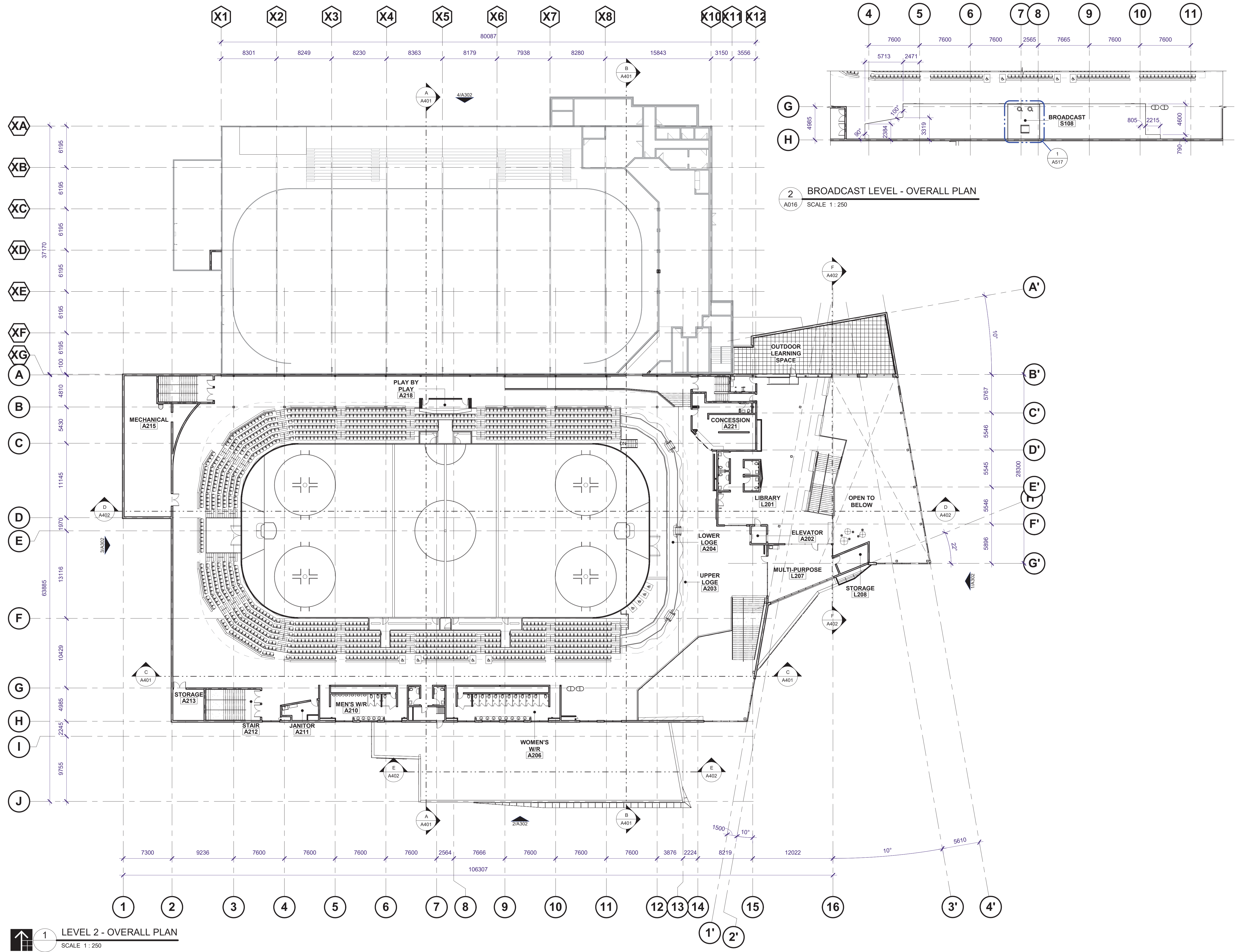
Project  
**EAGLE BUILDERS CENTRE**

Scale 1 : 250	Designed By JM
Project No. 1904	Drawn By SM
Date 2020-09-17	Checked By RC

Drawing Title  
**LEVEL 2 - OVERALL PLAN**

Drawing No.

**A220**

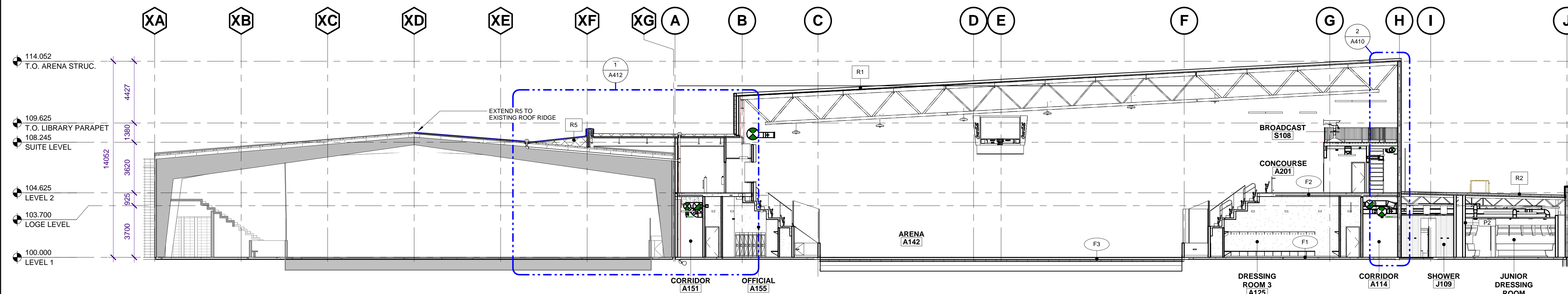


**1 LEVEL 2 - OVERALL PLAN**  
SCALE 1 : 250

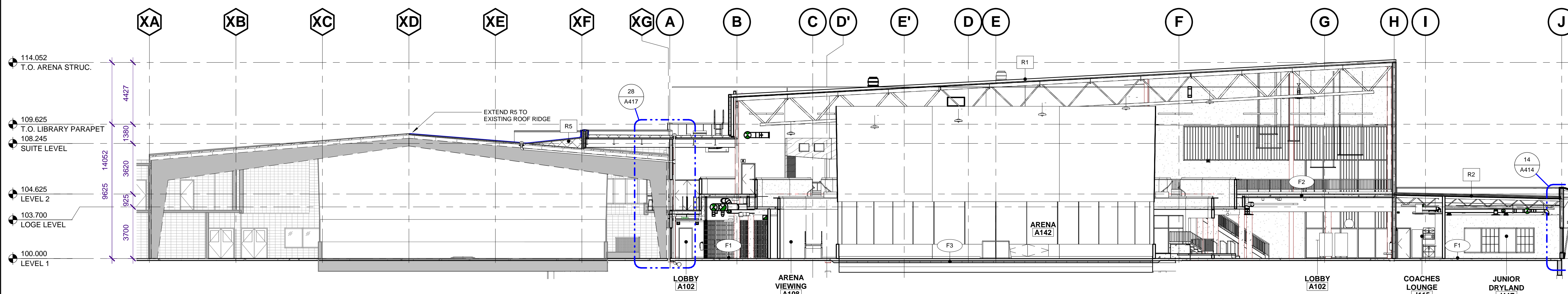


Notes:

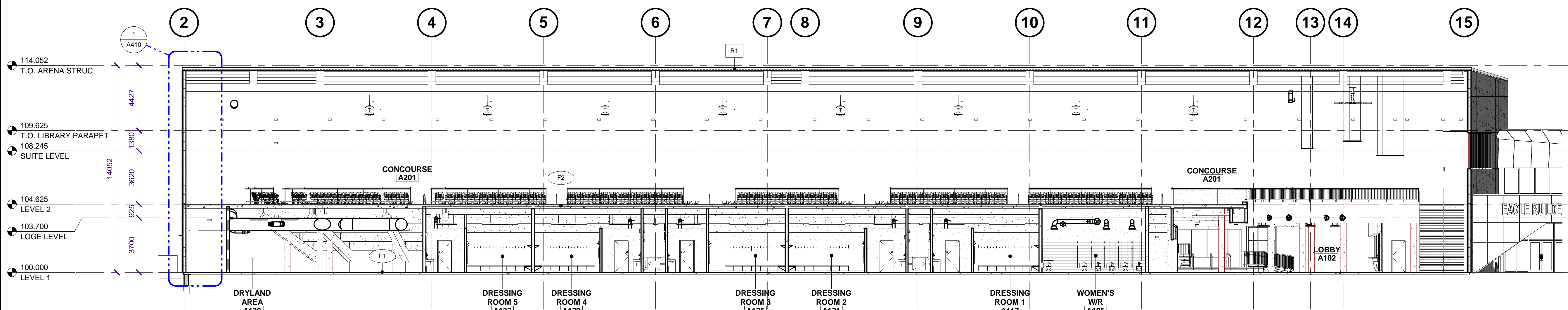
- Do not scale drawings.
- It is the responsibility of the Contractor to check and verify all dimensions on site and report all errors and/or omissions to the Architect or Engineers.
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**A** BUILDING SECTION - EXISTING & NEW ARENAS  
A210 SCALE 1 : 150



**B** BUILDING SECTION - ARENA CONNECTION  
A210 SCALE 1 : 150



**C** BUILDING SECTION - DRESSING ROOMS  
A210 SCALE 1 : 150

Issues/Revisions			
No.	Description	Date	By
1	ISSUED FOR 60% REVIEW	2019.11.29	
2	ISSUED FOR 90% REVIEW	2020.02.11	
3	ISSUED FOR DP	2020.02.26	
4	ISSUED FOR DP R1	2020.05.08	
5	ISSUED FOR BP	2020.06.11	
6	ISSUED FOR CONSTRUCTION	2020.07.17	
7	ISSUED FOR CONSTRUCTION R1	2020.09.17	

Seal

Client

Project  
**EAGLE BUILDERS  
CENTRE**

Scale 1 : 150	Designed By JM
Project No. 1904	Drawn By SM
Date 2020-09-17	Checked By RC

Drawing Title  
**BUILDING SECTIONS**

Drawing No.

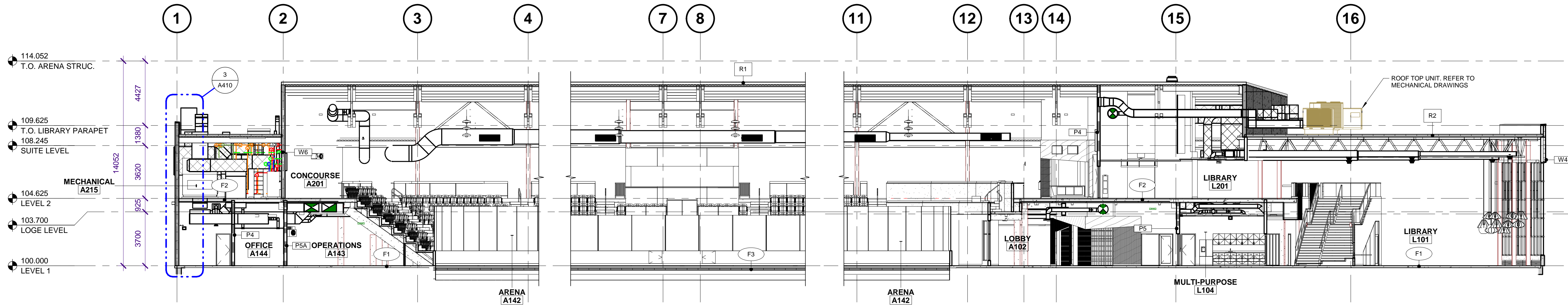
**A401**



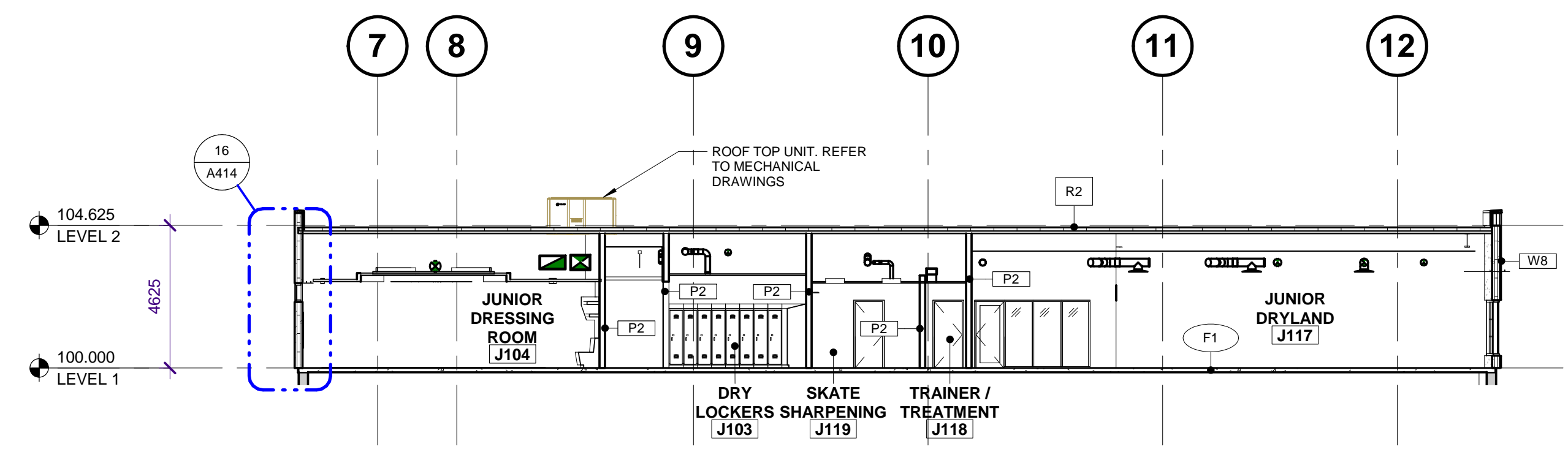
Notes:

- Do not scale drawings.
- It is the responsibility of the Contractor to check and verify all dimensions on site and report all errors and/or omissions to the Architect or Engineers.
- It is the responsibility of the appropriate Contractor to comply with all Codes and Regulations applicable to the performance of their work.

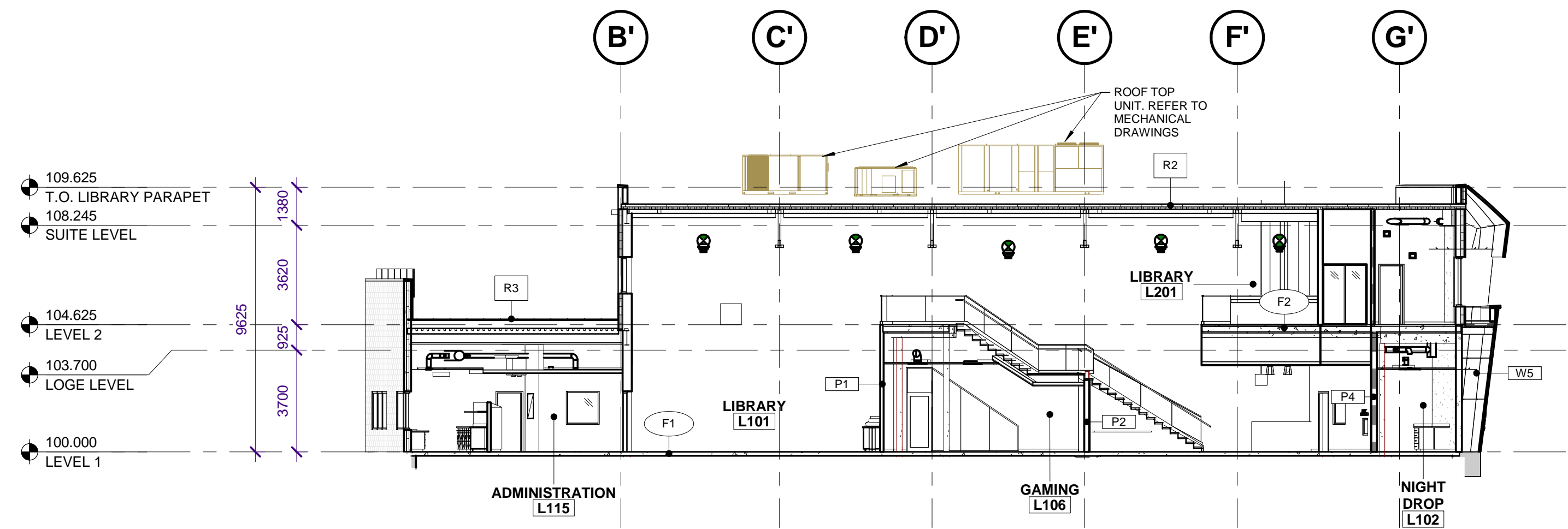
100% Drawings and Specifications are instruments of service and are the property of the Architect or Engineer. This Drawing is the Copyright of ACI ARCHITECTS INC or the Consultant named on this Drawing as at the date shown and may not be used or reproduced in whole or in part without the express written consent of the Architect or Engineer.



D BUILDING SECTION - NEW ARENA  
A210 SCALE 1 : 150



E BUILDING SECTION - JUNIOR HOCKEY  
A210 SCALE 1 : 150



F BUILDING SECTION - LIBRARY  
A210 SCALE 1 : 150

Issues/Revisions			
No.	Description	Date	By
1	ISSUED FOR 60% REVIEW	2019.11.29	
2	ISSUED FOR 90% REVIEW	2020.02.11	
3	ISSUED FOR DP	2020.02.26	
4	ISSUED FOR DP R1	2020.05.08	
5	ISSUED FOR BP	2020.06.11	
6	ISSUED FOR CONSTRUCTION	2020.07.17	
7	ISSUED FOR CONSTRUCTION R1	2020.09.17	

Seal

Client

Project  
EAGLE BUILDERS CENTRE

Scale	1 : 150	Designed By	JM
Project No.	1904	Drawn By	SM
Date	2020-09-17	Checked By	RC

Drawing Title  
BUILDING SECTIONS

Drawing No.  
A402



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

---

**MEETING DATE:** February 8, 2022

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

**SUBJECT:** Development/Building Report - January Year to Date, 2022

---

**BACKGROUND:**

Attached is the January 2022 Building Permit Report and Comparison for 2020-2022 year-to-date. We also have shown the comparison for the year-to-date figures for 2021 on the comparison report.

Please note that we reviewed the listings entries and some numbers have changed due to classification of the applications, however the totals are still the same.

For the reference of Council, we continued to separate the "Home Business" category out of the "other" designation and given it a separate line as its own category.

**Attachments:**

- *January 2022 Development/Building Permit Report*
- *2020 – 2022 Development/Building Comparison Report*

**Approvals:**

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

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





# Town of Blackfalds Development/Building Permit Comparison 2020 to 2022

2021 YTD

	2020		2021		2022		January	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
<b>Residential</b>								
SFD	24	\$ 5,965,780.00	29	\$ 7,854,460.00	3	\$ 1,090,844.00	0	\$ -
Duplexes	12	\$ 3,053,876.00	0	\$ -	0	\$ -	0	\$ -
Manufactured Home	1	\$ 55,000.00	0	\$ -	0	\$ -	0	\$ -
4-plex	1	\$ 300,000.00	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	0	\$ -	4	\$ 883,340.00	6	\$ 1,014,000.00	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>Total Res. Dwellings</b>	<b>38</b>	<b>\$ 9,374,656</b>	<b>33</b>	<b>\$ 8,737,800</b>	<b>9</b>	<b>\$ 2,104,844</b>	<b>0</b>	<b>\$ -</b>
Garage	23	\$ 556,400.00	15	\$ 471,000.00	0	\$ -	0	\$ -
Deck	8	\$ 32,400.00	4	\$ 18,500.00	0	\$ -	0	\$ -
Basement Reno	58	\$ 1,067,750.00	50	\$ 1,120,400.00	6	\$ 90,500.00	4	\$ 120,000.00
Addition	0	\$ -	1	\$ 25,000.00	0	\$ -	0	\$ -
Accessory Suite	1	\$ -	0	\$ -	0	\$ -	0	\$ -
Home Business	30	\$ -	26	\$ -	1	\$ -	3	\$ -
Other	58	\$ 989,561.17	55	\$ 1,972,818.00	2	\$ 11,500.00	0	\$ -
<b>Commercial</b>	<b>15</b>	<b>\$ 679,700.00</b>	<b>27</b>	<b>\$ 738,735.00</b>	<b>2</b>	<b>\$ -</b>	<b>5</b>	<b>\$ 322,500.00</b>
<b>Industrial</b>	<b>5</b>	<b>\$ 459,900.00</b>	<b>3</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>Institutional</b>	<b>3</b>	<b>\$ 29,260,000.00</b>	<b>1</b>	<b>\$ 3,000.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ 3,000.00</b>
<b>Agricultural</b>	<b>3</b>	<b>\$ 31,000.00</b>	<b>2</b>	<b>\$ 25,000.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>Public Facility</b>	<b>12</b>	<b>\$ 25,613,528.50</b>	<b>17</b>	<b>\$ 8,791,500.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ 113,000.00</b>
<b>TOTAL PERMITS</b>	<b>254</b>	<b>\$ 68,064,895.67</b>	<b>234</b>	<b>\$ 21,903,753.00</b>	<b>20</b>	<b>\$ 2,206,844.00</b>	<b>12</b>	<b>\$ 558,500.00</b>
<b>General Yearly Notes:</b>		1 - 24,600,000 Multi-Plex expansion		1 - 2,500,000 East Area Linear Wetland Ph. 2				
		1 - 29,000,000 Wolf Creek High School		1 - 5,500,000 Womacks/Gregg St. Alignment Project				

1-22	4-Jan-22	4981 Aspen Lakes Boulevard	R-2	Residential	Basement Reno
2-22	4-Jan-22	106 Palmer Circle	R-1M	Residential	Hot Tub
3-22	5-Jan-22	5 Pine Crescent	R-1S	Residential	Basement Reno
4-22	5-Jan-22	37 Aztec Crescent	R-1S	Residential	Basement Reno
5-22	5-Jan-22	198 Ava Crescent	R-2	Residential	Townhouses
6-22	6-Jan-22	194 Ava Crescent	R-2	Residential	Townhouses
7-22	6-Jan-22	190 Ava Crescent	R-2	Residential	Townhouses
8-22	6-Jan-22	186 Ava Crescent	R-2	Residential	Townhouses
9-22	6-Jan-22	182 Ava Crescent	R-2	Residential	Townhouses
10-22	6-Jan-22	178 Ava Crescent	R-2	Residential	Townhouses
11-22	10-Jan-22	14 Aztec Street	R-1M	Residential	Basement Reno
12-22	10-Jan-22	26 Churchill Place	R-1L	Residential	Home Business
13-22	11-Jan-22	106 Palmer Circle	R-1M	Residential	Basement Reno
14-22	12-Jan-22	17 Alderwood Close	R-1M	Residential	Hot Tub
15-22	12-Jan-22	37 Arrowwood Close	R-1L	Residential	SFD
16-22	17-Jan-22	6037 Parkwood Road Unit 215	C-2	Commercial	Change in Use/Occupancy
17-22	26-Jan-22	93 Maclean Close	R-1M	Residential	SFD
18-22	26-Jan-22	5009 Parkwood Road Unit 1	C-2	Commercial	Change in Use/Occupancy
19-22	27-Jan-22	9 Aztec Crescent	R-1M	Residential	Basement Reno
20-22	31-Jan-22	17 Coleman Crescent	R-1M	Residential	SFD



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

---

**MEETING DATE:** February 8, 2022

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

**SUBJECT:** Blackfalds Protective Services Monthly Report - January 2022

---

**BACKGROUND:**

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

**DISCUSSION:**

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

**FINANCIAL IMPLICATIONS:**

None

**Attachments:**

- *Municipal Enforcement: statistics, January 2022*
- *Speed Sign Stats for January 2022*
- *RCMP Statistics*

**Approvals:**

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

CAO Myron Thompson

A handwritten signature in blue ink, appearing to be "Ken B. Morrison", written over a horizontal line.

Department Director/Author



## Blackfalds Protective Services

### January 2022 Monthly Report

#### **Protective Services**

##### **Town of Blackfalds Municipal Enforcement:**

January was a busy month for Municipal Enforcement Officers, there were 77 investigational files opened during this time. 20 files were opened in relation to snow on sidewalks. Due to the weather Blackfalds has been experiencing, it has made it difficult at times for residents to remove snow from their sidewalks.

In total, 15 parking complaints have been opened, these vary from parking in alleys, parking on sidewalks, parking on boulevards, parking the wrong way, and others. Violation tickets have been issued in many cases. 12 files were opened under Animal Control, all but one was dog complaints; either barking dogs or running at large being the most common. Animal Control continued to do pro-active patrols within the community providing education and guidance to animal owners while assisting Enforcement Officers as well.

Officers have been busy helping Public Works clear the streets for snow removal over the past few weeks. This has resulted in several phone calls; a few tows and parking violation tickets being issued in some cases where we were unable to contact the owners.

We saw increased parking issues during the month, both at the Eagle Builders Centre and Parkwood Road, where trucks are permitted. Several violation tickets have been issued in these instances and some vehicles have been towed as a last resort.

Officers were also able to join forces with RCMP officers and run a few check stops throughout the community.

Officers have been able to do proactive patrols in the school zones throughout the month, spending approximately 20 hours in total monitoring these areas during drop off and pick up times.

Officers have continued to monitor Parkwood Road for truck parking time permitting, we continue to see some noncompliance by certain truck drivers. This is being addressed by re-visiting the placement of the signage and we are waiting for line locations to be completed in order to determine better sign placement.

#### **Violation tickets issued.**

In total, 95 violation tickets during the month of January were issued using the E-ticketing system, 89 of these were provincial violations and 6 were municipal violations, resulting in a total of \$22,848.00 in fines. 28 violation tickets were issued to registered owners documented in our operational reporting system as well as 21 warnings, total fines issued was \$5,587.00 through this system. The total violation fines issued for the month was \$28,435.00 with the two added together.



## Blackfalds Protective Services

### January 2022 Monthly Report

47 tickets were issued under the Use of Highway and Rules of the Road Regulations, 59 violations were issued under the Traffic Safety Act, 10 under the Vehicle Equipment Regulation, 4 under the Traffic Bylaw, 1 under the Gaming, Liquor and Cannabis Act, as well as 1 each under the Land Use bylaw and Animal Control Bylaw.

#### **Speed Signs:**

During the month of December speed signs were located on Broadway Ave southbound and Parkwood Drive northbound.

#### **Parkwood Drive NB:**

The total vehicle count, from January 3 to February 1 was 44,889. The average speed recorded was 40 km/h. Attached is the statistics summary report for this period.

#### **Broadway Avenue South Bound:**

The total vehicle count from December 27 to February 1, was 60,040. During this time the average speed was 48 km/h.

#### **Blackfalds Fire Rescue**

During the month of January, the department has been mentoring the three new recruits on Tuesday evenings, so they are still able to take part in our Wednesday evening training. Throughout the month we have gone back to the basics starting with communication.

The results for the Driver/Pump Operators course held in October have not been received yet.

We are continuing to work with Partech to reschedule a practical training session for the Rescue Struts which were purchased by the Firefighters Association in 2020. COVID has continually caused delays in this training being delivered.

City of Lacombe and Town of Blackfalds will be working together to train the new recruits to the NFPA 1001 Level 1 standard throughout the upcoming months with plans of completion by the end of June.

The City of Red Deer upgrades to their training grounds should be completed by March and we are scheduled to send four members to the training sessions on the operations and guidelines for the new facility allowing us to utilize the industrial props for the NFPA Level II standard 2023.

Recent announcements AHS has put forward, will have no effect on the department's current response to calls.

During the month of January (2022), the department responded to twenty incidents, this is a 25% increase when compared to January 2021.

A summary of the incidents for January is included below.



Blackfalds Protective Services

January 2022 Monthly Report

**Fire Department – January 2022 – INCIDENT SUMMARY – PAGE 1 of 1**

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0001	1	CO Alarm	202201010636	Corp Limits	N/A	N/A
0002	3	Motor Vehicle Incident	202201032010	Corp Limits	Yes	N/A
0003	3	Motor Vehicle Incident	202201032200	Corp Limits	Yes	EMS
0004	6	Mutual Aid	202201060933	Mutual Aid Lacombe County	N/A	N/A
0005	6	Alarm	202201061732	Corp Limits	N/A	N/A
0006	7	Motor Vehicle Incident	202201070641	Corp Limits	YES	N/A
0007	8	Motor Vehicle Incident	202201081600	Corp Limits	Yes	Yes
0008	8	Alarm	202201082100	Corp Limits	YES	N/A
0009	9	Motor Vehicle Incident	202201091247	Corp Limits	Yes	Yes
0010	11	Investigation Smoke	202201111513	Lacombe County	N/A	N/A
0011	12	Fire Vehicle	202201121312	Lacombe County	N/A	N/A
0012	13	Alarm	202201131021	Corp Limits	N/A	N/A
0013	14	Medical	202201141741	Corp Limits	N/A	EMS
0014	16	Alarm	202201162253	Corp Limits	N/A	N/A
0015	19	Haz-70 Public Hazard	202201191255	Corp Limits	N/A	N/A
0016	20	Motor Vehicle Incident	202201201049	Corp Limits	Yes	EMS
0017	20	CO Alarm	202201201950	Corp Limits	N/A	N/A
0018	21	Motor Vehicle Incident	202201212338	Corp Limits	Yes	EMS
0019	20	Fire Vehicle	202201222113	Lacombe County	Yes	Yes
0020	31	Medical	202201311128	Corp Limits	N/A	EMS



## Blackfalds Protective Services

### January 2022 Monthly Report

#### **Occupational Health & Safety**

- January 18<sup>th</sup> the Joint Health and Safety Committee met, the Near Miss Program was discussed, and a decision was made to have D/Chief attend the Managers Meeting to provide details on it as well as the COR audit being planned for 2022.
- The “Near Miss” Program was rolled out. Boxes like ballot boxes have been placed throughout town facilities. Hopefully this anonymous reporting will provide a clearer picture of the near misses occurring and allow us to ensure we are correcting any systemic issues.

#### **RCMP**

- Staff Sgt. Martin to attend the Regular Council Meeting on February 8<sup>th</sup> to provide year end report.

#### **RCMP Provincial Traffic Services**

- The RCMP Traffic Unit during the month of January working in partnership with Municipal Enforcement Officers performed several vehicle operations at Iron Ridge School for distracted driving and occupant restraint, as well as on Highway 2A.
- Assisted with numerous Blackfalds RCMP files during the month of January as well as attending some motor vehicle collisions to aid where needed.

#### **Emergency Management**

- Manager Morrison participated in the LREMP meeting on January 19<sup>th</sup> the Major Exercise planned for October 26<sup>th</sup> is coming together with partners having regular meetings. Most partners have met with the organizers of the exercise independently to ensure we are all on the same page.
- Manager Morrison worked on three separate COVID 19 complaints along with AHS to ensure compliance of restrictions in place by the province after having received complaints.
- ICS 200, 300 course were re-scheduled due to the COVID 19 restrictions with 300 now being hosted in Blackfalds with dates in late September. The MEO course was a success and took place on January 21<sup>st</sup>, this saw elected officials from Bentley, Eckville and Blackfalds receive training. ICS 200 will be going ahead in February at Lacombe County.

**Blackfalds Municipal Detachment**  
**Crime Statistics (Actual)**  
**Q3: 2017 - 2021**

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	1	2	0	0	-100%	N/A	-0.3
Sexual Assaults		1	2	0	1	3	200%	200%	0.3
Other Sexual Offences		0	1	1	1	2	N/A	100%	0.4
Assault		25	15	19	20	15	-40%	-25%	-1.5
Kidnapping/Hostage/Abduction		1	2	0	0	1	0%	N/A	-0.2
Extortion		1	0	0	0	0	-100%	N/A	-0.2
Criminal Harassment		4	9	8	9	8	100%	-11%	0.8
Uttering Threats		6	3	6	6	10	67%	67%	1.1
<b>TOTAL PERSONS</b>		<b>39</b>	<b>33</b>	<b>36</b>	<b>37</b>	<b>39</b>	<b>0%</b>	<b>5%</b>	<b>0.4</b>
Break & Enter		9	14	13	7	7	-22%	0%	-1.1
Theft of Motor Vehicle		16	18	11	14	10	-38%	-29%	-1.6
Theft Over \$5,000		2	2	2	4	4	100%	0%	0.6
Theft Under \$5,000		58	31	37	35	13	-78%	-63%	-8.6
Possn Stn Goods		20	16	9	8	4	-80%	-50%	-4.0
Fraud		12	9	17	15	16	33%	7%	1.4
Arson		0	0	1	1	1	N/A	0%	0.3
Mischief - Damage To Property		0	0	23	14	19	N/A	36%	5.2
Mischief - Other		31	31	10	8	9	-71%	13%	-6.7
<b>TOTAL PROPERTY</b>		<b>148</b>	<b>121</b>	<b>123</b>	<b>106</b>	<b>83</b>	<b>-44%</b>	<b>-22%</b>	<b>-14.5</b>
Offensive Weapons		1	1	2	2	2	100%	0%	0.3
Disturbing the peace		3	6	8	4	1	-67%	-75%	-0.6
Fail to Comply & Breaches		9	8	10	14	8	-11%	-43%	0.4
<b>OTHER CRIMINAL CODE</b>		<b>5</b>	<b>12</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>-40%</b>	<b>-40%</b>	<b>-1.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>18</b>	<b>27</b>	<b>28</b>	<b>25</b>	<b>14</b>	<b>-22%</b>	<b>-44%</b>	<b>-1.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>205</b>	<b>181</b>	<b>187</b>	<b>168</b>	<b>136</b>	<b>-34%</b>	<b>-19%</b>	<b>-15.1</b>



**Blackfalds Municipal Detachment**  
**Crime Statistics (Actual)**  
**Q3: 2017 - 2021**

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	2	2	0	0	-100%	N/A	-0.4
Drug Enforcement - Trafficking		0	0	1	1	1	N/A	0%	0.3
Drug Enforcement - Other		2	0	0	0	0	-100%	N/A	-0.4
<b>Total Drugs</b>		3	2	3	1	1	-67%	0%	-0.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	1	2	0	2	-33%	N/A	-0.3
<b>TOTAL FEDERAL</b>		6	3	5	1	3	-50%	200%	-0.8
Liquor Act		2	0	0	1	5	150%	400%	0.7
Cannabis Act		0	1	0	0	1	N/A	N/A	0.1
Mental Health Act		14	9	20	19	24	71%	26%	3.0
Other Provincial Stats		33	33	28	17	39	18%	129%	-0.4
<b>Total Provincial Stats</b>		49	43	48	37	69	41%	86%	3.4
Municipal By-laws Traffic		1	2	6	2	1	0%	-50%	0.0
Municipal By-laws		8	19	10	17	10	25%	-41%	0.2
<b>Total Municipal</b>		9	21	16	19	11	22%	-42%	0.2
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	0	2	1	4	33%	300%	0.3
Property Damage MVC (Reportable)		21	26	50	23	52	148%	126%	5.9
Property Damage MVC (Non Reportable)		4	2	3	6	7	75%	17%	1.0
<b>TOTAL MVC</b>		28	28	55	30	63	125%	110%	7.2
Roadside Suspension - Alcohol (Prov)		0	0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		191	76	74	71	91	-52%	28%	-20.5
<b>Other Traffic</b>		0	1	1	1	0	N/A	-100%	0.0
<b>Criminal Code Traffic</b>		10	8	12	11	3	-70%	-73%	-1.1
<b>Common Police Activities</b>									
False Alarms		58	12	13	18	11	-81%	-39%	-8.8
False/Abandoned 911 Call and 911 Act		5	2	5	7	3	-40%	-57%	0.1
Suspicious Person/Vehicle/Property		57	29	54	48	42	-26%	-13%	-1.1
Persons Reported Missing		4	2	2	6	3	-25%	-50%	0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		48	33	44	34	61	27%	79%	2.7
Form 10 (MHA) (Reported)		0	0	0	2	2	N/A	0%	0.6

# Statistics Summary Report

Technician Name: administrator

Location: Broadway SB

Report Period: 2021-12-27 to 2022-02-01

Address: Broadway Village Park, Blackfalds, AB

Total Vehicle Count: 60,040

Speed Limit: 50



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	221	32	64	29 %	5	91	46	11
01-02	178	25	59	33 %	20	83	48	11
02-03	103	15	55	53 %	5	69	49	12
03-04	129	18	71	55 %	5	72	48	12
04-05	165	24	90	55 %	5	82	49	13
05-06	947	135	465	49 %	5	85	50	12
06-07	2,253	322	913	41 %	5	79	47	12
07-08	4,524	646	1,394	31 %	5	74	47	11
08-09	3,873	553	1,440	37 %	5	79	48	11
09-10	2,942	420	1,352	46 %	5	81	48	12
10-11	3,552	507	1,561	44 %	5	88	48	12
11-12	3,784	541	1,747	46 %	5	84	49	12
12-13	3,906	558	1,839	47 %	5	131	49	12
13-14	3,938	563	1,689	43 %	5	87	48	12
14-15	4,663	666	1,974	42 %	5	83	48	12
15-16	4,315	616	1,630	38 %	5	85	48	11
16-17	5,301	757	1,948	37 %	5	76	48	11
17-18	4,684	669	1,532	33 %	5	91	48	11
18-19	3,740	534	1,250	33 %	5	106	48	11
19-20	2,637	377	886	34 %	5	85	48	11
20-21	1,777	254	619	35 %	5	74	48	11
21-22	1,251	179	443	35 %	5	76	48	11
22-23	755	108	245	32 %	5	83	48	11
23-24	402	57	143	36 %	5	113	48	11
	60,040	8,576	23,409	40 %	6	86	48	12

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# Statistics Summary Report

Technician Name: administrator

Location: Parkwood Rd NB  
Address: 6045, Blackfalds, AB  
Speed Limit: 40

Report Period: 2022-01-03 to 2022-02-01  
Total Vehicle Count: 44,889



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	237	34	152	64 %	7	64	42	10
01-02	167	24	108	65 %	13	108	44	11
02-03	113	16	69	61 %	7	63	42	10
03-04	126	18	76	60 %	7	70	43	11
04-05	176	25	115	65 %	7	65	42	11
05-06	674	96	342	51 %	7	68	40	10
06-07	1,220	174	628	51 %	5	78	40	10
07-08	1,808	258	911	50 %	6	70	39	10
08-09	2,227	318	1,050	47 %	5	71	39	10
09-10	2,035	291	909	45 %	5	72	39	10
10-11	2,570	367	1,191	46 %	5	84	39	10
11-12	3,297	471	1,658	50 %	5	68	39	10
12-13	3,615	516	1,930	53 %	5	67	40	10
13-14	3,379	483	1,778	53 %	5	85	39	10
14-15	3,524	503	1,923	55 %	5	72	40	10
15-16	3,566	509	1,916	54 %	5	115	40	10
16-17	4,204	601	2,341	56 %	5	105	40	10
17-18	3,884	555	2,178	56 %	5	78	40	10
18-19	2,708	387	1,432	53 %	6	68	40	10
19-20	1,903	272	968	51 %	5	75	39	10
20-21	1,267	181	647	51 %	5	72	40	10
21-22	981	140	538	55 %	5	77	41	10
22-23	720	103	415	58 %	9	94	42	10
23-24	488	70	312	64 %	7	72	42	10
	44,889	6,412	23,587	55 %	6	78	40	10

County Speed Bins	
Speed	Count
0...5	67
5...10	726
10...15	638
15...20	608
20...25	1,047
25...30	2,560
30...35	4,813
35...40	10,843
40...45	13,064
45...50	7,448
50...55	2,048
55...60	766
60...65	180
65...70	52
70...75	15
75...80	7
80...85	3
85...90	0
90...95	1
95...100	0
100...105	1
105...110	1
110...115	1
Total:	44,889

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

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**MEETING DATE:** February 8, 2022

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

**SUBJECT:** BOLT KPI Report - January 2022

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**BACKGROUND:**

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

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

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

**DISCUSSION:**

This is a very challenging time for transit services and BOLT ridership has been severely affected by the COVID-19 pandemic. With the economy on the mend, we are happy to provide Council with the following information:

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



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

**ADMINISTRATIVE RECOMMENDATION:**

1. That Council accepts this report as information.

**ALTERNATIVES:**

- 1) That Council refer this item back to Administration for more information.


**FINANCIAL IMPLICATIONS:**

None

**Attachments:**

- *January 2022 monthly report and yearly trending report*

**Approvals:**

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

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

# Monthly KPI Metric Summaries Report

## Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search
Jan 2022	31	9	22	11.1	363	344	40%	2.3	83%	4.9	6%	0	2%	1%	3
Dec 2021	29	3	26	9.9	326	286	36%	2.3	74%	4.9	5%	0	2%	2%	4
Nov 2021	31	5	26	13.3	450	412	46%	2.5	84%	4.8	6%	0	1%	0%	3
Oct 2021	32	8	24	9.4	344	301	45%	2.5	82%	4.9	7%	2	1%	0%	2
Sep 2021	27	7	20	9.1	280	247	45%	2.4	74%	4.9	2%	0	1%	1%	2
Aug 2021	28	8	20	5.0	164	141	27%	2.1	71%	4.8	3%	0	2%	0%	1
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9	3%	0	0%	0%	0
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9	3%	0	1%	1%	1
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9	2%	0	1%	0%	1
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9	4%	0	1%	0%	3
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0	4%	0	2%	0%	1
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0	2%	0	1%	0%	0
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0	4%	2	0%	1%	0
Dec 2020	21	4	17	8.4	203	177	26%	2	82%	5.0	5%	0	1%	1%	0
Nov 2020	30	11	19	9.2	299	276	40%	2.2	87%	5.0	2%	2	3%	1%	2
Oct 2020	27	12	15	9.2	266	249	43%	2.2	78%	5.0	8%	3	6%	4%	1
Sep 2020	36	33	3	5.9	228	212	44%	2.2	69%	4.9	7%	5	3%	4%	7
Aug 2020	3	3	0	1.3	4	4	0%	-	43%	4.7	0%	0	0%	0%	0

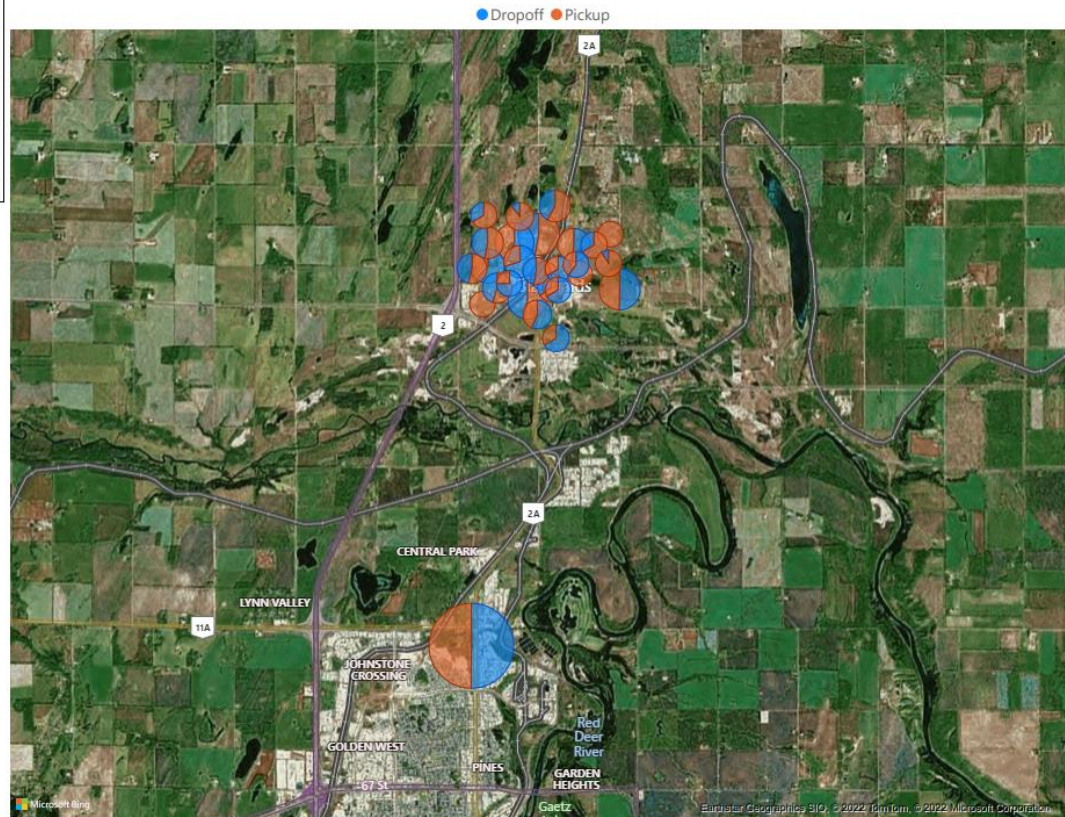
Program  
☒ Blackfalds

ServiceDay

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

Date

01/11/2021 31/01/2022



Program

☒ Blackfalds

ServiceDay

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Date

01/11/2021

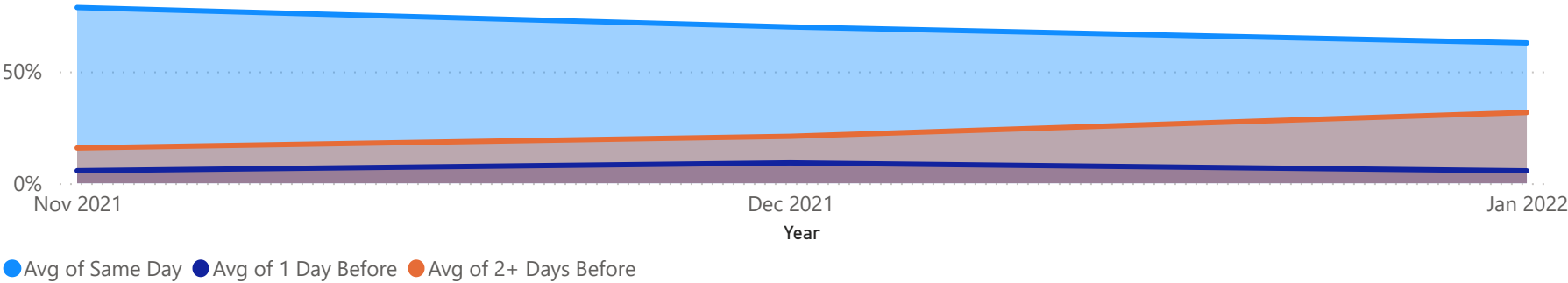
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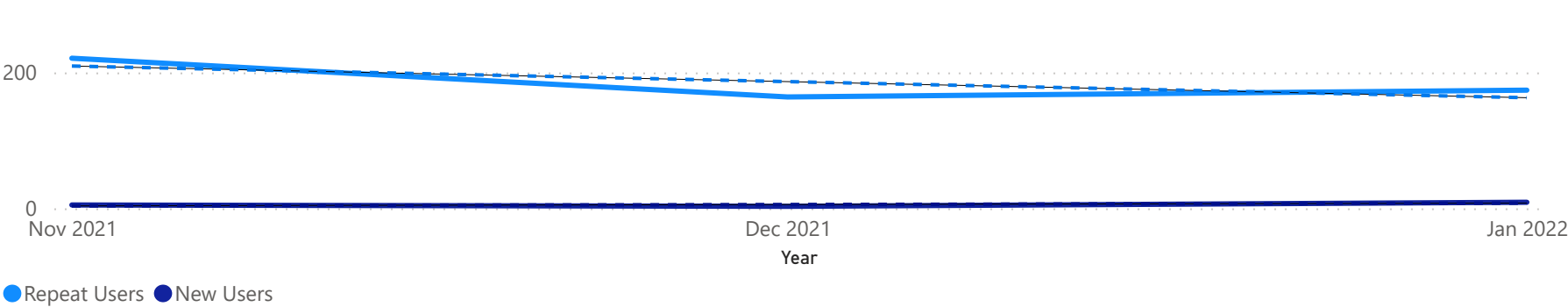
9.50

Avg Actual Trip Duration (min)

Average Booking Days



New and Repeat Users



Year	2021			2022					
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users
Blackfalds	75.1%	7.0%	17.9%	8	385	62.8%	5.5%	17.9%	8
Total	75.1%	7.0%	17.9%	8	385	62.8%	5.5%	17.9%	8

Program

☒ Blackfalds

ServiceDay

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- ☐ Fri
- ☐ Sat

Date

01/11/2021

31/01/2022



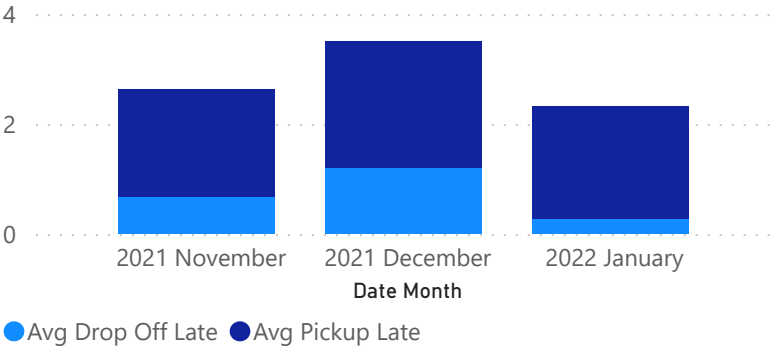
1042

Completed Rides

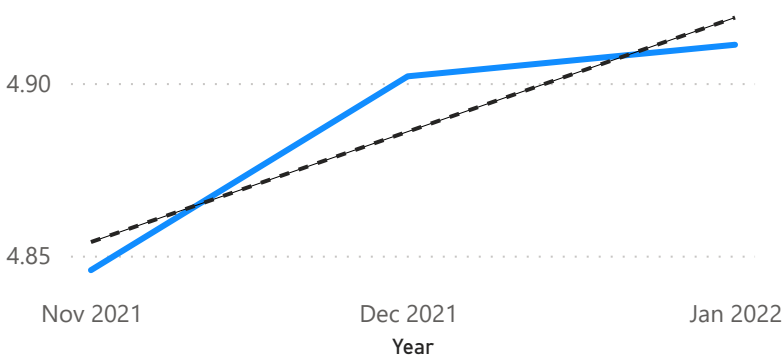
4.87

Avg Ride Rating

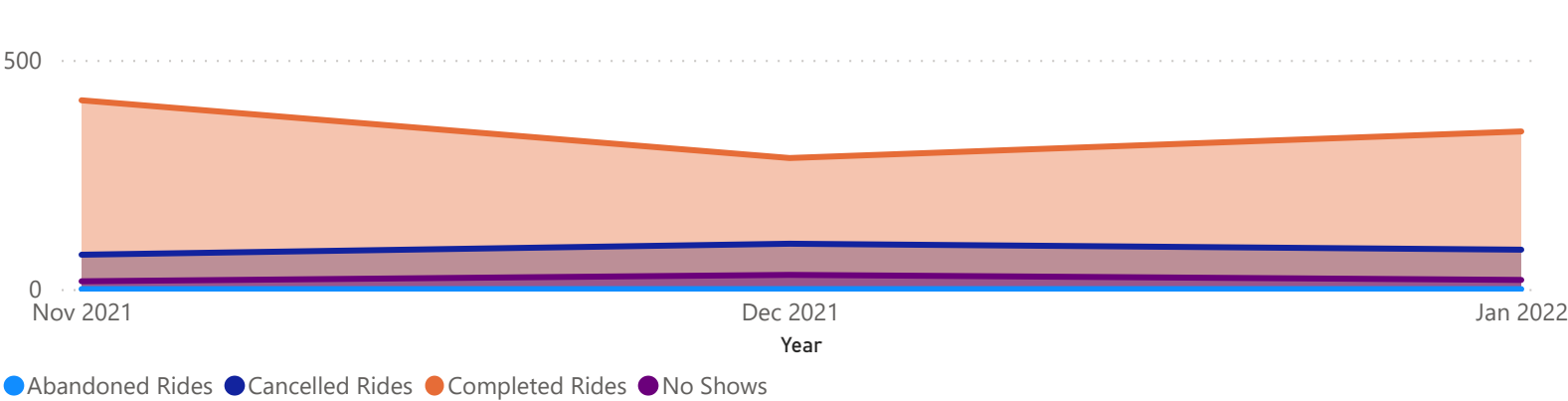
### Avg Late Pickup and Drop Off



### Avg Ride Rating



### Ride Status Types



Year	2021							
Month	November							
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows	
Blackfalds	0.69	1.95	4.85	0	75	412	10	
Total	0.69	1.95	4.85	0	75	412	10	

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Program

☒ Blackfalds

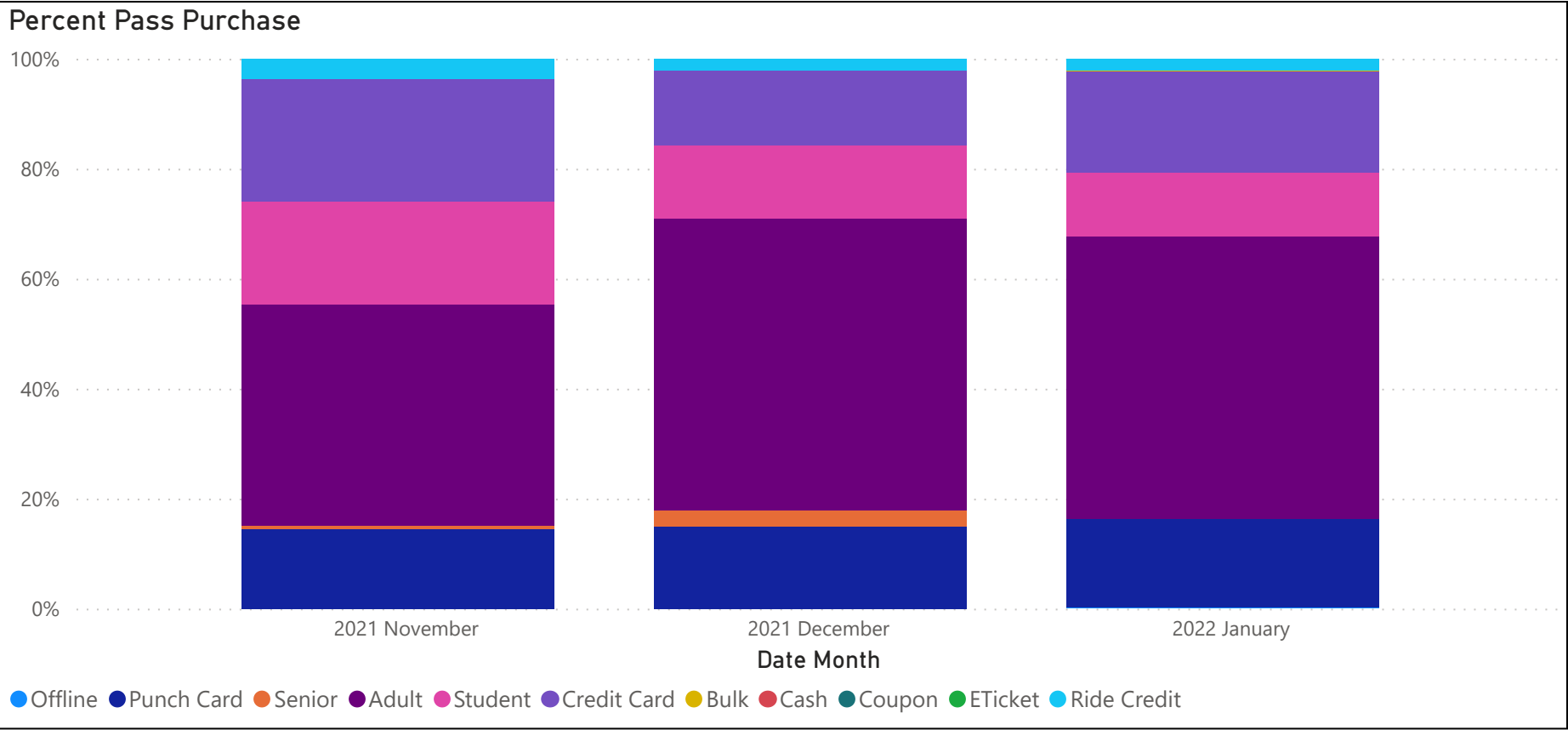
ServiceDay

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Date

01/11/2021

31/01/2022



Year	2021													
Month	November												December	
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	Avg Offline	Avg Punch Card
Blackfalds	0%	15%	0%	40%	19%	22%	0%	0%	0%	0%	4%	0%	0%	15%
Total	0%	15%	0%	40%	19%	22%	0%	0%	0%	0%	4%	0%	0%	15%

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Program

☒ Blackfalds

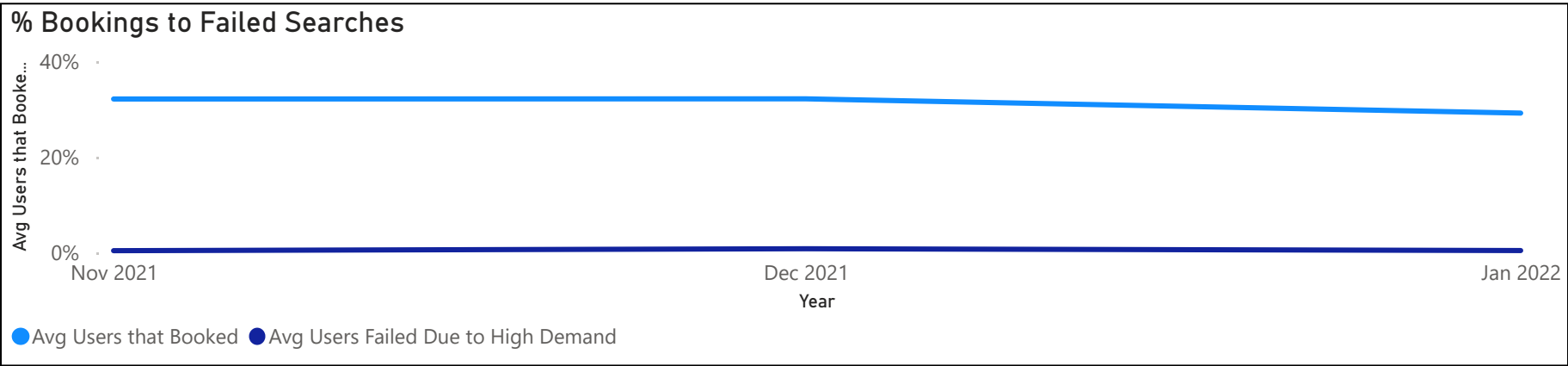
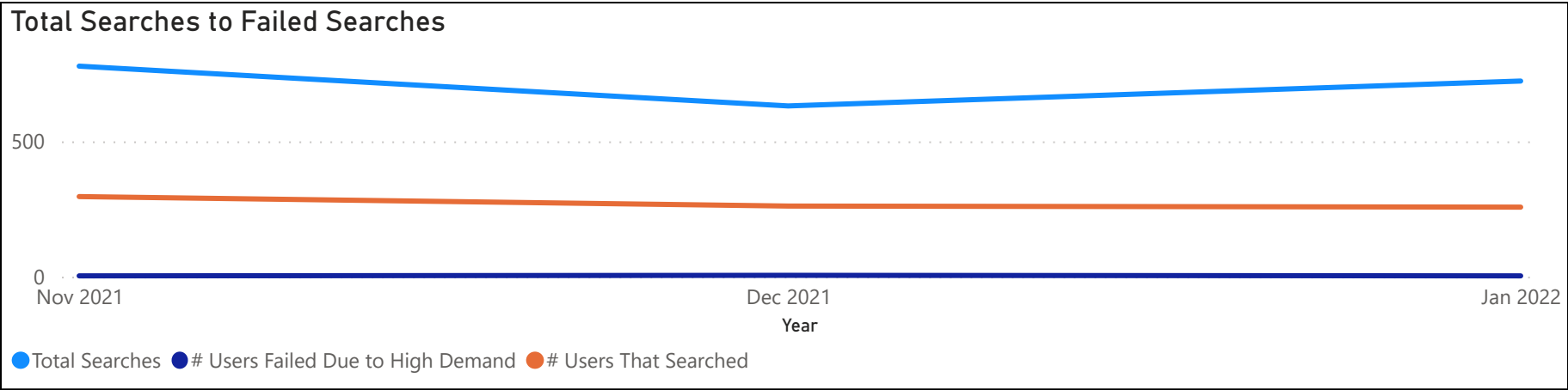
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☐ Sat

Date

01/11/2021

31/01/2022



Year	2021				
Month	November				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	778	3	296	32%	0%
Total	778	3	296	32%	0%

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Program

☐ Blackfalds

ServiceDay

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☐ Sat

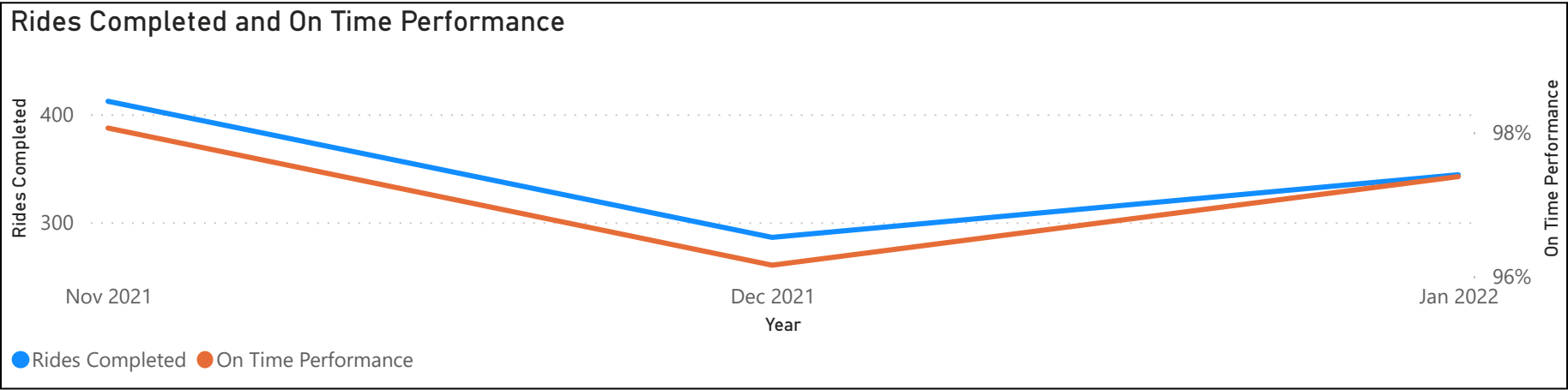
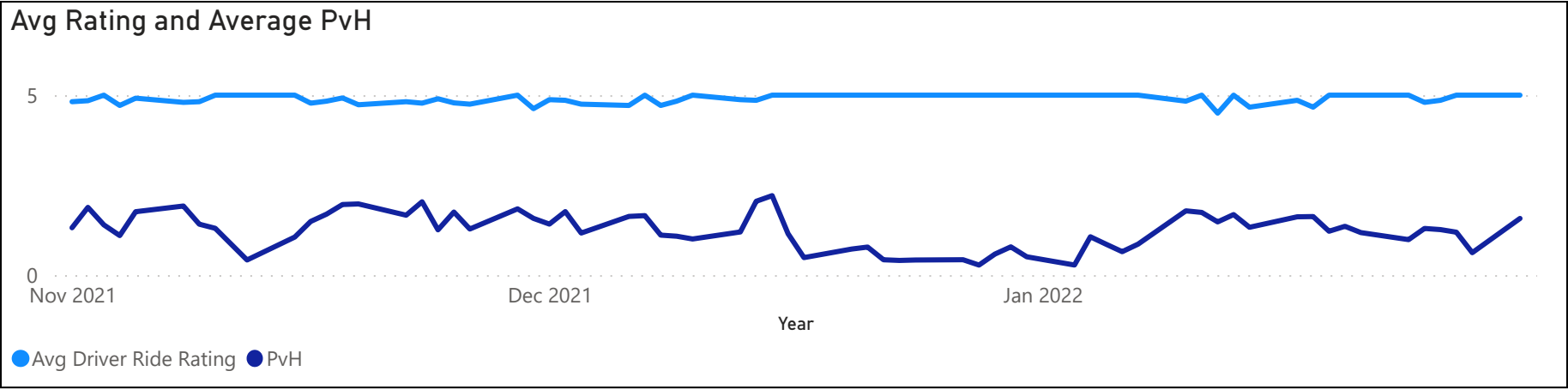
Date

01/11/2021

31/01/2022

97.31%

On Time Performance



Year	2021							
Month	November				December			
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance
Blackfalds	412	4.85	1.53	98.06%	286	4.90	1.01	96.31%
Total	412	4.85	1.53	98.06%	286	4.90	1.01	96.31%

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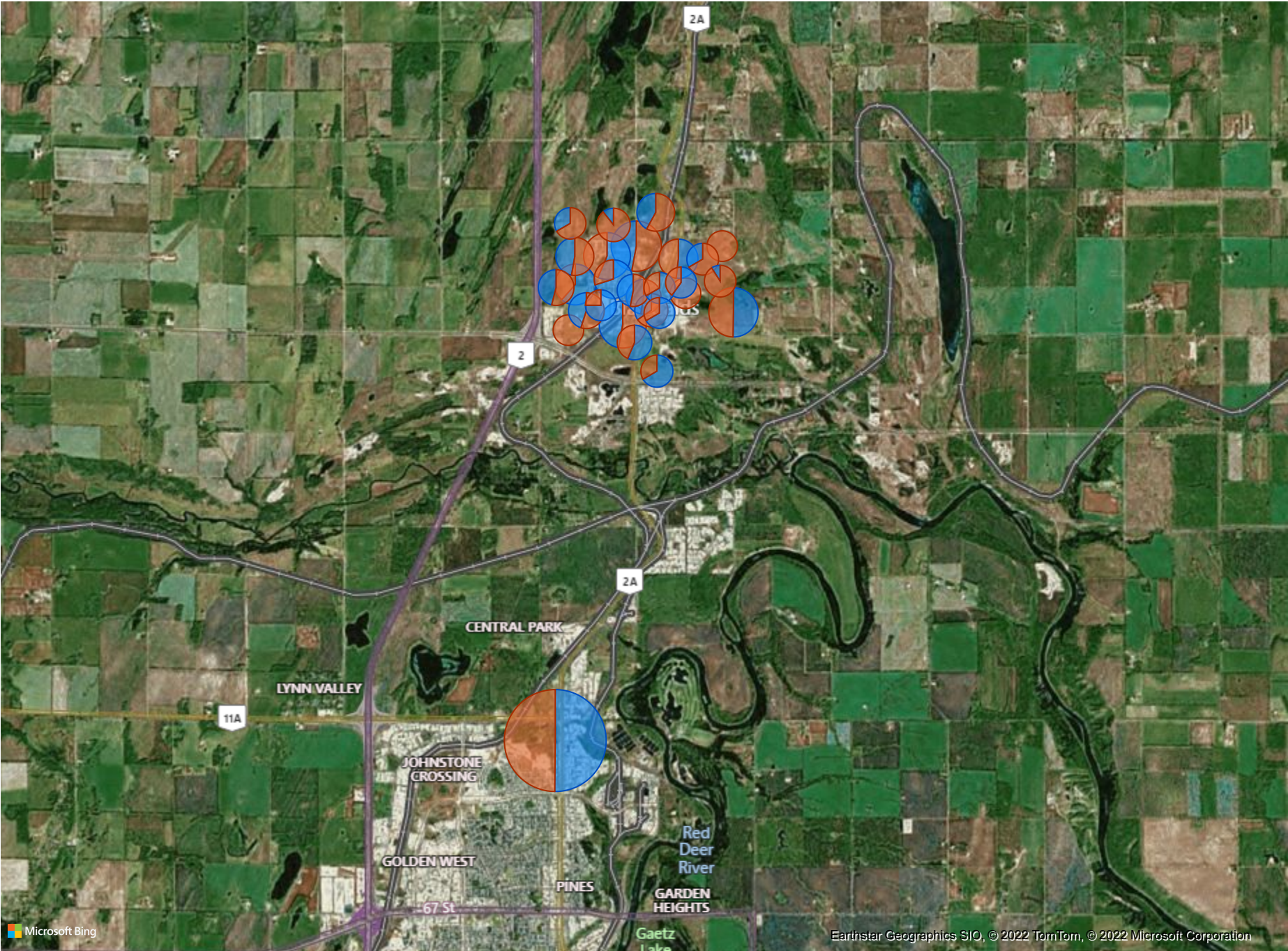
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Date

● Dropoff ● Pickup



Program

☒ Blackfalds

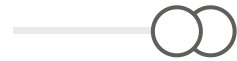
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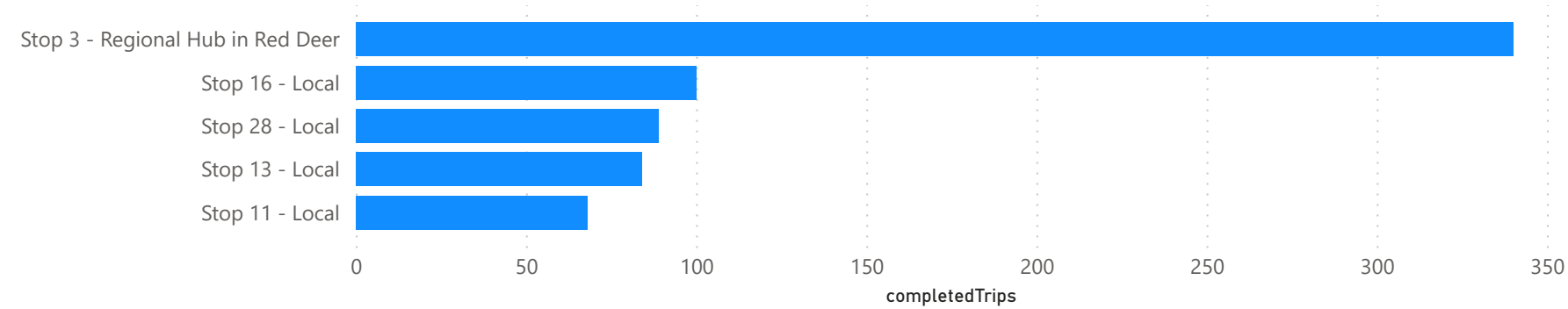
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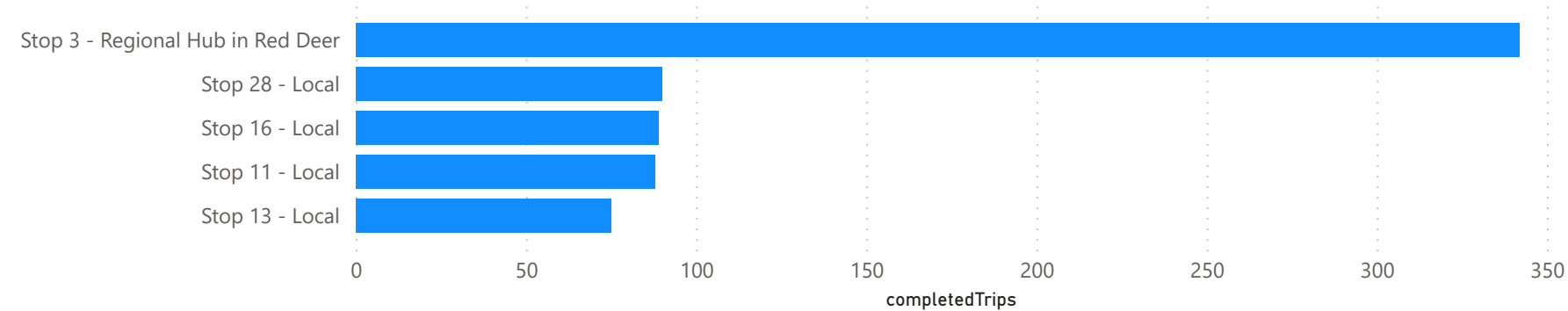
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### Top 5 Pickup Locations



### Top 5 Drop Off Locations



stopName	Dropoff	Pickup	Total
Stop 1 - Regional Hub West Blackfalds	54	23	77
Stop 10 - Local	3	1	4
Stop 11 - Local	88	68	156
Stop 12 - Local	3	25	28
Stop 13 - Local	75	84	159
Stop 14 - Local	8	9	17
Stop 15 - Local	22	17	39
Stop 16 - Local	89	100	189
Stop 17 - Local	19	21	40
Total	1042	1042	2084





# City of Lacombe

## COUNCIL HIGHLIGHTS

January 24, 2022

## 2. Review of Agendas

### 2.2 Consent Agenda

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

## 4. Presentations

### 4.1 Highway 2/12 Interchange (Functional Planning Study)

Council received a presentation from Stuart Richardson, Alberta Transportation Infrastructure Manager – Central Region, and Arthur Gordan, Castleglen Consultants Project Manager, on the Highway 2/12 Interchange (Functional Planning Study).

### 4.2 Alberta Regional Rail (Letter of Support)

Council received a presentation from Alberta Regional Rail Chief Engineer Thomas Fryer and Director Global Sourcing Vern Raincock on a possible regional rail system in Alberta.

### 4.3 Lacombe Flying Club Budget

Council received a presentation from Lacombe Flying Club President Jon Fromm on the current budgetary situation of the Club, which operates the Lacombe Regional Airport on the City's behalf.

### 4.4 Lacombe Farmer's Market Updates

Council received a presentation from Farmers' Market President Ryan Klassen and Market Manager Chris Kutryk on a proposed relocation of the Market in 2022.

## 6. Requests for Decision

### 6.1 Bylaw 393.5 (Utility Rate)

Administration prepared revisions to the Utility Bylaw rate schedule to reflect rate changes identified in the 2022 Operating Budget.

The 2022 Utility Rates include a 2.7% increase in Water Utility Rates, Wastewater Utility Rates, and Solid Waste Utility Rates.

Council gave second and third reading to Bylaw 393.5.

The rates in Bylaw 393.5 will be effective on January 1, 2022, with Council's approval of three readings.

## **6.2 Lacombe Athletic Park Expansion (Track and Field Facility)**

Administration presented the proposed Lacombe Athletic Park Associations' 'Phase 2 Expansion - Track and Field Facility' project for Council's information.

The Lacombe Athletic Park Association (LAPA) is working on a two-phased project which includes a fieldhouse expansion and world-class track and field facility. Phase 1 is now complete, and LAPA is focused on getting the track and field facility underway once grant application decisions and fundraising efforts permit.

To support the initiative, LAPA asked the City of Lacombe and Lacombe County to each contribute \$500,000. LAPA plans to leverage this commitment to secure grant funding from other levels of government and augment its ongoing fundraising efforts.

Council received the proposed Lacombe Athletic Park Associations' 'Phase 2 Expansion - Track and Field Facility' project update as information.

## **6.3 2022-2025 Strategic Plan**

Administration presented a draft of Council's 2022 - 2025 Strategic Plan for consideration.

With support from Administration and contracted facilitators, Council held a workshop on Friday, December 3 and Saturday, December 4. The workshop intended to collaboratively envision the future for the City of Lacombe and determine where resources should be focused over the current Council term to achieve desirable community outcomes.

Most importantly, the Plan coalesces the personal views of Councilors into a cohesive vision for Council. This process allows Administration to prioritize resources and tactics, to achieve Council's objectives.

Council accepted the Draft 2022 – 2025 Strategic Plan as information.

When Council endorses the document, it will be posted publicly and distributed to staff and community stakeholders.

# **8. In-Camera**

## **8.2 Labour (FOIP Section 16)**

Council ratified the appointment of Tom Kentz to the Municipal Planning Commission Committee with a term ending January 25, 2025.

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

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

***-Monday, February 28, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall***

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







WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING January 31, 2022

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### **COVID-19 UPDATE**

Council was provided with an update on the latest COVID-19 restrictions, statistics and the Province's current vaccine statistics.

### **LOCKHART ROAD WIDENING & PAVING**

Due to increased construction and engineering costs for the paving of Lockhart Road in 2022, Lacombe County Council authorized an increase of \$123, 927.80 to the 2022 paving program.

### **PAID PARKING AT SUNBREAKER COVE/SANDY POINT**

Council received information into regarding the implementation of a paid parking system at Sandy Point Beach, Sandy Point Boat Launch, and Sunbreaker Cove Boat Launch. Council authorized the County Manager to establish a Digital Parking System through at the Sandy Point Beach, Sandy Point Boat Launch and Sunbreaker Cove.

In addition, a user fee schedule was adopted and will be added to the *Lacombe County Rates & Fees Bylaw*.

### **ROAD BANS – WOODY NOOK / ASPELUND ROAD**

Council authorized the County Manager to remove the 90% road bans from the Woody Nook and Aspelund Roads, effective immediately.

### **ENVIRONMENTAL ACTION PLAN UPDATES**

County Council received the 2021 Environmental Action Plan Update for information. This document is updated annually to identify projects or practice changes that assist Lacombe County in meeting its goals/targets for priority areas of the Environmental Management Plan.

Updates to the Environmental Action Plan for 2022 have also been completed and were adopted by Council as presented.

### **SOLAR UPDATE**

Lacombe County installed a 115 kWDC solar PV system on the roof of the County Public Works Shop in June 2021. The actual solar energy production has exceeded the estimated production.

### **MUNICIPAL ENERGY CHAMPIONS**

Council received a presentation regarding Lacombe County's selection to the Municipal Energy Champions (MEC) Program. The Municipal Climate Change Action Centre puts on this program, which supports small municipalities to become Energy Champions by managing energy use, and identifying opportunities to reduce energy consumption and save money.

Lacombe County was one of six communities selected to participate in the 2022 program.

### **LACOMBE ATHLETIC PARK ASSOCIATION (LAPA) FUNDING REQUEST**

Lacombe County Council approved \$250,000 in funds and/or work-in-kind support for the Lacombe Athletic Park running track project. Further funding may be considered in 2023 and is subject to further funding by the City of Lacombe.

### **TOWN OF ECKVILLE – NURSE PRACTITIONER**

Lacombe County Council agreed to invite the Wolf Creek Primary Care Network and Town of Eckville Council and Administration to an upcoming Council meeting to discuss the Nurse Practitioner Program.



WHERE PEOPLE ARE THE KEY

### **LACOMBE COUNTY AGRICULTURAL SERVICE BOARD AGENDA**

The Lacombe County Agricultural Service Board was established in compliance with the Agricultural Service Board Act. The Board promotes the long-term sustainability of the agriculture industry and addresses local agriculture concerns.

Council approved the Lacombe County Agricultural Service Board meeting agenda for March 1, 2022.

### **BYLAW NO. 1359/22 TAX PENALTY BYLAW**

Bylaw No. 1359/22 is a bylaw of Lacombe County to authorize a tax installment payment plan (TIPP) and the levying of penalties on unpaid property taxes. For the past two years (and tax seasons), Lacombe County has deferred the first tax payment deadline by one month from August 31 to September 30.

Bylaw No. 1359/22 will return the County's first tax payment deadline to August 31, returning it to its pre-Covid date. For 2022, tax payment deadlines will be August 31 and November 30, and the deadline to enroll in the TIPP's program would also change to August 31.

Council approved Bylaw No. 1359/22 as presented.

### **BYLAW NO. 1358/22 BORROWING BYLAW**

Council approved Bylaw No. 1358/22, which authorizes borrowing for the purpose of financing operating expenditures. Pursuant to Section 251(1) of the Municipal Government Act, a municipality may only make a borrowing if a borrowing bylaw authorizes the borrowing. The County's financial services provider, Servus Credit Union, requires the County to maintain a temporary line of credit borrowing bylaw.

Council approved Bylaw No. 1358/22 as presented.

### **BDO DELEGATION**

Council received for information BDO Canada LLP's plan for the audit of the consolidated financial statements of Lacombe County for the period ended December 31, 2021.

### **RED DEER RESTORATIVE JUSTICE PRESENTATION**

County Council received a presentation on the Rural Red Deer Restorative Justice Program for information.

### **IN CAMERA MATTER – LEGAL MATTER**

Regarding the Statement of Claim served upon Urban Dirtworks Inc., County Council endorsed the Formal Offer to Settle dated January 13, 2022.

**Next Regular Council Meeting is**  
**Thursday, February 10, 2022 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**April 5, 2022 – 9:00 a.m.**

**Lacombe County Administration Building**

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



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
January 6, 2022**

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A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held both in person and virtually on January 6, 2022 at the Eagle Builders Centre and via Microsoft Teams commencing at 6:30 pm.

**MEMBERS PRESENT:**

Public at Large:	Kimberley Sommerville, Kala Pandit (Via Teams), Trent Kroetsch, Jill Bried (Via Teams)
Lacombe County Council Appointee:	Barb Shepherd (Via Teams)
Town of Blackfalds Council Appointee:	Councillor Rebecca Stendie (Via Teams), Councillor Laura Svab
Attending:	Mayor Jamie Hoover
Regrets:	Jennifer Myslicki

**ATTENDING:**

Sean Barnes	Director of Community Services
Jeff Heindel	Parks and Facilities Manager
Rick Kreklewich	Abbey Centre General Manager
Mandi Gerhardt	CSD Administrative Assistant

**PUBLIC ATTENDING:**

**ABSENT:**

**AGENDA**

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

- 1.1 CALL TO ORDER – **6:30 PM – MICROSOFT TEAMS & IN PERSON**
- The regular meeting was called to order by Chair Sommerville at 6:49 PM.

**2. LAND ACKNOWLEDGEMENT**

- a. Chair Sommerville gave the acknowledgement.

**3. AGENDA APPROVAL**

- 3.1 AGENDA FOR THE JANUARY 6, 2022 RECREATION, CULTURE AND PARKS BOARD MEETING
- Additions made: 3.3 Introduction of new member
- 3.2 TOUR OF JR A BULLDOGS DRESSING ROOM & LIBRARY
- 3.3 INTRODUCTION OF NEW MEMBER



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
January 6, 2022**

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- Trent Kroetsch
- Member Kroetsch felt that the RCP Board suited him the best.

**RES. 01/22**

**Councillor Svab moved to approve the agenda for the January 6, 2022 meeting as amended.**

***MOTION CARRIED UNANIMOUSLY***

**4. DELEGATION**

N/A

**5. BUSINESS ARISING FROM MINUTES**

N/A

**6. BUSINESS**

**6.1 RETIREMENT OF COMMUNITY SERVICES DIRECTOR**

- Director Barnes gave verbal update.
- Will be retiring as Director of Community Services January 19, 2022
  - Not leaving the town, moving to events and project management
- Director Barnes has accomplished and improved the quality of life in this community with regional trails, themed playgrounds, incredible events and programs, and amenities such as the Bike Skills Park, the Abbey Centre, and now the Eagle Builders Centre.
- Members gave acknowledgement of Director Barnes work over the past 17 years.

**RES. 02/22**

**Mayor Hoover moved that the Recreation, Culture, and Parks Board accepts this item as information.**

***MOTION CARRIED UNANIMOUSLY***

**6.2 2022 CAPITAL PROJECTS BUDGET – UPDATE**

- Director Barnes & Manager Kreklewich gave verbal update.
- As administration went through budget deliberations
- LED Sign has been cut out (\$60K from IT budget)
- Centre Plaza received a 500K grant, 125K in sponsorships for naming rights
  - Meaning the project will cost taxpayers around 30K
- Chemical control system at Abbey Centre
  - We could not effectively add the CO2 tanks to the site which were required for the new chemical system (chlorine and acid). Removing those components (CO2 tank and new chemical systems for chlorine and acid) reduced our budget to just the chemical controllers which can be used with our current system and are needed as our current controllers need to be replaced.



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
January 6, 2022**

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**RES. 03/22**

Member Kroetsch moved that the Recreation, Culture, and Parks Board accepts this item as information.

***MOTION CARRIED UNANIMOUSLY***

**6.3 EAGLE BUILDERS CENTRE FURNITURE, FIXTURES & EQUIPMENT (FF&E)  
& DESIGN CHANGES**

- Director Barnes gave verbal update.
- Stipulated price contract was signed for \$24.6 million
  - Only covers building envelope: steel concrete, dry wall, flooring, etc.
- Major contributor to the \$615K:
  - Cantilever roof (400K roughly) - Would have caused issues in the future with large amounts of snow
- ACI & Delnor will be attending the January 25 Regular Council Meeting
- Administration is waiting on the approval of a \$1 million grant through the CFEP grant from Minister Orr.
  - If we are unsuccessful receiving the grant, the money will come out of capital reserves.
- Arena acoustics update:
  - Having a second assessment done, first assessment came in at around \$110K (wanting to install 1300 panels).

**RES. 04/22**

Mayor Hoover moved that the Recreation, Culture, and Parks Board accepts this item as information.

***MOTION CARRIED UNANIMOUSLY***

**7. ACTION CORRESPONDENCE**

N/A

**8. INFORMATION**

**8.1 EAGLE BUILDERS PROJECT - UPDATE**

- Director Barnes gave verbal update.
- Blackfalds Bulldogs have applied to host the 2022 AJHL Showcase
  - Three-day tournament with all 16 teams from the AJHL league for scouts to analyze players
  - Looking at signing a 3-5 year deal with AJHL to continue to host this showcase
- Working with Gord Bamford on a few concerts to be held at the EBC in 2022-23
- Hockey Canada & Hockey Alberta are showing interest in hosting future national events in the facility.

**8.2 PARKS AND FACILITIES - UPDATE**



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
January 6, 2022**

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- Manager Heindel gave verbal update.
- Light Up Blackfalds lights will be turned off Monday, January 10
- Parks & facilities team have been keeping up in the cold weather with the snow removal at facilities and trails around the community
- Only have 1 ODR open currently
  - terrible weather to build ice - cannot flood the rinks when its this cold outside (-20+)
- Down three staff for facility operations, two on injury leave, one on paternity leave.
- Having a hard time finding staff for the facility operator's position
  - Are not interested in working evening/weekends

#### 8.3 ABBEY CENTRE – UPDATE

- Manager Kreklewich gave verbal update.
- Programs scheduled to restart second week of January for fitness & arts culture & leagues
  - Program & activity guide will be available on the website January 7
- Tested out a referral program for child minding to see if usage increases
- Solar edge software
  - Last year was a record breaking year for megawatt hours (230 hours)

#### 8.4 EAGLE BUILDERS CENTRE ARTICLE

- Director Barnes gave verbal update.
- Canadian architect magazine, showcased the Eagle Builders Centre
  - Had one written for Abbey when it first opened
  - Award magazine is distributed all over Canada

### 9. APPROVAL OF INFORMATION ITEMS

#### **RES. 05/22**

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

***MOTION CARRIED UNANIMOUSLY***

### 10. APPROVAL OF MINUTES

#### **RES. 06/23**

Councillor Stendie moved that the Recreation Board accept the minutes as amended for December 1 meeting.

***MOTION CARRIED UNANIMOUSLY***

### 11. ADJOURN

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



**TOWN OF BLACKFALDS  
RECREATION, CULTURE AND PARKS BOARD  
MICROSOFT TEAMS & IN PERSON  
January 6, 2022**

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**RES. 07/22**

Meeting adjourned at 7:28 PM.

***MOTION CARRIED UNANIMOUSLY***

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**KIMBERLY SOMMERVILLE, CHAIR**

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**SEAN BARNES, DIRECTOR OF COMMUNITY SERVICES**

**Next meeting scheduled for February 2, 2022 @ 6:30pm**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 25, 2022 at 7:00 p.m.**  
**Via Remote Virtual Platform**  
**MINUTES**

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

**MEMBERS PRESENT**

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

**ATTENDING**

Myron Thompson, CAO  
Preston Weran, Director of Infrastructure and Property Services  
Justin de Bresser, Director of Corporate Services  
Sean Barnes, Acting Director of Community Services  
Kalina Van Winssen, Executive Assistant

**REGRETS**

Councillor Rebecca Stendie

**MEDIA**

None

**PUBLIC**

Eddo Cancian  
Kevin Osbourne  
Mark Hall

**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**

**018/22**

Councillor Svab moved that Council adopt the January 25, 2022 agenda as amended by removing the RCMP Year-end Report Delegation, and the Blackfalds Iron Ridge Elementary Campus Replacement School Letter was added under information.

**CARRIED UNANIMOUSLY**

**DELEGATIONS**

**Retirement – Director Sean Barnes**

- Director Barnes was thanked for his 17 years of service to the Town of Blackfalds in a Director capacity.

**Eagle Builders Centre Project Final Update**

- A final update was provided from Delnor and ACI Architects on the Eagle Builders Centre final costs.





Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 25, 2022 at 7:00 p.m.**  
**Via Remote Virtual Platform**  
**MINUTES**

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**BUSINESS ARISING FROM THE MINUTES**

**Procedural Bylaw 1265.22**

The Procedural Bylaw establishes rules of procedure for governing processes related to Council and Committee meetings, and as well to regulate the conduct of Councillors and members of committees established by Council. This has been updated with the new Council elected and received first reading on the January 11 Regular Council Meeting.

- 019/22** Councillor Svab moved that Council give Second Reading to Bylaw 1265.22, a Bylaw to regulate the proceedings and conduct of Council and Council Committee Meetings.

**CARRIED UNANIMOUSLY**

- 020/22** Councillor Sands moved that Council give Third and Final Reading to Bylaw 1265.22, a Bylaw to regulate the proceedings and conduct of Council and Council Committee Meetings.

**CARRIED UNANIMOUSLY**

**BUSINESS**

**CAO Report**

CAO Thompson reviewed the various organizational operations and activities during the month of January.

- 021/22** Councillor Sands moved that the CAO Report be accepted as information.

**CARRIED UNANIMOUSLY**

**Request for Decision – Director’s Quarterly Report**

The 4<sup>th</sup> Quarter Director’s Quarterly Report was provided to Council for their information.

- 022/22** Deputy Mayor Appel moved that Council accept the 4<sup>th</sup> Quarter Quarterly Report as information.

**CARRIED UNANIMOUSLY**

**Request for Decision – Library Board Resignation**

At the November 2<sup>nd</sup> Library Board Meeting, notice of resignation was received from member-at-large Pamela Handford.

- 023/22** Councillor Dennis moved that Council move to formally accept the resignation of Pamela Handford from the Municipal Library Board effective immediately, with regrets.

**CARRIED UNANIMOUSLY**

**Request for Decision – Library Board Appointment**

The Library Board currently has one vacancy, and a recommendation was brought forward from Administration to fill the vacant member-at-large position.

- 024/22** Svab moved that Council move to appoint Richard Poole as a member-at-large to the Municipal Library Board for a three-year term effective immediately and ending October 31, 2024.



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 25, 2022 at 7:00 p.m.**  
**Via Remote Virtual Platform**  
**MINUTES**

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**CARRIED UNANIMOUSLY**

**Request for Decision – Council Internal and External Board Appointments**

New Councillor Edna Coulter was recently elected in the January 10, 2022 by-election, therefore she will need to be appointed to internal and external boards and committees.

- 025/22** Councillor Sands moved that Councillor Coulter be appointed to the Municipal Library Board, 55+ Housing Committee, and the Blackfalds Health Professionals Attraction and Retention Committee.

**CARRIED UNANIMOUSLY**

- 026/22** Councillor Coulter moved that this item be tabled until review in March.

**CARRIED UNANIMOUSLY**

**Request for Decision – Flag Policy 159.22**

Flag Policy 159.22 will bring the Flag Policy up to date with current practices, and has been updated from the January 17 Standing Committee Meeting.

- 027/22** Deputy Mayor Appel moved that Council formally approve Flag Policy 159.22.

**CARRIED UNANIMOUSLY**

**Request for Decision – Panorama Drive/Parkwood Intersection Improvements**

The intersection of Panorama and Parkwood has seen the volume of traffic and pedestrians increase with the growth along the commercial corridor. Director Weran brought two options for recommendations to make this area safer for residents and visitors.

- 028/22** Councillor Sands moved to not proceed with the tendering of the project.

**DEFEATED**

*In favour: Councillor Sands*

- 029/22** Councillor Svab moved that Council refer this item back to Administration for further information, no later than the March 21<sup>st</sup> Standing Committee Meeting.

**CARRIED**

*Opposed: Councillor Sands*

**Request for Decision – Utility Bylaw 1250.20/1254.21 – Schedule B 2022 Rates**

Administration provided an updated review of reserves and assets and presented a 0% rate increase option, where previously the impacts of a 2% rate increase were presented to Council.

- 030/22** Councillor Sands moved that Council instruct Administration to maintain the previous 2021 rates for water and sewer under the existing Schedule B Bylaw 1254.21 for the 2022 year.

**CARRIED UNANIMOUSLY**



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 25, 2022 at 7:00 p.m.**  
**Via Remote Virtual Platform**  
**MINUTES**

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**ACTION CORRESPONDENCE**

**Newcomer Nurses and Physicians Letter of Support**

Letters of support were requested by the City of Cold Lake and municipality of Crowsnest Pass for faster certification of newcomer physicians and nurses.

- 031/22** Deputy Mayor Appel moved that Council direct Administration to draft and send letters of support for the faster certification of newcomer nurses and physicians.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Eagle Builders Centre Completion Report
- FCSS Minutes – November 10, 2021
- FCSS Minutes – December 9, 2021
- City of Lacombe Council Highlights – January 10, 2022
- Lacombe County Council Highlights – January 13, 2022
- Recreation, Parks and Culture Board Minutes – December 12, 2021
- Municipal Planning Commission Minutes – December 14, 2021
- Canada 150 Mural
- Award Magazine Feature – Eagle Builders Centre
- Blackfalds Iron Ridge Elementary Campus Replacement School Letter

- 032/22** Councillor Dennis moved to accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUNDTABLE DISCUSSION**

Mayor and Council shared meetings and events attended from October 2021 to January 2022.

- 033/22** Councillor Svab moved that Council accept the Roundtable Reports as information.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

- 034/22** Councillor Dennis moved that Council accept the Regular Council Meeting Minutes from January 11, 2022 as presented.

**CARRIED UNANIMOUSLY**

- 035/22** Deputy Mayor Appel moved that Council accept the Standing Committee Meeting Minutes from January 17, 2022 as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

None



Town of Blackfalds  
**REGULAR COUNCIL MEETING**  
**Tuesday, January 25, 2022 at 7:00 p.m.**  
**Via Remote Virtual Platform**  
**MINUTES**

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**ADJOURNMENT**

Mayor Hoover adjourned the meeting at 9:08 p.m.

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Jamie Hoover, Mayor

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Myron Thompson, CAO