

1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome to
 - 1.2 Call to Order
 - 1.3 Review of Agenda
-

2. **LAND ACKNOWLEDGEMENT**

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty Six 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.
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3. **PRESENTATIONS**

None

4. **BUSINESS**

- 4.1 Request for Direction, Transfer Site Hours and User Information
 - 4.2 Request for Direction, Aspen Community Garden Relocation
 - 4.3 Request for Direction, Tree Planting Proposal – Lansdowne Avenue
 - 4.4 Request for Direction, Signing Authority Council Policy CP-184.24
 - 4.5 Request for Direction, Council Committee Audit Action Plan Update
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5. **CONFIDENTIAL**

None

6. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – March 25, 2025
- Standing Committee Meeting – April 14, 2025

MEETING DATE: March 17, 2025
PREPARED BY: Rick Yelland-Kewin, Public Works Manager
PRESENTED BY: Rick Yelland-Kewin, Public Works Manager
SUBJECT: **Transfer Site Hours and User Information**

BACKGROUND

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

The Transfer Station is open 40 hours per week, Tuesday through Saturday 8:30-4:30pm, and has a dedicated full-time Transfer Station Operator. Our Transfer Station Operators pride themselves on providing positive customer service and demonstrating professionalism in representing the community. These positive relationships are evident by residents' knowing the Operators on a first-name basis and even bringing treats or beverages to the Operators to show their appreciation. The Town occasionally hosts school groups interested in learning more about municipal solid waste and recycling operations.

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

An RFD was presented to Standing Committee of Council on January 20, 2025, highlighting the operational issues experienced in the past with the transfer site being open on Sundays. With that report came additional questions from the committee that we are addressing today. Administration has completed a review of 2024 user data and summarized the data per month to identify specific user trends. We have provided this data and information below for the Standing Committee's consideration.

DISCUSSION

With the upgrades to the Transfer station, we will have the ability to add a point of sale terminal at the new operators building. For now, we are proposing to install this point of sale machine and then be able to accept payments for freon based units for this summer. The potential to collect a tipping

fee with this terminal can be discussed as a future level of service and user pay discussion when Council sees fit. But for now, this additional service will allow the users to avoid having to go to the office for this payment, saving an extra trip. Other than this change, we are not proposing any additional revisions outside of the revisions previously approved by Council as part of Phase 2 of the transfer station improvements happening this fall.

User Frequency Report

From January to December 2024, the Transfer Site served approximately 20,000 users. Saturdays and midday hours are peak times for activity, while early mornings are the quietest times. Additionally, the summer months (April to September) are busy with May seeing the highest level of user activity during this time.

Residents and business owners gain access to the transfer site by entering in their utility code on the keypad which then stores this information in the AS manager software. This data was downloaded to identify trends as well as highlight any unusually high usage per unique user ID. In order to prepare this report, the data needed to be manually reviewed line by line. This was a tedious, time-consuming task as the software lacks flexibility and customizability requiring the data to be manually extracted and then organized into a usable form.

The data provides a detailed overview of user activity at the Transfer Site from January to December 2024, revealing clear patterns of peak and non-peak periods. Saturday consistently emerged as the busiest day of the week, followed by Tuesday, while the slowest time of day is consistently between 8:30 AM and 9:30 AM. In contrast, the busiest times of the day occurred between 12:30 pm and 3:30 pm.

May stands out as the busiest month of the year, with the period from April through September representing the busiest months overall. Throughout the year, Saturday is the busiest day of each month, with one notable exception in December, Friday the 27th was the busiest day. This anomaly is attributed to it being the first day back in operation after the Christmas break, which likely caused a surge in activity.

Administration did learn that the Red Deer Landfill superintendent recommended modifying their hours due to low usage as they used to be open later and on Sundays. They modified their hours of operations and closed on Sundays strictly because of low usage during those times. In 2015, the Red Deer Landfill made an exception to its usual operating schedule by opening on a Sunday during the summer months following a significant windstorm. The site opened for the day to assist residents with cleanup efforts and no fees were charged to encourage participation. Despite these measures only a handful of people showed up to use the facility. Due to the extremely low turnout, the decision was made to close early that day.

Based on the information provided to Council, including past practices, operational deficiencies and limited resources, Administration recommends adjusting the present transfer site hours during the summer months only to start later in the morning and extended hours of service twice a week to encompass the historically busiest days of the week. This adjustment could address issues residents have experienced with accessibility, especially during peak periods in the summer when usage has shown to be elevated.

Scenario #1

The level of service remains the same with no change to operational hours

- Tuesdays to Saturday 8:30 am-4:30 pm

Scenario #2

Service Level change at the transfer site introducing a new summer schedule from May 1 to September 1.

Summer Hours:

- Tuesdays and Saturdays 10 AM - 6:00 PM
- Wednesdays, Thursdays and Fridays 8:30 AM - 4:30 PM
- Closed Sundays and Mondays
- A summer student would assist the full-time operator from May to September
- The recommended summer schedule will remain 40 hours per week so there will be a minor financial implication to accommodate this change, due to a \$1.50 shift differential per employee for any hours worked beyond 5:00 pm. (CUPE Article 20.06) With one operator and one summer student working 2 hours each/week in the summer there would be a \$6 financial impact to accommodate this change in service level.

Winter Hours:

- Tuesday to Saturday 8:30am to 4:30pm

FINANCIAL IMPLICATIONS

None to maintain the existing Scenario #1. For Scenario #2, the change to the summer schedule would result in an additional \$6/week to encompass the shift differential for one operator and one student.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council considers the following motion:

1. That Standing Committee of Council recommends bringing to a future Regular Council Meeting one of the recommended Scenarios for consideration.
2. That Standing Committee of Council receives the Transfer Site Hours and User Information Report as information.

ALTERNATIVES

- a) That Standing Committee of Council recommend the Transfer Site Hours and User Information Report be brought back to Administration for additional information or amendments.

ATTACHMENTS

- *Surrounding Area Transfer Site Hours*
- *Map Surrounding Area Transfer Sites*
- *Transfer Site Data per Month 2024*
- *Transfer Site Data Summary 2024*

APPROVALS



Kim Isaak, Chief Administrative Officer



Department Director/Author

SURROUNDING AREA TRANSFER SITES HOURS

Town of Ponoka Transfer Station

Summer hours - May to October

Monday to Saturday 8:30 am - 4:00 pm

Winter hours - November to April

Tuesday to Saturday

8:30 am - 4:00 pm

Town of Sylvan Lake Transfer Station

Summer hours - April - October

Monday to Saturday 9:00 am - 5:00 pm

Winter hours - November - March

Wednesday - Saturday 9:00 am - 5:00 pm

Prentiss Transfer Station/Landfill (City of Lacombe and County)

Monday to Saturday 9:00 am - 4:45 pm

Bentley and Alix Transfer Station

Thursday to Friday 9:00am - 4:45 pm

Saturday 1:00 pm – 4:45 pm

Eckville Transfer Station

Tuesday and Wednesday 9:00 am – 4:45 pm

Saturday 8:00 am – 4:45 pm

Town of Innisfail Transfer Station

Wednesday and Saturday 9:00 am – 7:00 pm

City of Red Deer Landfill

Summer hours - April - October

Monday to Friday 7:00 am – 6:30 pm

Saturday 7:00 am – 5:30 pm

Winter hours – November - March

Monday to Saturday 7:00 am – 5:30 pm

Lacombe Regional Waste Services Commission (LRWSC) Transfer Stations Hours of Operation

MAP - SURROUNDING AREA TRANSFER SITES

Bentley Transfer Station

NE-22-40-01-W5M
 (403)748-3961
 Thursday & Friday 9:00am to 4:45pm
 Saturday 1:00pm to 4:45pm

Spruceville Transfer Station

NW-29-40-27-W4M
 (403)782-2828
 Tuesday & Wednesday 9:00am to 4:45pm
 Saturday 8:00am to 11:45am

Prentiss Landfill/Transfer Station

NW-07-40-25-W4M
 (403)782-5300
 Monday to Saturday 9:00am to 4:45pm

Eckville Transfer Station

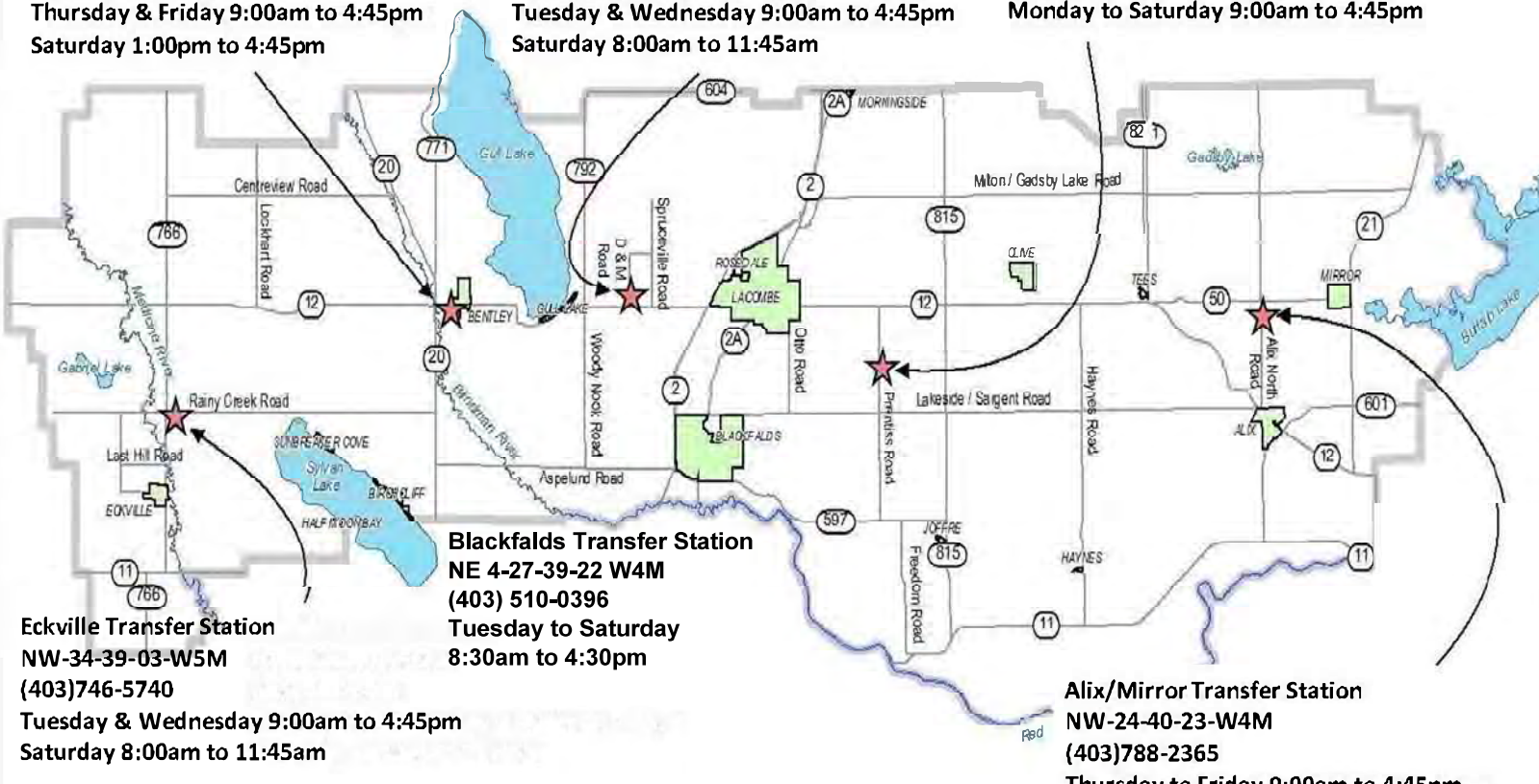
NW-34-39-03-W5M
 (403)746-5740
 Tuesday & Wednesday 9:00am to 4:45pm
 Saturday 8:00am to 11:45am

Blackfalds Transfer Station

NE 4-27-39-22 W4M
 (403) 510-0396
 Tuesday to Saturday
 8:30am to 4:30pm

Alix/Mirror Transfer Station

NW-24-40-23-W4M
 (403)788-2365
 Thursday to Friday 9:00am to 4:45pm
 Saturdays 1:00pm to 4:45 pm



All transfer stations are closed on the following statutory holidays:
 New Years Day, Thanksgiving, Good Friday, Remembrance Day,
 Christmas & Boxing Day.

Transfer Site Data per Month 2024

JANUARY	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTALS:
MONDAY	01-Jan									
TUESDAY	02-Jan	6	6	8	9	24	16	6	6	81
WEDNESDAY	03-Jan	4	2	4	9	9	13	14	6	61
THURSDAY	04-Jan	3	3	6	15	8	6	7	11	59
FRIDAY	05-Jan	2	1	5	5	8	7	5	5	38
SATURDAY	06-Jan	3	8	6	14	13	15	17	12	88
SUNDAY	07-Jan									
MONDAY	08-Jan									
TUESDAY	09-Jan	4	7	10	7	3	7	8	5	51
WEDNESDAY	10-Jan	3	4	2	4	2	2	4	7	28
THURSDAY	11-Jan				5	3	3	4	2	17
FRIDAY	12-Jan		1							1
SATURDAY	13-Jan									
SUNDAY	14-Jan									
MONDAY	15-Jan									
TUESDAY	16-Jan	5			3	4	9	2	2	25
WEDNESDAY	17-Jan	4	3	3	2	4	1	7	2	26
THURSDAY	18-Jan	3		3	7	2	8	3	5	31
FRIDAY	19-Jan	1	6	3		3	9	5		27
SATURDAY	20-Jan	5	9	9	10	15	8	12	6	74
SUNDAY	21-Jan									
MONDAY	22-Jan									
TUESDAY	23-Jan	5	3	3	8	2	3	2	7	33
WEDNESDAY	24-Jan	3	3	6	4	3	6	2	6	33
THURSDAY	25-Jan	3	6	4	3	6	6	11		39
FRIDAY	26-Jan	8	1	5	10	11	10	9	4	58
SATURDAY	27-Jan	5	7	10	7	13	14	10	6	72
SUNDAY	28-Jan									
MONDAY	29-Jan									
TUESDAY	30-Jan	10	5	9	7	11	6	5	8	
WEDNESDAY	31-Jan	2	4	10	6	9	10	2	12	
	TOTAL :	79	79	106	135	153	159	135	112	960

TRANSFER SITE HOURS 2024

FEBRUARY	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTALS:
THURSDAY	01-Feb	5	2	6	4	7	9	6	6	45
FRIDAY	02-Feb	4	2	7	5	4	8	10	6	46
SATURDAY	03-Feb	6	14	9	17	15	9	10	4	84
SUNDAY	04-Feb									
MONDAY	05-Feb									
TUESDAY	06-Feb	7	3	8	7	5	12	3	3	48
WEDNESDAY	07-Feb	4	1		5	4	7	7	9	37
THURSDAY	08-Feb	5	1	3	2		2	8	6	27
FRIDAY	09-Feb	1	6	1	4	4	2	1	8	27
SATURDAY	10-Feb		7	9	8	4	12	11	5	56
SUNDAY	11-Feb									
MONDAY	12-Feb									
TUESDAY	13-Feb	7	10	6	5	2	5	6	3	44
WEDNESDAY	14-Feb	3	4	2	1	1	5	5	2	23
THURSDAY	15-Feb		2	5	4	2	5	4	4	26
FRIDAY	16-Feb	2	5	2	7	8	6	11	5	46
SATURDAY	17-Feb	1	8	12	11	10	15	16	9	82
SUNDAY	18-Feb									
MONDAY	19-Feb									
TUESDAY	20-Feb	3	3	12	8	3	5	14	6	54
WEDNESDAY	21-Feb	3	3	8	10	5	4	7	6	46
THURSDAY	22-Feb	1	2	7	7	4	3	5	3	32
FRIDAY	23-Feb	2	5	2	11	6	6	9	6	47
SATURDAY	24-Feb	7	11	5	19	14	14	14	7	91
SUNDAY	25-Feb									
MONDAY	26-Feb									
TUESDAY	27-Feb	4	4	4	3	5	3	12	5	40
WEDNESDAY	28-Feb	1	6	7	6	3	4	3	5	35
THURSDAY	29-FEB	2	2	2	3	1	2	4	2	18
TOTAL :		68	101	117	147	107	138	166	110	954

TRANSFER SITE HOURS 2024

	TOTAL :	78	119	131	138	147	171	139	99	1022
APRIL	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTAL:
MONDAY	01-Apr									
TUESDAY	02-Apr	18	11	8	16	16	17	13	9	108
WEDNESDAY	03-Apr	6	3	8	7	4	3	9	10	50
THURSDAY	04-Apr	2	5	2	12	6	5	3	3	38
FRIDAY	05-Apr	1	7	1	2	6	1	3	9	30
SATURDAY	06-Apr	7	10	9	19	18	24	16	12	115
SUNDAY	07-Apr									
MONDAY	08-Apr									
TUESDAY	09-Apr	6	13	19	9	9	15	8	10	89
WEDNESDAY	10-Apr	2	7	7	10	10	13	8	10	67
THURSDAY	11-Apr	6	6	16	12	9	9	6	5	69
FRIDAY	12-Apr	5	7	16	10	12	20	12	9	91
SATURDAY	13-Apr	20	18	37	35	37	38	40	30	255
SUNDAY	14-Apr									
MONDAY	15-Apr			5						
TUESDAY	16-Apr	13	12	15	16	12	12	9	10	99
WEDNESDAY	17-Apr	6	3	3	1		7	4	11	35
THURSDAY	18-Apr	3	9	11	8	13	7	11	9	71
FRIDAY	19-Apr	1	6	13	9	11	9	21	12	82
SATURDAY	20-Apr	10	20	29	24	28	31	26	25	193
SUNDAY	21-Apr									
MONDAY	22-Apr									
TUESDAY	23-Apr	16	12	11	19	19	22	12	8	119
WEDNESDAY	24-Apr	5	7	11	21	11	12	14	14	95
THURSDAY	25-Apr	5	9	9	14	11	8	10	9	75
FRIDAY	26-Apr	6	6	9	8	13	14	18	10	84
SATURDAY	27-Apr	16	18	21	29	23	24	27	33	191
SUNDAY	28-Apr									
MONDAY	29-Apr			13						
TUESDAY	30-Apr	6	7	9	5	6	6	4	2	
	TOTAL :	160	196	282	286	274	297	274	250	2019

TRANSFER SITE HOURS 2024

MAY	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTAL:
WEDNESDAY	01-May	1	3	6	5	6	5	3	6	35
THURSDAY	02-May	6	8	10	8	9	16	7	8	72
FRIDAY	03-May	9	8	14	18	16	18	24	22	129
SATURDAY	04-May	16	20	25	35	31	31	42	24	224
SUNDAY	05-May									
MONDAY	06-May									
TUESDAY	07-May	5	5	5	8	5	5	10	2	45
WEDNESDAY	08-May	11	10	21	9	11	9	16	7	94
THURSDAY	09-May	13	8	8	14	16	17	14	11	101
FRIDAY	10-May	10	9	14	17	15	13	16	21	115
SATURDAY	11-May	18	20	37	23	24	24	36	20	202
SUNDAY	12-May									
MONDAY	13-May									
TUESDAY	14-May	8	16	13	10	11	11	17	25	111
WEDNESDAY	15-May	7	13	12	11	12	12	11	6	84
THURSDAY	16-May	15	10	4	14	6	10	7	4	70
FRIDAY	17-May	5	13	11	9	10	7	12	9	76
SATURDAY	18-May	19	22	21	31	35	27	33	25	213
SUNDAY	19-May									
MONDAY	20-May									
TUESDAY	21-May	13	12	17	8	16	20	19	10	115
WEDNESDAY	22-May	13	7	9	10	7	10	10	16	82
THURSDAY	23-May	6	11	10	4	8	3	7	2	51
FRIDAY	24-May	6	7	14	10	15	16	18	14	100
SATURDAY	25-May	22	26	27	28	25	23	29	25	205
SUNDAY	26-May									
MONDAY	27-May									
TUESDAY	28-May	27	16	26	22	26	23	28	15	183
WEDNESDAY	29-May	7	11	10	18	9	11	10	8	84
THURSDAY	30-May	5	10	7	7	8	4	18	9	68
FRIDAY	31-May	10	4	16	16	14	8	11	9	88

TRANSFER SITE HOURS 2024

TOTAL :	193	253	290	308	332	332	352	262	2322
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JULY	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTAL:
MONDAY	01-Jul									
TUESDAY	02-Jul	14	8	20	11	10	15	21	21	120
WEDNESDAY	03-Jul	42	8	8	6	3	3	4	3	77
THURSDAY	04-Jul	4	11	9	10	11	15	16	7	83
FRIDAY	05-Jul	4	8	11	12	8	13	13	11	80
SATURDAY	06-Jul	11	25	34	27	25	28	26	23	199
SUNDAY	07-Jul									
MONDAY	08-Jul									
TUESDAY	09-Jul	12	14	9	12	11	14	20	10	102
WEDNESDAY	10-Jul	9	13	13	11	6	8	6	12	78
THURSDAY	11-Jul	4	6	8	9	16	10	9	9	71
FRIDAY	12-Jul	13	15	15	8	17	12	17	15	112
SATURDAY	13-Jul	11	17	22	27	28	16	20	21	162
SUNDAY	14-Jul									
MONDAY	15-Jul									
TUESDAY	16-Jul	18	16	17	12	11	10	14	15	113
WEDNESDAY	17-Jul	8	11	10	10	9	15	18	14	95
THURSDAY	18-Jul	7	14	9	15	14		5		64
FRIDAY	19-Jul	7	8	7	12	11	8	11	10	74
SATURDAY	20-Jul	8	13	22	21	20	12	18	16	130
SUNDAY	21-Jul									
MONDAY	22-Jul									
TUESDAY	23-Jul	16	18	11	8	10	19	12	7	101
WEDNESDAY	24-Jul	6	6	5	7	5	11	10	10	60
THURSDAY	25-Jul	5	1	9	6	7	4	7	10	49
FRIDAY	26-Jul	7	6	7	8	8	13	6	9	64
SATURDAY	27-Jul	11	14	23	21	22	24	23	33	171
SUNDAY	28-Jul									
MONDAY	29-Jul									
TUESDAY	30-Jul	5	13	17	16	19	20	14	25	129

TRANSFER SITE HOURS 2024

WEDNESDAY	31-Jul	9	11	6	11	5	15	12	4	73
	TOTAL :	233	256	292	280	276	285	302	285	2209

AUGUST	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTAL:
THURSDAY	01-Aug	7	10	8	8	4	10	8	11	66
FRIDAY	02-Aug	7	7	14	5	13	9	12	22	89
SATURDAY	03-Aug	12	18	18	15	23	23	21	18	148
SUNDAY	04-Aug									
MONDAY	05-Aug									
TUESDAY	06-Aug	13	12	15	6	19	14	12	10	101
WEDNESDAY	07-Aug	2	6	6	13	8	11	6	7	59
THURSDAY	08-Aug	4	3	8	12	9	9	11	6	62
FRIDAY	09-Aug	3	9	16	14	12	16	14	11	95
SATURDAY	10-Aug	9	15	13	21	19	25	27	23	152
SUNDAY	11-Aug									
MONDAY	12-Aug									
TUESDAY	13-Aug	10	16	13	12	14	12	18	10	105
WEDNESDAY	14-Aug	5	5	15	7	10	6	15	10	73
THURSDAY	15-Aug	5	3	6	8	12	6	3	14	57
FRIDAY	16-Aug	4	5	9	4	9	12	14	12	69
SATURDAY	17-Aug	10	7	11	19	22	21	19	22	131
SUNDAY	18-Aug									
MONDAY	19-Aug									
TUESDAY	20-Aug	10	16	11	15	18	14	13	15	112
WEDNESDAY	21-Aug	7	11	6	12	16	11	11	9	83
THURSDAY	22-Aug	3	6	6	12	12	7	9		55
FRIDAY	23-Aug	7	7	10	8	12	11	9	6	70
SATURDAY	24-Aug	5	19	23	14	23	20	24	16	144
SUNDAY	25-Aug									
MONDAY	26-Aug									
TUESDAY	27-Aug	13	17	16	11	13	6	19	16	111
WEDNESDAY	28-Aug	4	5	3	5	6	6	3	3	35
THURSDAY	29-Aug	1	7	10	6	14	12	9	14	73

TRANSFER SITE HOURS 2024

FRIDAY	30-Aug	4	14	12	12	12	10	14	8	86
SATURDAY	31-Aug									
TOTAL :		145	218	249	239	300	271	291	263	1976

SEPTEMBER	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTAL:
SUNDAY	01-Sep									
MONDAY	02-Sep									
TUESDAY	03-Sep	13	12	10	13	10	6	10	12	86
WEDNESDAY	04-Sep	7	10	3		5	7	7	5	44
THURSDAY	05-Sep									
FRIDAY	06-Sep									
SATURDAY	07-Sep									
SUNDAY	08-Sep									
MONDAY	09-Sep									
TUESDAY	10-Sep									
WEDNESDAY	11-Sep									
THURSDAY	12-Sep									
FRIDAY	13-Sep									
SATURDAY	14-Sep									
SUNDAY	15-Sep									
MONDAY	16-Sep									
TUESDAY	17-Sep									
WEDNESDAY	18-Sep									
THURSDAY	19-Sep									
FRIDAY	20-Sep	11	9	20	20	20	26	31	5	142
SATURDAY	21-Sep	11	9	20	20	25	26	31	24	166
SUNDAY	22-Sep									
MONDAY	23-Sep									
TUESDAY	24-Sep	13	6	12	10	14	11	12	18	96
WEDNESDAY	25-Sep	7	10	9	4	8	10	11	9	68
THURSDAY	26-Sep	1	2	4	6	9	8	2	13	45
FRIDAY	27-Sep	3	6	13	9	13	14	11	9	78
SATURDAY	28-Sep	13	16	25	29	26	23	25	30	187

TRANSFER SITE HOURS 2024

MONDAY	28-Oct									
TUESDAY	29-Oct	8	10	9	14	10	10	7	4	72
WEDNESDAY	30-Oct		2	2	6	9	7	18	9	53
THURSDAY	31-Oct	1	5	5	3	11	4	4	4	37
	TOTAL :	123	187	243	271	320	362	324	288	2118

NOVEMBER	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTAL:
FRIDAY	01-Nov	1	8	6	9	13	8	8	9	62
SATURDAY	02-Nov	10	7	24	20	23	24	14	16	138
SUNDAY	03-Nov									
MONDAY	04-Nov									
TUESDAY	05-Nov	5	11	9	10	6	9	6	9	65
WEDNESDAY	06-Nov	3		12	7	7	11	6	11	57
THURSDAY	07-Nov	2	7	5	10	7	6	10	5	52
FRIDAY	08-Nov	6	8	15	11	17	19	16	9	101
SATURDAY	09-Nov	7	12	25	17	32	29	15	7	144
SUNDAY	10-Nov									
MONDAY	11-Nov									
TUESDAY	12-Nov	10	15	15	12	14	14	15	8	103
WEDNESDAY	13-Nov	5	3	13	8	5	8	9	9	60
THURSDAY	14-Nov	3	7	7	10	8	15	8	5	63
FRIDAY	15-Nov	7	2	3	14	7	11	5	5	54
SATURDAY	16-Nov	4	11	13	15	25	18	24	12	122
SUNDAY	17-Nov									
MONDAY	18-Nov									
TUESDAY	19-Nov	9	7	8	12	12	17	9	13	87
WEDNESDAY	20-Nov	3	3	6	5	8	13	9	3	50
THURSDAY	21-Nov	3	2	3	3	6	4	4	7	32
FRIDAY	22-Nov	2	1	5	4	4	2	5	7	30
SATURDAY	23-Nov	6	3	5	10	6	7	6	7	50
SUNDAY	24-Nov									
MONDAY	25-Nov									
TUESDAY	26-Nov	8	2	8	8	6	10	10	12	64
WEDNESDAY	27-Nov	2	8	8	5	6	5	4	7	54

TRANSFER SITE HOURS 2024

THURSDAY	28-Nov	6	1	3		7	7	5	5	34
FRIDAY	29-Nov	1	4	2	4	2	5	7	5	30
SATURDAY	30-Nov	2	7	13	12	16	14	12	14	90
	TOTAL :	105	129	208	206	237	256	207	185	1543

DECEMBER	HOURS	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	TOTAL:
SUNDAY	01-Dec									
MONDAY	02-Dec									
TUESDAY	03-Dec	5	8	5	6	8	8	5	9	54
WEDNESDAY	04-Dec	1	4	3	6	7	3	4	5	33
THURSDAY	05-Dec	3	3	3	4	12	6	4	3	38
FRIDAY	06-Dec	3	2	6	5	7	6	12	7	48
SATURDAY	07-Dec	3	10	17	11	13	11	12	9	86
SUNDAY	08-Dec									
MONDAY	09-Dec									
TUESDAY	10-Dec	10	2	7		2	7	9		37
WEDNESDAY	11-Dec	4	6	7	2	2	8	8	1	38
THURSDAY	12-Dec	2	3	3	4	7	9	5	4	37
FRIDAY	13-Dec	3	4	9	8	7	6	7	6	50
SATURDAY	14-Dec	7	9	13	12	15	11	19	15	101
SUNDAY	15-Dec									
MONDAY	16-Dec									
TUESDAY	17-Dec	7	8	5	2	6	4	4	7	43
WEDNESDAY	18-Dec		2	6	3	4	4	5	2	26
THURSDAY	19-Dec		5	7	6	5	9	2	1	35
FRIDAY	20-Dec	1	4	5	5	5	10	9	10	49
SATURDAY	21-Dec	5	10	11	16	12	19	15	9	97
SUNDAY	22-Dec									
MONDAY	23-Dec									
TUESDAY	24-Dec									
WEDNESDAY	25-Dec									
THURSDAY	26-Dec									
FRIDAY	27-Dec	15	19	25	33	31	31	16	17	187

TRANSFER SITE HOURS 2024

SATURDAY	28-Dec	1	5	17	15	41	29	18	1	127
SUNDAY	29-Dec									
MONDAY	30-Dec									
TUESDAY	31-Dec	12	26	25	33	19	20	10	6	151
	TOTAL :	82	130	174	171	203	201	164	112	1237

LEGEND

- TRANSFER SITE CLOSED
- BUSIEST DAY EACH MONTH
- BUSIEST OPERATIONAL HOURS
- TOTAL USERS/MONTH
- STAT HOLIDAYS
- EMPTY CELL DENOTES "NO DATA" DUE TO SYSTEM ERROR
- 1234 TOTAL HOURLY USERS/MONTH
- 1234 TOTAL DAILY USERS

TRANSFER SITE DATA SUMMARY 2024

- The data consistently shows Saturdays being the busiest followed by Tuesdays throughout the year.
- The slowest times of day throughout the year are 8:30 am – 9:30 am.
- The busiest times of day throughout the year are 12:30 pm - 3:30 pm.
- May is the busiest month of the year.
- April to September are the busiest months of the year.
- Saturday is the busiest day of the year each month, except for the month of December as Friday the 27th was the first day back in operation after Christmas break.
- From January to December 2024, there were approximately 20,000 users accessing the transfer site, with 2 unique users visiting the transfer site approximately 50 times throughout the year.

January

-Busiest times of Day: 12:30pm – 2:30pm (most users between 1:30 pm – 2:30 pm)

-Days: Tuesday = 190 users
Saturday = 234 (3 days of calculation due to gate not

working) -Monthly User Total = **960**

February

- Busiest times of Day: 9:30am – 4:30 pm (most users between 2:30pm – 3:30 pm)

-Days: Tuesday = 186 users

Saturday = 313 users

-Monthly User Total = **954**

March

-Busiest times of Day: 9:30 am – 3:30 pm (most users between 1:30 pm – 2:30 pm)

-Days: Tuesday = 204 users

Saturday = 426 users

-Monthly User Total = **1022**

April

-Busiest times of Day: 8:30 am – 4:30 pm (most users between 1:30 pm – 2:30 pm)

-Days: Tuesday = 415 users

Saturday = 754 users

-Monthly User Total = **2019**

May

-Busiest time of Day: 8:30 am – 4:30 pm (most users between 2:30pm -3:30 pm)

-Days: Tuesday = 454 users

Saturday = 844 users

-Monthly User Total = **2547**

June

-Busiest time of Day: 8:30 am – 4:30 pm (most between 2:30 pm – 3:30 pm)

-Days: Tuesday = 455 users

Saturdays = 788 users

-Monthly User Total = **2322**

July

-Busiest time of Day: 8:30 am – 4:30 pm (most users between 2:30 pm – 3:30 pm)

-Days: Tuesday = 565 users

Saturday = 662 users

-Monthly User Totals = **2209**

August

-Busiest times of Day: 9:30 am – 4:30 pm (most users between 12:30 pm – 1:30 pm)

-Dates: Tuesday = 429 users

Saturday = 575 users

-Monthly User Totals = **1976**

September

-Busiest times of Day: 10:30 am – 4:30 pm (most users between 2:30pm – 3:30 pm)

-Dates: Tuesday = 182 users (low count due to gate not working for 11 days)

Saturday = 353 users (low count due to gate not working for 11 days)

-Monthly User Total = **912** (11 days gate did not operate so this number is probably double)

October

-Busiest times of Day: 10:30 am – 4:30 pm (most users between 1:30 pm – 2:30 pm)

-Dates: Tuesday =462 users

Saturday = 712 users

-Monthly User Total = **2118**

November

-Busiest times of Day: 10:30 am – 4:30 pm (most users between 1:30 pm – 2:30 pm)

-Dates: Tuesday = 319 users

Saturday = 544 users

-Monthly User Total =**1543**

December

-Busiest times of Day: 10:30 am – 3:30 pm (most users between 12:30 pm -1:30 pm)

-Dates: Tuesday = 285 users

Saturday = 411 users

-Monthly User Total = **1237**

MEETING DATE: March 17, 2025
PREPARED BY: Jeff Heindel, Parks and Facilities Manager
PRESENTED BY: Jeff Heindel, Parks and Facilities Manager
SUBJECT: **Aspen Community Garden Relocation**

BACKGROUND

The Aspen Community Garden was the first community garden in Blackfalds, opening in the spring of 2012. It consists of 37 rentable plots. The Pine Community Garden was added a few years later and both gardens typically sell out each season.

The 2025 Parks Operating Budget includes \$30,000 to replace the soil at the Aspen Community Garden. The Recreation, Culture and Parks Board reviewed this item at the February 5, 2025 Board Meeting. The RCP Board recommends that Council consider relocating the Aspen Community Garden only upon receiving a strong majority of positive feedback following community engagement.

DISCUSSION

As the Parks team was reviewing the plan for replacing the soil at the Aspen Community Garden, further discussion took place around the possibility of relocating the garden to Willow Park. The Willow Park site is very similar to Pine Crescent as that site has a playground, outdoor pad for basketball and pickleball, a park, parking lot, porta-potty, and space for expansion. The openness of the Willow site also provides increased community visibility.

The Parks team has trouble maintaining the Aspen site due to the tight location between each garden and the proximity to the private fences. A relocation will provide the Parks team with the opportunity to construct the Willow Garden to accommodate the garden and open space maintenance requirements as well as provide additional park amenities for the garden users.

As part of community consultation, the Community Services Department will reach out to the community in the following ways. The Department will distribute door-knockers to the community surrounding Willow Park, reach out to the existing Aspen Garden plot renters, schedule an Open House and request the Marketing and Communications Team to provide information on social media, digital signs and Blackfalds Connect.

FINANCIAL IMPLICATIONS

The 2025 Parks Operating Budget has \$30,000 for soil replacement for the Aspen Community Garden. A majority of this work would be undertaken with Public Works large equipment and Community Services smaller equipment. This project would be part of the 2025 Parks work plan which would entail laying out the garden site and removal of organics and turf to a depth of twelve to eighteen (12 to 18) inches.

This project will take place throughout the spring, summer, and fall of 2025 using Town of Blackfalds resources. Topsoil would be purchased and placed during the fall of 2025 with the Willow Garden opening for the spring of 2026. The Aspen Garden will be reclaimed to turf and extra topsoil will be stored for future Parks projects.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council to direct Administration to engage residents and receive feedback about the possibility of moving the Aspen Community Garden to Willow Park.

ALTERNATIVES

- a) That Standing Committee of Council refers the Aspen Community Garden item back to Administration for further review.

ATTACHMENTS

- *Proposed Community Garden Location at Willow Park*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



Proposed Community Garden Location at Willow Park



MEETING DATE: March 17, 2025
PREPARED BY: Jeff Heindel, Parks and Facilities Manager
PRESENTED BY: Jeff Heindel, Parks and Facilities Manager
SUBJECT: **Tree Planting Proposal - Lansdowne Avenue**

BACKGROUND

Barb Peever from the Site Resource Group Management Team reached out to Administration inquiring about a tree planting team building event within the Town of Blackfalds at a location that would be good for reforestation or naturalization. Discussions were held between Community Services and the Planning and Development to review this opportunity and to consider potential locations within the Town of Blackfalds. This item was discussed at the March 5, 2025, Recreation, Culture and Parks Board Meeting and the RCP Board was in support of this initiative at the proposed location.

DISCUSSION

Administration reviewed a few locations within the Town of Blackfalds boundaries that would best suit this initiative. The location on Lansdowne Avenue was the most favorable as this would be an opportunity to naturalize this berm. The green space berm along Lansdowne Avenue was agreed upon as this green space has been an ongoing problem for the Parks team to manage as the slope is a hazard for mowing equipment. The space is also just turf on a hillside, and this opportunity will provide a future natural area, a buffer between homes and the railway, and be a significant environmental benefit.

FINANCIAL IMPLICATIONS

There is no cost to the Town of Blackfalds for the supply of trees or the tree planting labour.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council direct Administration to support the Site Resource Group Management Team's proposal to plant trees in the area determined along Lansdowne Avenue.


ALTERNATIVES

- a) That Standing Committee of Council refer the Lansdowne Avenue Tree Planting Proposal back to Administration.

ATTACHMENTS

- *Proposed Tree Planting Area – Lansdowne Avenue*
- *Barb Peever Email Request*

APPROVALS



Kim Isaak, Chief Administrative
Officer



Department Director/Author

Proposed Tree Planting Area – Lansdowne Avenue



From: Barb Peever <BPeever@siterg.com>
Sent: January 27, 2025 9:42 AM
To: Jeff Heindel <JHeindel@blackfalds.ca>
Cc: Troy Park <tpark@siterg.com>; Jeanette Blakley <JBlakley@siterg.com>
Subject: SRG - Tree Planting Event - May 2025

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

I just wanted to get an email together including the Site Resource Group Management Team involved in the planning and development of this activity.
Our plan is to provide the work force as a volunteer group in the month of May 2025 to plant trees, according to the town's guidelines.
We would like to discuss with the Town of Blackfalds, an area within the town limits they would consider ready for re-habituating for our group to work in.

Troy Park – General Manager
Jeanette Blackly – HSSEQ Coordinator

Thank you for the time you are taking to consider this request,



Barb Peever
Project Administrator
T: +1 (403) 550-2721
E: BPeever@siterg.com
W: WWW.SITERG.COM

SAME GREAT COMPANY.

The information contained in this e-mail may contain confidential or privileged material and is intended only for the stated addressee(s). If you are not the valid addressee, the use, disclosure, copying or distribution of this information is prohibited and may be unlawful. If you have received this email message in error, please notify the sender immediately and delete all copies of the message from your computer. All information within or opinions expressed in this message and/or any attachments are those of the author and are not necessarily those of the SITE Resource Group and its subsidiaries.

MEETING DATE: March 17, 2025
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Signing Authority Council Policy CP-184.24**

BACKGROUND

The Signing Authority Council Policy CP-184.24 was adopted in April of 2024. The purpose of the Policy was to assign signing authorities for municipal documents, which would expedite the Town's workflow processes.

Section 213 of the *Municipal Government Act* provides for the ability to appoint designated officers within the municipality to sign or authorize documents as authorized by Council.

Since that time, amendments have been made to the Chief Administrative Officer Bylaw, which provides authority to the CAO to be the sole signatory on all orders, contracts, agreements, documents, and certificates that may be required. This amendment aligns with Section 213 (4) of the *Municipal Government Act*. In addition, the Policy further delegates signing authorities to other Employees, which should have been done through an Administrative Policy as the Chief Administrative Officer would have the ability to alter those authorities without having to bring the Policy back to Council. For ease and to streamline the process, these changes have been made to the Signing Authority Council Policy CP-184.24

DISCUSSION

Administration is recommending that Standing Committee of Council recommend that the Signing Authority Council Policy CP-184.24 be directed to a Regular Meeting for consideration.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that the Signing Authority Council Policy CP-184-24 be directed to a Regular Meeting for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to Signing Authority Council Policy CP-184.24.
- b) That Standing Committee of Council recommends referring Signing Authority Council Policy CP-184.24 back to Administration for more information.

ATTACHMENTS

- *Signing Authority Council Policy CP-184.24 – with tracked changes*
- *Signing Authority Council Policy CP-184.24 – Clean Version*
- *CAO Bylaw 1311.24*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

SIGNING AUTHORITY

POLICY NO	CP184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act (MGA)*, authority is delegated to sign cheques, agreements, and other municipal documents to those Elected Officials and employees in the positions indicated in this policy. Specific signing authorities may be designated in the MGA, and in other various bylaws and Council Policies.

2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions
- 2.3. Provide clarity of roles and responsibilities.

3. DEFINITIONS

- 3.1. “**Administrative Procedure**” means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2. “**Chief Administrative Officer**” (CAO) means ~~the municipality of the Town of Blackfalds,~~ the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds.
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “Employee” as defined in S. (d.1)(k) of the *Alberta Employment Standard Code* means an individual employed to do work who receives or is entitled to wages and includes a former employee but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.5.3.6. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
- 3.6.3.7. “**Supervisor**” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers)

4. SCOPE

4.1. This Policy applies to all Town [Employees](#) and Elected Officials.

5. AUTHORITY AND RESPONSIBILITIES

5.1. Council to:

5.1.1. Adopt and support this Policy by resolution.

5.2. Chief Administrative Officer to:

5.2.1. Advise Council on the development, implementation, and amendment of this Policy.

5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.

6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

6.3. A delegation of authority to an Employee also confers authority on that employee's supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.

6.4. Only employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.

6.5. Employees who have been delegated signing authority are responsible for:

6.5.1. Ensuring documents are signed in accordance with this Policy; and

6.5.2. Ensuring the accuracy of the document being signed.

6.6. Employees who have been delegated authority in this Policy are responsible for:

6.6.1. Being aware and complying with all relevant bylaws, policies, Administrative [Policies and](#) Procedures as well as external legislative requirements when exercising delegations;

6.6.2. Providing for sub-delegation in writing as required;

6.6.3. Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

6.7. **Minutes of Meetings**

6.7.1. [Council Meetings](#)

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

1 st Signature	2 nd Signature
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

6.7.2 Council Committee Meetings

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

1 st Signature	2 nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

6.8 **Bylaws**

6.8.1 Authority for signing bylaws is as follows, in accordance with Section 213(3) of the MGA and the CAO Bylaw.

1 st Signature	2 nd Signature
Mayor or Deputy Mayor	CAO or Acting CAO

6.9 **Banking Instruments, Agreements and Other Municipal Documents**

6.9.1 Banking Instruments

Authority for signing all papers, cheques and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
Mayor Deputy Mayor Members of Council	CAO Directors Financial Services Manager

6.9.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows in accordance with the Town of Blackfalds Procurement Policy. And the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement – Purchasing	2 nd Signature Required
Employee initiating agreement. <i>(with Designated Purchasing Authority or Purchasing approval in writing)</i>	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$2,500 	Supervisor or Manager <i>(A signed Designated Purchasing Authority Form may service as the second signature)</i>
Supervisor	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$10,000 	Manager
Managers	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$75,000 	Director
Directors Police Chief	<ul style="list-style-type: none"> Any purchase agreement approved within the budget less than \$100,000 	CAO
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the up to \$500,000 	Mayor
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,00 in value. 	Council authorization

6.10 Other Documents and Intergovernmental Agreements

Authority is delegated as follows to sign or authorize the following Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO <u>or</u> <u>Acting CAO</u>	<ul style="list-style-type: none"> • Intergovernmental Agreements 	Mayor <u>or Deputy Mayor</u>
CAO	<ul style="list-style-type: none"> • Administrative Policies 	No
Directors	<ul style="list-style-type: none"> • Administrative Procedures 	No
CAO	<ul style="list-style-type: none"> • Documents required to be registered at Land Titles • Grants of Easements • Discharges • Concert Licenses • Special Event Permits 	Mayor
Director of Corporate Services Financial	<ul style="list-style-type: none"> • Documents related to Tax Recovery (Part 10, Division 8 and 9 of the MGA) 	No
Department Managers	<ul style="list-style-type: none"> • Grant funding applications • Grant funding agreements • Agency partnership agreements 	Directors
Director of Infrastructure and Planning Services	<ul style="list-style-type: none"> • Non-purchasing agreements, negotiable instruments and documents related to engineering. 	CAO
Director of Infrastructure and Planning Services	<ul style="list-style-type: none"> • Registerable Agreements and negotiable instruments related to land use planning and development (e.g. Subdivision Agreements, Development Agreements) 	CAO
Manager of Planning	<ul style="list-style-type: none"> • Non-registerable documents referred to in the Planning and Development part of the MGA and the current Land Use Bylaw • Business Licenses 	No
Manager of Finance	<ul style="list-style-type: none"> • Tax Certificates • Statutory Declarations Pertaining to Ownership of Lands 	No

6.10.1 Signing authority in this section:

- 6.10.1.1 May be further delegated to a [City-Town](#) Employee as long as the delegation has been confirmed in writing by the authority holder or the [City-Manager](#)~~CAO~~.
- 6.10.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.10.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

7 EXCLUSIONS

None

8 SPECIAL SITUATIONS

None

9 RELATED DOCUMENTS

- 9.1. Appendix “A” – Delegation of Signing Authority
- 9.2. CAO Bylaw
- 9.3. Procurement – Council Policy
- 9.4. Procurement Authorities and Limits – Administrative Procedure
- 9.5. Digital and Electronic Signature Policy – Council Policy
- 9.6. Digital and Electronic Signature – Administrative Procedure

10 END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	131/24	April 23, 2024
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

Town of Blackfalds Delegation of Signing Authority

I _____ delegate to _____
(Person Authorizing) (Name of delegate)

The authority to approve and sign the following on my behalf as of _____
(Date)

Agreement or Document Type	Comments

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Signature of Person Authorizing

Date: _____

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Delegate Acknowledging Responsibility

Date: _____

Per: _____
CAO

Date: _____

SIGNING AUTHORITY

POLICY NO	CP184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

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- 3.2. “**Chief Administrative Officer**” (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds,
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “Employee” as defined in S. (d.1)(k) of the *Alberta Employment Standard Code* means an individual employed to do work who receives or is entitled to wages and includes a former employee but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.6. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
- 3.7. “**Supervisor**” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers)

4. SCOPE

4.1. This Policy applies to all Town Employees and Elected Officials.

5. AUTHORITY AND RESPONSIBILITIES

5.1. Council to:

5.1.1. Adopt and support this Policy by resolution.

5.2. Chief Administrative Officer to:

5.2.1. Advise Council on the development, implementation, and amendment of this Policy.

5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.

6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

6.3. A delegation of authority to an Employee also confers authority on that employee's supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.

6.4. Only employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.

6.5. Employees who have been delegated signing authority are responsible for:

6.5.1. Ensuring documents are signed in accordance with this Policy; and

6.5.2. Ensuring the accuracy of the document being signed.

6.6. Employees who have been delegated authority in this Policy are responsible for:

6.6.1. Being aware and complying with all relevant bylaws, policies, Administrative Policies and Procedures as well as external legislative requirements when exercising delegations;

6.6.2. Providing for sub-delegation in writing as required;

6.6.3. Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

6.7. **Minutes of Meetings**

6.7.1. Council Meetings

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

6.7.2 Council Committee Meetings

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

6.8 **Bylaws**

6.8.1 Authority for signing bylaws is as follows, in accordance with Section 213(3) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Deputy Mayor	CAO or Acting CAO

6.9 **Banking Instruments, Agreements and Other Municipal Documents**

6.9.1 Banking Instruments

Authority for signing all papers, cheques and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
Mayor Deputy Mayor Members of Council	CAO Directors Financial Services Manager

6.9.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows in accordance with the Town of Blackfalds Procurement Policy. And the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement – Purchasing	2 nd Signature Required
Employee initiating agreement. <i>(with Designated Purchasing Authority or Purchasing approval in writing)</i>	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$2,500 	Supervisor or Manager <i>(A signed Designated Purchasing Authority Form may service as the second signature)</i>
Supervisor	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$10,000 	Manager
Managers	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$75,000 	Director
Directors Police Chief	<ul style="list-style-type: none"> Any purchase agreement approved within the budget less than \$100,000 	CAO
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the up to \$500,000 	Mayor
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,00 in value. 	Council authorization

6.10 Intergovernmental Agreements

Authority is delegated as follows to sign Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO or Acting CAO	<ul style="list-style-type: none"> Intergovernmental Agreements 	Mayor or Deputy Mayor

6.10.1 Signing authority in this section:

- 6.10.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.
- 6.10.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.10.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

7 EXCLUSIONS

None

8 SPECIAL SITUATIONS

None

9 RELATED DOCUMENTS

- 9.1. Appendix “A” – Delegation of Signing Authority
- 9.2. CAO Bylaw
- 9.3. Procurement – Council Policy
- 9.4. Procurement Authorities and Limits – Administrative Procedure
- 9.5. Digital and Electronic Signature Policy – Council Policy
- 9.6. Digital and Electronic Signature – Administrative Procedure

10 END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	131/24	April 23, 2024
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

Town of Blackfalds Delegation of Signing Authority

I _____ delegate to _____
(Person Authorizing) (Name of delegate)

The authority to approve and sign the following on my behalf as of _____
(Date)

Agreement or Document Type	Comments

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Signature of Person Authorizing

Date: _____

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Delegate Acknowledging Responsibility

Date: _____

Per: _____
CAO

Date: _____

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THE CHIEF ADMINISTRATIVE OFFICER AND TO PROVIDE FOR THE APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of establishing, and defining the duties, powers and functions of the Chief Administrative Officer and to provide for the appointment of the Chief Administrative Officer.

WHEREAS the *Municipal Government Act*, R.S.A., 2000, c. M-26, S.205 requires that every Council must establish, by Bylaw, the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position;

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

PART 1 – TITLE

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

PART 2 – PURPOSE

- 2.1 The purpose of this Bylaw is to establish the position of Chief Administrative Officer and to confirm the power of delegation of the Chief Administrative Officer granted pursuant to the *Municipal Government Act*. Council shall, by resolution, appoint a person to carry out the powers, duties, and functions of the position of Chief Administrative Officer.

PART 3 – DEFINITIONS

- 3.1 In this Bylaw:

- (a) “**Act**” means the *Municipal Government Act* R.S.A., 2000, c. M-26 as may be amended from time to time;
- (b) “**Administration**” means the Chief Administrative Officer, support staff to the Chief Administrative Officer, and those Employees appointed as department head’s of the Town of Blackfalds;
- (c) “**Chief Administrative Officer**” (**CAO**), means the individual appointed by Council to the positive of Chief Administrative Officer as per the *Municipal Government Act*;
- (d) “**Acting Chief Administrative Officer (Acting CAO)**”, means an Employee appointed by the CAO to act in the CAO’s place when required;
- (e) “**Council**” means the Municipal Council of the Town of Blackfalds;
- (f) “**Employee**” means as defined in s.1(e) of the *FOIP Act*, includes any person who performs a service for the public body as an appointee, volunteer or student or under contract or an agency relationship with the public body but does not the Town Auditor an employees of the Town Auditor;
- (g) “**Enactment**” means:
 - (i) An act of the Legislature of Alberta and a Regulation made under an Act of the Legislature of Alberta; and
 - (ii) An Act of Parliament of Canada and a statutory instrument made under an act of the Parliament of Canada.
- (h) “**Town**” means the municipal corporation known as the Town of Blackfalds.

PART 4 – POWERS AND DUTIES

- 4.1 The CAO is the administrative head of the Town and shall have all the powers, duties, responsibilities and functions that are given to, imposed upon, or described for the Chief Administrative Officer in the Act. Council, by way of policy direction, shall guide the affairs of the Town through the CAO, Council's sole employee.
- 4.2 The CAO may delegate any power, duty or function given to the CAO under the Act, any other Enactment or Bylaw, including any power, duty, or function delegated to the CAO under S.203 of the Act by Council.
- 4.2.1 The CAO may temporarily delegate any or all powers, duties, and functions of the CAO to an Employee of the Town in the event of the temporary absence of the CAO. In the event that the CAO is unable to delegate such powers or duties, or in the event of an absence of the CAO, Council, by resolution, may appoint an Acting CAO in the event of long-term illness, unscheduled absence or other incapacity of the CAO.
- 4.2.2 The matters delegated to the CAO by this Bylaw are in addition to any other delegations made by Council or a Committee of Council to the CAO, and the CAO shall exercise and carry out such other powers, duties and functions as may be required by Council or a Committee of Council, from time to time.
- 4.3 Unless otherwise specified in a Bylaw creating a position of designated officer, pursuant to the Act, the CAO shall be deemed to be appointed a designated officer under any statute or Bylaw which permits or requires the Town to appoint a designated officer.
- 4.4 Without limiting the administrative powers of the CAO, the CAO shall:
- 4.4.1 Hire, appoint, manage, suspend, demote, or remove an Employee from any position in the Town;
- 4.4.2 Establish human resources policies and procedures, including those governing the actions of Employees, determining salaries, benefits, hours of work, and other working conditions of Town Employees;
- 4.4.3 Direct, supervise and review the performance of the administration of all Town departments and administrative Employees of the Town;
- 4.4.4 Coordinate the organization's systems, manage organization resources, facilitate the Council/Administrative interface and establish the structure of the Administration of the Town, including establishing, merging, dividing and eliminating departments subject to Council approval;
- 4.4.5 Subject to Council's direction and approval, negotiate all collective agreements;
- 4.4.6 Develop and recommend for Council approval policies dealing with non-administrative matters as directed by Council, or at the initiation of the CAO;
- 4.4.7 Establish and implement all administrative policies, procedures, standards and guidelines for all matters within the powers of the CAO while ensuring they are efficiently coordinated, delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
- 4.4.8 Prepare and submit such reports and recommendations as may be required by Council or Council committees;
- 4.4.9 Prepare and submit to Council budgets for capital and operating programs annually or more often as required or as Council may direct;
- 4.4.10 In the event that Council does not adopt an annual operating or capital budget prior to December 31st for the upcoming year, the CAO is empowered to authorize operating and capital expenditures reasonably consistent with the previous year's budget or for previously approved expenditures.

- 4.4.11 Monitor and report on the operating and capital budgets approved by Council; authorize and approve the transfer of funds between departments or between budgeting programs to maintain the operations and affairs of the Town within approved budget limits and subject to the limitation that any funds to be transferred are to be used for a purpose similar to the purpose for which the funds were budgeted for in the budget approved by Council;
- 4.4.12 Advise and inform Council on the operation and affairs of the Town that are substantive in nature that affect the ability to provide services or significant budgetary impacts;
- 4.4.13 The CAO shall perform such other duties and functions and exercise such powers as may be required for the effective administration of the Town, including but not limited to entering into all contracts, agreements, and transactions required for the effective operations of the Town, provided that the expenditure has been authorized by Council in the operation of capital budget;
- 4.4.14 Except as otherwise instructed by Council, establish fees, charges, rates and tariffs;
- 4.4.15 Authorize the commencement by the Town, or the defence by the Town of any claim or action to enforce or protect the Town's interests or to enforce the Town's Bylaws or responsibilities under the Act and any other Enactment or Bylaw except in matters where the appeal lies with Council;
- 4.4.16 The CAO may take whatever legal actions or measures necessary in response to an emergency;
- 4.4.17 The Town will indemnify the CAO provided that the CAO acts within the scope of his or her employment and acts in good faith to comply with any applicable resolution, Bylaw, statute, regulation or Enactment;
- 4.4.18 The CAO or designate sign along with the Council member presiding at the meeting all minutes of Council and Council Committee meeting; as well as all bylaws and acting alone, all orders, contracts, agreements, documents and certificates that may be required;
- 4.4.19 The CAO or designate shall attend all meetings of Council and Council Committees as required, or those that are considered advisable to attend unless excused therefrom and attend meetings such as boards, committees, authorities, commissions, or other bodies as may be required by Council;
- 4.4.20 Ensure the Minister is sent a list of the Mayor and Councillors and any other information the Minister requires within five (5) days after the term of the Mayor or Councillor begins;
- 4.4.21 Ensure that the corporate seal is kept in the custody of the CAO;
- 4.4.22 Conduct a census when required by Council and submit population affidavits in accordance with requirements of the *Municipal Government Act*.
- 4.4.23 Ensure that in states of emergency, the Town of Blackfalds Emergency Management Agency can operate in accordance with the Town of Blackfalds Emergency Management Bylaw.
- 4.4.24 Waive at their discretion, on a one-time basis to a maximum of \$3,500 fees, and charges for customer service-related matters, excluding property taxes, property tax penalties, or building permit fees.
- 4.4.25 The CAO or designate is authorized to prepare revised bylaws for Council's consideration in accordance with S.63 of the Act.
- 4.4.26 The CAO or designate is authorized to consolidate one or more of the bylaw of the Town of Blackfalds in accordance with S.69 of the Act,

4.4.27 The CAO or designate is authorized to make changes, without materially affecting a Policy in principle or substance to correct clerical, technical, grammatical or typographical errors in a Policy.

PART 5 - EVALUATION AND COMPENSATION

- 5.1 The person appointed as CAO shall hold the position of CAO and shall not be dismissed except as outlined in S.206 of the Act, or in the case of the existence of an employment contract, in accordance with said contract.
- 5.2 Council shall fix the salary and determine the benefits to be paid or provided to the CAO, and the mayor, on behalf of the Town shall be authorized to sign and execute any employment contract or other agreement or amendments thereto with the CAO.
- 5.3 Council shall review the performance of the CAO and the annual salary and benefits provided to the CAO not less than once every twelve (12) months unless compensation is otherwise specified in an employment contract.

PART 6 - REPEAL

- 6.1 If any portion of this Bylaw is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this Bylaw or any documents which form part of the Bylaw or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.
- 6.2 That Bylaw 1170/14 is hereby repealed upon this Bylaw coming into effect.

PART 7 - DATE OF FORCE

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

READ for the first time this 25th day of June, A.D.2024.

(RES. 193/24)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK

READ for the second time this 25th day of June A.D. 2024.

(RES. 194/24)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK

READ for the third and final time this 25th day of June, A.D. 2024.

(RES. 196/24)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK

MEETING DATE: March 17, 2025
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Council Committee Audit Action Plan Update**

BACKGROUND

The Council Committee Audit kicked off last March with an in-depth review of Committee documents, including bylaws, terms of reference, minutes and agendas. In addition, a questionnaire was sent to all Members at Large of the various Committees as well as to Council members. Findings from the audit of the materials and the questionnaire informed much of the information contained within the Committee Audit Report and Findings, which was received by Council in September of 2024 along with the Audit Recommendations Action Plan.

This report is to provide Council with an update on recommended actions and the next steps in the process. To date, Administration has successfully completed all of the actions listed up to December 2024, included in the attached Committee Audit Recommendations Action Plan.

The next step in the process is to have the Recreation, Culture and Parks Board, Family and Community Support Services, and Economic Development and Tourism Advisory Committee review their terms of reference to determine that they adequately reflect the undertakings of the Committee. Once the Terms of Reference have been reviewed, they will be added as a schedule to the Master Committee's Bylaw. Note that the Policing Committee and the Library Board are governed under their own Acts and, as such, will not be undertaking a review of their Terms of Reference as the associated Acts outline the undertakings of the Committee, and therefore, they will continue to have their own separate bylaws.

The Master Committee Bylaw will then be brought forward to Council for consideration.

DISCUSSION

Administration is recommending that Standing Committee of Council receive this report for information.

FINANCIAL IMPLICATIONS

There are no financial implications.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council receive the Committee Audit Action Plan Update report for information.

ALTERNATIVES

- a) That Standing Committee of Council refer this report back to Administration for additional information.

ATTACHMENTS

- *Committee Audit Recommendations Action Plan*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

Committee Audit Recommendations Action Plan

Actions	Responsibility	Resources Required	Implementation Date / Completion Date
Bring Committee Audit Recommendations Action Plan to Council	CAO	Action Plan	24-Sep-24
Rescind Policy 147.20 Council Board/Committee Policy and Procedures	CAO	Request for Decision	24-Sep-24
Committees to Post Notice of Meetings and Agendas	Recording Secretaries	Guiding Document	30-Sep-24
Committees to Provide Signed Minutes to Legislative/Executive Coordinator	Recording Secretaries	Guiding Document	30-Sep-24
Post Notice of Member at Large Vacancies	Executive / Legislative Coordinator	Advertisement - MARCOM	04-Oct-24
Bring Forward Member at Large Review Panel Bylaw For Consideration	CAO	Bylaw and Terms of Reference	08-Oct-24
Council Procedural Amendment Bylaw to remove Member At Large Appointments from Organizational Meeting of Council	Executive / Legislative Coordinator	Bylaw Amendment	08-Oct-24
Appoint Council Members to Member at Large Review Panel	CAO	Terms of Reference - Org Meeting	22-Oct-24
Send Letters to Member At Large with Appointment Expiries	CAO	Letters	31-Oct-24
Develop Procedures for Member at Large Review Panel	CAO	Interview Procedures	31-Oct-24
Draft Member at Large Recognition Policy	CAO	Policy	30-Nov-24
Appointment of Members At Large to Committees	CAO	Council Resolution	09-Dec-24
Committees to Review Terms of Reference and Report Back to Council	Chair and Staff Liaison	Staff Liaison - Report for Council	31-Mar-25
Bring Master Committee Bylaw to Standing Committee of Council	Executive / Legislative Coordinator	Bylaw - Terms of Reference	Proposing April 14, 2025 (Third Monday is April 21 - Easter Monday)
Master Committee Bylaw to Regular Meeting	Executive / Legislative Coordinator	Bylaw - Terms of Reference	13-May-25
Rescind Motions That Had Previously Established Committees	CAO	Request for Decision	13-May-25
Amend Policing Bylaw to Include Requirement to Report Annually to Council on Objectives	CAO	Bylaw Amendment	27-May-25
Meet with Committee Chairs, Staff Liaison and Recording Secretaries to discuss Bylaw and Meeting Procedures	CAO/Executive Legislative Coordinator	Bylaw	30-May-25
Develop Schedule for Committees to Report Annually to Council	Executive / Legislative Coordinator	Schedule	30-Sep-25