



Town of Blackfalds
Standing Committee of Council Meeting
Via Remote Videoconferencing Platform
May 17 at 7:00 p.m.

AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
 - 2.1 Agenda for May 17, 2021
3. **Delegation**

None
4. **Public Hearing**

None
5. **Business Arising from Minutes**

None
6. **Business**
 - 6.1 [Request for Direction, Advertising Bylaw 1259.21](#)
 - 6.2 [Request for Direction, Credit Card Policy 152.21](#)
7. **Action Correspondence**

None
8. **Information**

None
9. **Round Table Discussion**

None
10. **Adoption of Minutes**

None
11. **Notices of Motion**

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

None
13. **Confidential**
 - 13.1 FOIP, Section 24
 - 13.2 FOIP, Section 24
 - 13.3 FOIP, Section 24
14. **Adjournment**

Future Meetings/Events:

- Regular Council Meeting – Tuesday, May 25, 2021
- Regular Council Meeting – Tuesday, June 8, 2021



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

MEETING DATE: May 17, 2021

PREPARED BY: Sean Barnes, Director of Community Services

SUBJECT: Advertising Bylaw 1259.21

BACKGROUND:

Following updates to the *Municipal Government Act*, and recent amendments to the *Local Authorities Election Act (LAEA)*, Administration recommends the Town pass an Advertising Bylaw for the municipality. The bylaw would provide the advertising methods to notify residents about proposed bylaws, resolutions, meetings, public hearings, elections, nomination day and other matters referred to in section 606 of the *MGA* and section 158.1 of the *LAEA*. The advertising methods were updated in the legislation to include electronic means of communication.

DISCUSSION:

The Town of Blackfalds currently advertises a variety of required notices in accordance with section 606 of the *MGA* so that the public can know in advance about bylaws, resolutions, meetings, public hearings, elections, nomination day and other matters that may impact them. As Blackfalds does not have a local newspaper, the Town is still able to advertise effectively in its absence without resorting to a mass mailout to households. Section 606(1) of the *MGA* notes:

A Council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.

Passing an Advertising Bylaw will bring the Town of Blackfalds into compliance with the *MGA* and *LAEA* and outline a variety of effective methods for use in communication with residents.

FINANCIAL IMPLICATIONS:

None.

ADMINISTRATION RECOMMENDATION

That the Standing Committee of Council forward the Advertising Bylaw 1259.21 to Council for formal approval.

ALTERNATIVES:

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



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


Attachments:

- *Advertising Bylaw 1259.21*

Approvals:



CAO Myron Thompson



Director Barnes



**TOWN OF BLACKFALDS
BYLAW 1259.21**

**A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH ALTERNATIVE METHODS FOR ADVERTISING STATUTORY NOTICES.**

WHEREAS, pursuant to Section 606 of the *Municipal Government Act*, and Section 158.1 of the *Local Authorities Election Act*, Council must give notice of certain bylaws, resolutions, meetings, elections, notice of nomination day, notice of advance votes, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under the *Municipal Government Act* section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a Council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606 and in the *Local Authorities Election Act* Section 158.1;

AND WHEREAS, Council is satisfied that the advertising method for public notification set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE the Council of the Town of Blackfalds in the Province of Alberta duly assembled and under the powers conferred upon it by authority of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, enacts as follows:

PART 1 - TITLE

1. This Bylaw may be cited as the "Advertising Bylaw" for the Town of Blackfalds.

PART 2 - DEFINITIONS

In this Bylaw:

- 2.1 "**Council**" means the duly elected municipal Council of the Town of Blackfalds.
- 2.2 "**Town**" means Town of Blackfalds.
- 2.3 "**Act**" means the *Municipal Government Act*.

PART 3 – ADVERTISING METHODS

Any public notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in Section 606;

- 3.1 Electronically by posting the complete notice of the proposed bylaw, resolution or other thing for which the meeting or hearing is to be held prominently on the Town of Blackfalds' official website www.blackfalds.com for at least fourteen days prior to that event; and/or
- 3.2 Electronically by posting the notice prominently on any of the Town of Blackfalds' official social media sites; and/or
- 3.3 Published in a local weekly newspaper that delivers within the Town of Blackfalds town boundaries; and/or
- 3.4 By having hardcopies available at the Civic Centre for viewing by the public; and/or
- 3.5 By posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities: the Civic Centre, the Abbey Centre, Eagle Builders Centre, Blackfalds Community Hall; and/or
- 3.6 By referring interested parties to the City's website for more comprehensive details of the bylaw, resolution, meeting or public hearing as required in the *Act*.



**TOWN OF BLACKFALDS
BYLAW 1259.21**

PART 4 - DATE OF FORCE

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

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON



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

MEETING DATE: May 17, 2021

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: Credit Card Policy Update

BACKGROUND:

The Corporate Credit Card Policy was last updated in 2015, and the current policy is due for a review. In an effort to streamline the purchasing abilities of authorized staff, Administration has made further amendments for Council's consideration.

DISCUSSION:

The Town issues Corporate Credit Cards to approved position as listed in the policy. It is the intent of using credit cards to streamline the purchasing needs of the Town and to eliminate unnecessary roadblocks in order to complete duties efficiently.

The appendix includes the marked-up version as well as the clean version. Inclusions highlighted in yellow have been added to the policy, whereas anything that has a strike out through the words have been deleted.

Summary of changes are listed below:

Section	Action
Policy Statement	Added Managers to the statement
Policy 1.2.3	Added subsistence and accommodations
Policy 3.1	Removed ABM (Automatic Banking Machine) Definition
Procedure	
1.6	Added issuance of corporate credit cards after probation
1.7	Added credit cards will not be issued to temporary positions
2.1.5	Removed substance and replaced with Subsistence, also added wording where a per diem is not claimed
3.1	Added correct limits and reorganized section
5.4	Removed wording regarding changing pin numbers
5.6	Added security measures prohibiting transmittal of personal information
5.7	Added restrictions on using personal loyalty cards in order to claim points (i.e. Airmiles)

Administration feels that these changes will enhance the policy and streamline the purchasing capabilities while reducing risk to the organization.



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

ADMINISTRATIVE RECOMMENDATION:

1. That the Standing Committee of Council accept Administration's recommended changes to the Credit Card Usage Policy as presented; and, that this item be forwarded to the next Regular Council Meeting for formal approval.

ALTERNATIVES

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

Attachments:

- 152.21 Corporate Credit Card Use Policy – Clean Copy
- 152.21 Corporate Credit Card Use Policy – Marked-up Copy

Approvals:



CAO Myron Thompson



Department Director/Author

Policy No.: 152.21 Policy Title: Corporate Credit Card Usage Policy Department: Corporate Services Effective Date: Revised: May 17, 2021 June 23, 2015 Supersedes Policy/Bylaw: 118.15 Review Date: May 17, 2024	Council Approval: Resolution No. Date:
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Policy Statement

The Municipality may issue corporate credit cards to its Elected Officials, Chief Administrative Officer, Directors, Managers and appointed staff members to be utilized for payment of expenditures incurred on behalf of the Town of Blackfalds where other payment options are not available or practical.

1. Reason for Policy

- 1.1 To set parameters, identify accountability and establish protocol for financial transactions made on behalf of the Town of Blackfalds by approved credit card holders utilizing Municipal issued credit cards.
- 1.2 The objectives in establishing policy and procedure for credit card use within the organization is as follows:
 - 1.2.1 Provide a means of payment when a purchase order or invoicing process cannot be facilitated, for out of country and internet purchases or payment to one-time vendors
 - 1.2.2 Facilitate registration of seminars, workshops, and conventions
 - 1.2.3 Simplify travel arrangements, subsistence, and accommodations
 - 1.2.4 Facilitate efficient record keeping and other financial efficiencies

2. Related Information

- 2.1 Town of Blackfalds Purchasing Policy

3. Definitions

- 3.1 **CAO** is an abbreviation for the position of Chief Administrative Officer
- 3.2 **Card holder** means an individual assigned a corporate credit card for municipal business use
- 3.3 **DCS** is an abbreviation for the position of Director of Corporate Services

4. Responsibilities

4.1 Municipal Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5. End of Policy

PROCEDURE

Policy No.: 152.21 Policy Title: Corporate Credit Card Usage Policy Department: Corporate Services	
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1. Allocation of Municipal Corporate credit cards

- 1.1 Corporate credit cards may only be issued to an Elected Official, Chief Administrative Officer (CAO), Department Directors, Managers and by authorization of the CAO and Director of Corporate Services, to permanent, full-time employees where a credit card will aid in the effective and efficient exercise of their official function and duties.
- 1.2 Each municipal credit card will be issued to a specific person, who will be responsible and personally accountable for the use of the card. Card holder
- 1.3 A listing of card holders will be maintained and reviewed annually.
- 1.4 Individuals that are assigned a Corporate credit card will be required to enter into a Credit Card Holder Agreement as attached (Appendix A).
- 1.5 Individuals eligible for a corporate credit card will only be issued one (1) corporate credit card.
- 1.6 Individuals will only receive corporate credit cards when they have completed their probationary period.
- 1.7 Credit cards will not be issued to temporary positions and temporary internal moves.

2. Acceptable use of Municipal Credit Cards

- 2.1 Municipal credit cards are to be utilized for purchases where conventional processes cannot be achieved or are unwarranted and may include but are not limited to the following:
 - 2.1.1 One time purchase from a vendor where no credit account has been established.
 - 2.1.2 Purchases that are made online or through vendors that are out of country.
 - 2.1.3 Incidental purchases where other payment options are inefficient.
 - 2.1.4 Seminar, training sessions, workshops and conventions registration.
 - 2.1.5 Subsistence, accommodation and travel arrangements for out of town, Municipal business, where a per diem is not claimed.

3. Municipal Credit Card Limits

3.1 Limits established for Corporate credit cards are as follows:

- 3.1.1 CAO and Director of Corporate Services \$20,000
- 3.1.2 Director of Community Services, Director of Infrastructure and Property Services, Manager of Protective Services, Fire Chief \$10,000
- 3.1.3 Mayor, Managers, Foreman \$5,000
- 3.1.4 Councillors, Recreation and Culture Programmer, Executive Assistant, Fitness and Aquatic Coordinator, Others as deemed appropriate by the CAO and DCS \$3,000

Authorization for temporary increases shall be approved by the Director of Corporate Services in situations where warranted.

4. Card Holder Responsibilities

4.1 Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action. Errors that have occurred in good faith shall be brought to the attention of the DCS as soon as possible. Card holders' assigned corporate credit cards have the following responsibilities:

- 4.1.1 Card holder must notify the Director of Corporate Services of any change in name or contact details.
- 4.1.2 The card holder must take adequate measures to ensure the security of the credit card assigned to them at all times.
- 4.1.3 The card holder must return the assigned corporate credit card upon severance of working relationship with the Employer or upon request of the Director of Corporate Services.
- 4.1.4 Card holders must retain sufficient supporting documentation (transaction records) to support all charges expensed to the municipal credit card. An acceptable receipt for reimbursements of claimable business expenses on the corporate credit card is an original receipt. Card purchases without receipts may be the responsibility of the user dependent on specific circumstances.
- 4.1.5 Should a receipt not be made available the card holder will be required to detail and substantiate the charge for which a receipt was not provided.
- 4.1.6 Reimbursement for return of goods and/or services must be credited directly to the card account. Cash returns are prohibited to be received by the Card holder.
- 4.1.7 Lost or stolen cards must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services. Accounts Payable must also be notified within 2 business days of this activity.
- 4.1.8 Any fraudulent activity detected or suspected must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services.

5. Conditions of Use

- 5.1 The corporate credit card shall not be used to obtain cash advances or equivalent draw from any financial institution, Automatic Bank Machine, or retail establishments.
- 5.2 The corporate credit card shall not be used for unauthorized expenses that are not related to Town business.

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- 5.3 Card holders will keep the assigned PIN in a safe, secure and confidential location to protect the security of the card against any unauthorized use.
 - 5.4 Card holders will use the assigned PIN for the card and will not share the PIN with any other individual.
 - 5.5 Card holders shall not exceed the maximum credit limit set on their Municipal Credit Card.
 - 5.6 Card holders shall not mail, email, fax or transmit a copy of their licence if a credit card authorization form is used for staff accommodations, travel or event registration.
 - 5.7 Card holders shall not use any personal loyalty cards in order to claim points (i.e. airmiles).

6. Monthly Corporate credit card Statements

- 6.1 Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date. Card holders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately with the A/P personnel. Accounts Payable will review the monthly statement for inaccuracies; and, if the accuracy is unexplained by the card holder, report this to the Director of Corporate Services for action. This procedure will ensure that cost centre accounting records maintain an accurate and meaningful balance.
- 6.2 Review and sign off on monthly credit card statements will be carried out through the following process:
 - 6.2.1 The monthly statement for the CAO will be signed off on by the Mayor.
 - 6.2.2 The monthly statement for the Directors and Elected Officials will be signed off by the Chief Administrative Officer.
 - 6.2.3 The monthly statement for the Managers will be signed off by the Director to which the card holder reports to.
 - 6.2.4 Monthly statements for all other card holders will be signed off by the individual to whom the card holder reports to.

7. Records Management

- 7.1 All documentation associated with the payment of a corporate credit card will be maintained within the Accounts Payable office.
- 7.2 Original receipts for all corporate credit card transactions will be retained in the Accounts Payable office.

8. Abuse of Privileges

- 8.1 Card holders who do not reconcile their monthly expenditures within 15 business days of the statement date will be sent a reminder of their obligations under this policy. Continued or repeated non-compliance to this policy can result in cancellation of the card and/or other such actions as appropriate.
- 8.2 Infractions of the conditions of this policy and procedure could result in cancellation of the card and withdrawal of Corporate credit card privileges for a determined length of time or indefinitely. Infractions of the conditions of this policy and procedure may also result in disciplinary action including termination of employment.
- 8.3 Should misuse occur, the Town reserves the right to recover any monies from the card holder. Card holders will be required to sign a declaration authorizing the Town to recover, from their salary, any amount incorrectly claimed.

9. End of Procedure

Approval

Chief Administrative Officer

Date

Policy No.: 152.21
Policy Title: Corporate Credit Card Usage Policy

Appendix "A"

Corporate Credit Card Holder Agreement

This agreement is made this day of , between:

THE TOWN OF BLACKFALDS

Box 220

Blackfalds, AB T0M 0J0

hereinafter called "The Town"

-and-

Employee

Town of

Blackfalds

hereinafter called the "Card holder"

WHEREAS the Town shall issue a Corporate Visa Credit Card to the above named individual who will now become the card holder hereby:

- 1) The credit card shall only be used by the card holder for reasonable expenses incurred while acting on behalf of the Town.
- 2) Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date.
- 3) Any charges placed on the credit card that are not verified by a receipt shall not be covered by the town and will then become the responsibility of the card holder to ensure payment and any interest charges are paid in full.
- 4) The loss of a card shall be immediately reported to the Director of Corporate Services for card cancellation and issuance of replacement card.



- 5) Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action.

I, _____, hereby agree to and accept the conditions as stated above.

CARD HOLDER

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

Appendix "B"

SUMMARY OF CREDIT CARD TRANSACTIONS

NAME: _____

Please return to Accounts Payable once completed

Date	GL Code	Vendor	Description/Reason for Purchase	Sub total	GST	TOTAL	#
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13
							14
							15
							16
							17
							18
							19
							20
TOTALS:				0	0	0	

Cardholder Signature: _____

Supervisor Approval: _____

PLEASE ATTACH ALL CREDIT CARD RECEIPTS TO THIS FORM

<p>Policy No.: 152.21</p> <p>Policy Title: Corporate Credit Card Usage Policy</p> <p>Department: Corporate Services</p> <p>Effective Date:</p> <p>Revised: May 17, 2021 June 23, 2015</p> <p>Supersedes Policy/Bylaw: 118.15</p> <p>Review Date: May 17, 2024</p>	<p>Council Approval:</p> <p>Resolution No.</p> <p>Date:</p>
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 - 1.2.2 Facilitate registration of seminars, workshops, and conventions
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 - 1.2.4 Facilitate efficient record keeping and other financial efficiencies

2. Related Information

- 2.1 Town of Blackfalds Purchasing Policy

3. Definitions

- ~~3.1 **ABM** is an abbreviation for automated bank machine.~~
- 3.2 **CAO** is an abbreviation for the position of Chief Administrative Officer.
- 3.3 **Card holder** means an individual assigned a corporate credit card for municipal business use.
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4.1 Municipal Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
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PROCEDURE

Policy No.: 152.21 Policy Title: Corporate Credit Card Usage Policy Department: Corporate Services	
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- 1.2 Each municipal credit card will be issued to a specific person, who will be responsible and personally accountable for the use of the card. Card holder
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1.6 Individuals will only receive corporate credit cards when they have completed their probationary period.

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Authorization for temporary increases shall be approved by the Director of Corporate Services in situations where warranted.

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- 4.1.7 Lost or stolen cards must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services. Accounts Payable must also be notified within 2 business days of this activity.
- 4.1.8 Any fraudulent activity detected or suspected must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services.

5. Conditions of Use

- 5.1 The corporate credit card shall not be used to obtain cash advances or equivalent draw from any financial institution, Automatic Bank Machine, or retail establishments.
- 5.2 The corporate credit card shall not be used for unauthorized expenses that are not related to Town business.

5.3 Card holders will keep the assigned PIN in a safe, secure and confidential location to protect the security of the card against any unauthorized use.

5.4 Card holders will use the assigned PIN for the card ~~and will not at any time change the PIN without the prior authorization in writing from the Office of the CAO.~~ and will not share the PIN with any other individual.

5.5 Card holders shall not exceed the maximum credit limit set on their Municipal Credit Card.

5.6 Card holders shall not mail, email, fax or transmit a copy of their licence if a credit card authorization form is used for staff accommodations, travel or event registration.

5.7 Card holders shall not use any personal loyalty cards in order to claim points (i.e. airmiles)

6. Monthly Corporate credit card Statements

6.1 Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date. Card holders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately with the A/P personnel. Accounts Payable will review the monthly statement for inaccuracies; and, if the accuracy is unexplained by the card holder, report this to the Director of Corporate Services for action. This procedure will ensure that cost centre accounting records maintain an accurate and meaningful balance.

6.2 Review and sign off on monthly credit card statements will be carried out through the following process:

6.2.1 The monthly statement for the CAO will be signed off on by the Mayor.

6.2.2 The monthly statement for the Directors and Elected Officials will be signed off by the Chief Administrative Officer.

6.2.3 The monthly statement for the Managers will be signed off by the Director to which the card holder reports to.

6.2.4 Monthly statements for all other card holders will be signed off by the individual to whom the card holder reports to.

7. Records Management

7.1 All documentation associated with the payment of a corporate credit card will be maintained within the Accounts Payable office.

7.2 Original receipts for all corporate credit card transactions will be retained in the Accounts Payable office. ~~Card holders should keep copies of receipts and statements for audit purposes or for future questions should an issue arise.~~

8. Abuse of Privileges

- 8.1 Card holders who do not reconcile their monthly expenditures within 15 business days of the statement date will be sent a reminder of their obligations under this policy. Continued or repeated non-compliance to this policy can result in cancellation of the card and/or other such actions as appropriate.
- 8.2 Infractions of the conditions of this policy and procedure could result in cancellation of the card and withdrawal of Corporate credit card privileges for a determined length of time or indefinitely. Infractions of the conditions of this policy and procedure may also result in disciplinary action including termination of employment.
- 8.3 Should misuse occur, the Town reserves the right to recover any monies from the card holder. Card holders will be required to sign a declaration authorizing the Town to recover, from their salary, any amount incorrectly claimed.

9. End of Procedure

Approval

Chief Administrative Officer

Date

Policy No.: 152.21
Policy Title: Corporate credit card Usage Policy



- 5) Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action.

I, _____, hereby agree to and accept the conditions as stated above.

CARD HOLDER

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



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

MEETING DATE: May 17, 2021

PREPARED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: Red Deer Catholic Regional Schools - New School Build

BACKGROUND:

Red Deer Catholic Regional Schools (RDCRS) have recognized the need for additional education facilities for the Town of Blackfalds. The existing St. Gregory the Great School was constructed in 2014, was opened in 2015 and serves Pre-K to Grade 9; the school was constructed to have a capacity of 500. The current situation today is that this school is at capacity and efforts are underway to secure additional portable classrooms to address the situation on this site.

Due to the capacity issues, Red Deer Catholic Regional Schools have been working with the province towards an additional school in Blackfalds. The RDCRS has advised this new school facility in Blackfalds is their top capital priority and have been in discussions with Alberta Infrastructure and Alberta Education.

DISCUSSION:

Last fall, Director Weran and Manager Topolnitsky took part in a school site investigation option process with representatives of RDCRS. Four ad hoc options were determined at that time and remain viable options currently. A meeting that took place on May 13th with RDCRS and Town Administration provided further information and requirements to ensure a new facility can be considered for our community. Further planning discussions and investigation is needed to finalize these options. The RDCRS would like available land (4 to 5 hectares) that is easily serviceable and can meet transportation needs. A comprehensive site readiness checklist process is required to be undertaken by the Board and will be provided to the Province under the approval process.

Tentative timelines include obtaining provincial approval in February of 2022, construction start in spring of 2023, and being operational in fall of 2025.

At this time RDCRS have requested that a letter of commitment from the Town in providing land for this project would greatly assist these efforts until the preferred site location is chosen and other processes by the province can be completed. Therefore, Administration will be seeking direction from the Standing Committee of Council to draft a letter to forward to Red Deer Catholic Regional Schools committing to working with them to determine and secure the 4-5 ha of land needed for the new school site and playground.



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

FINANCIAL IMPLICATIONS:

The Town of Blackfalds will need to acquire the lands essential for the new school and playground. If funding is required for this purchase, sources will be determined through a re-priorization of the 10-year capital plan which will be reviewed at fall budget time.

ADMINISTRATIVE RECOMMENDATION:

That the Standing Committee of Council direct Administration to prepare a letter to be forwarded to Red Deer Catholic Regional Schools committing to working with them to determine and secure the land needed for the new 4-5 ha school and playground site.

ALTERNATIVES:

- A. That the Standing Committee of Council refer back to Administration for more information

ATTACHMENTS:

- *None*

Approvals:



CAO Myron Thompson