

1. **WELCOME AND CALL TO ORDER**

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

- 3.1 Town of Blackfalds Fire Report 2024 – *Robert Cote, Fire Chief*
  - 3.2 Town of Blackfalds Police Report 2024 – *Andrew Allan, S/Sgt.*
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4. **BUSINESS**

- 4.1 Report for Direction, Community Services Framework – Council Policy *Draft*
  - 4.2 Request for Direction, Community Initiative Grant Policy - Amendment
  - 4.3 Request for Direction, Enterprise Fleet Management
  - 4.4 Request for Direction, Council Remuneration and Compensation Policy – *Draft*
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5. **CONFIDENTIAL**

None

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6. **ADJOURNMENT**

**Future Meetings/Events:**

- Regular Council Meeting – February 25, 2025
- Standing Committee Meeting – March 17, 2025

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**MEETING DATE:** February 18, 2025  
**PRESENTED BY:** Robert Côté, Blackfalds Fire Chief  
**SUBJECT:** **Blackfalds Fire Department – 2024 Year-End**

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**BACKGROUND**

Fire Chief Côté will present a summary report for the Blackfalds Fire Department's 2024 year.

**ATTACHMENTS**

N/A

**APPROVALS**


Kim Isaak, Chief Administrative Officer

# Blackfalds Fire Department 2024 Year in Review

February 18, 2025

The Blackfalds Fire Department currently has a roster of 24 members ready to serve our Community. The department is looking at increasing our membership and is always eager to accept applications from interested residents.

Training is held every Wednesday evening for all our members. New recruits are expected to attend an additional night of training / mentoring every Tuesday evening as part of their probationary period.

Currently 85% of our members are trained to NFPA Level 1001 Level 1 and 2 Standards as well as NFPA 472 Hazmat Awareness and Operations level. 92% of our members have completed their ICS 100 training.

In addition to the Wednesday and weekend training the membership is involved in community events throughout the year from Winterfest, Blackfalds Days, Fire Prevention Tours, the Fun Run, Fire Prevention Week and the extremely popular Santa Runs.

During 2024 the Fire Department updated the Fire Protection Bylaw. We continually work on Fire Prevention with new and existing businesses in Town and enquiries from the commercial businesses in the two industrial parks. The Fire Safety Plans were introduced in the fall for any new construction and demolition as per the National Building and Fire Codes.

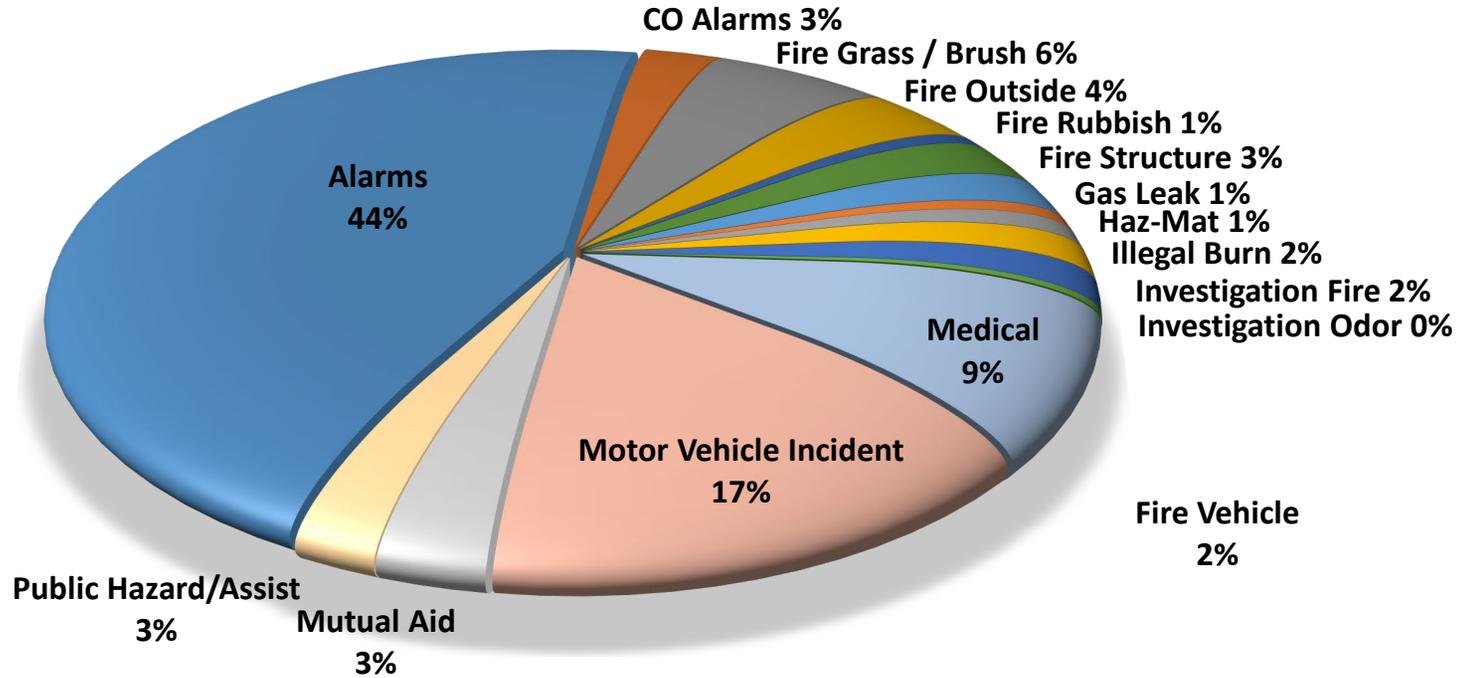
Town Administration along with both Councils (Town and Lacombe County) finalized the new Fire Services Agreement.

With the growth that we are experiencing as a community, we have started to discuss the needs of the fire services from apparatus and facility needs.

In 2024, the fire department responded to 272 calls which is a 10% increase in call volume from 2023.

<b>Incident Type</b>	<b>Call Out Numbers</b>	<b>Incident Type</b>	<b>Call Out Numbers</b>
Alarms	120	Hazardous Materials	3
CO Alarms	7	Illegal Burn	5
Fire Grass/Brush	16	Investigation Fire	5
Fire Outside	10	Investigation Odor	1
Fire Rubbbish	2	Medical	25
Fire Structure	7	Motor Vehicle Incident	47
Fire Vehicle	6	Mutual Aid	9
Gas Leak	2	Public Hazards	7

## 2024 Total Incidents



Alarm calls continue to be the most incident type annually. A summary of the actual causes of the alarm responses.

Alarm Type	Call Out Numbers	Alarm Type	Call out Numbers
Alarms (general)	1	Human Error	8
Batteries	5	Maintenance	1
CO Alarms	7	Renovations	3
Contractors	6	Sprinkler Flow	8
Cooking Incidents	41	Steam	10
Dirt/Dust	1	Smoking/Vaping	1
Equipment Malfunction	16	Structure Fire	1
Fire Drills	1	Unknow Causes	12

**Blackfalds Fire Department 5 Year Comparison of the Top Four Incident Types**

<b>Year</b>	<b>Total Incidents</b>	<b>Town of Blackfalds</b>	<b>Lacombe County</b>	<b>Mutual Aid to City of Lacombe</b>	<b>Mutual Aid to Red Deer County</b>
<b>2024</b>	<b>272</b>	<b>214</b>	<b>54</b>	<b>4</b>	<b>0</b>
Structure Fires	7	6	1	2	
Motor Vehicle Incidents	47	31	17	2	
Alarm Calls	120	105	14		
Medical	25	25	0		
<b>2023</b>	<b>248</b>	<b>192</b>	<b>47</b>	<b>8</b>	<b>1</b>
Structure Fires	12	6	4	2	
Motor Vehicle Incidents	43	18	22	3	
Alarm Calls	122	117	5		
Medical	30	30	0		
<b>2022</b>	<b>245</b>	<b>188</b>	<b>57</b>	<b>0</b>	<b>0</b>
Structure Fires	10	8	2		
Motor Vehicle Incidents	39	25	14		
Alarm Calls	105	96	9		
Medical	30	30	0		
<b>2021</b>	<b>184</b>	<b>118</b>	<b>62</b>	<b>2</b>	<b>2</b>
Structure Fires	13	4	7	2	
Motor Vehicle Incidents	36	17	19		
Alarm Calls	69	55	14		
Medical	25	25	0		
<b>2020</b>	<b>145</b>	<b>104</b>	<b>36</b>	<b>2</b>	<b>3</b>
Structure Fires	11	9	0	2	
Motor Vehicle Incidents	24	11	13		
Alarm Calls	59	54	5		
Medical	16	12	4		

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**MEETING DATE:** February 18, 2025  
**PRESENTED BY:** S/Sgt. Andrew Allan  
**SUBJECT:** RCMP 2024 Year-End Report

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**BACKGROUND**

S/Sgt. Allan will present a 2024 year-end summary for the Blackfalds RCMP.

**ATTACHMENTS**

N/A

**APPROVALS**


Kim Isaak, Chief Administrative Officer



## Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies
Regular Members	9	7	0	2
Detachment Support	0	0	0	0

### Notes:

1. Data extracted on December 31, 2024 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police officers: Of the nine established positions, seven officers are currently working with none on special leave. There are two hard vacancies at this time.





## Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q3	2024-25 Financial Plan
Detachment Working FTE Levels	7.58 FTE	8.0 FTE	7.50 FTE
Divisionally Pooled Costs (at 100%)	\$ 51,304,740	\$ 74,969,115	\$ 76,688,466
Per Capita Rate (at 100%)	\$ 183,325	\$ 247,097	\$ 247,782
Partner Share of Pooled Costs (at 70%)	\$ 972,982	\$ 1,383,741	\$ 1,300,854
Location-Specific Costs	\$ 109,390	\$ 155,000	\$ 160,000
<b>Total Costs after Final Adjustments (at applicable contract share)</b>	<b>\$ 1,050,872</b>	<b>\$ 1,496,741</b>	<b>\$ 1,418,854</b>

**Note:** For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

### Comments:

As of Q3, the annual plan for Blackfalds Municipal Detachment is based on 8.0 working members.

The financial figures as identified above reflect divisionally pooled costs as well as a location-specific costs, and are in alignment with your Financial Plan for 2024-25.

RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

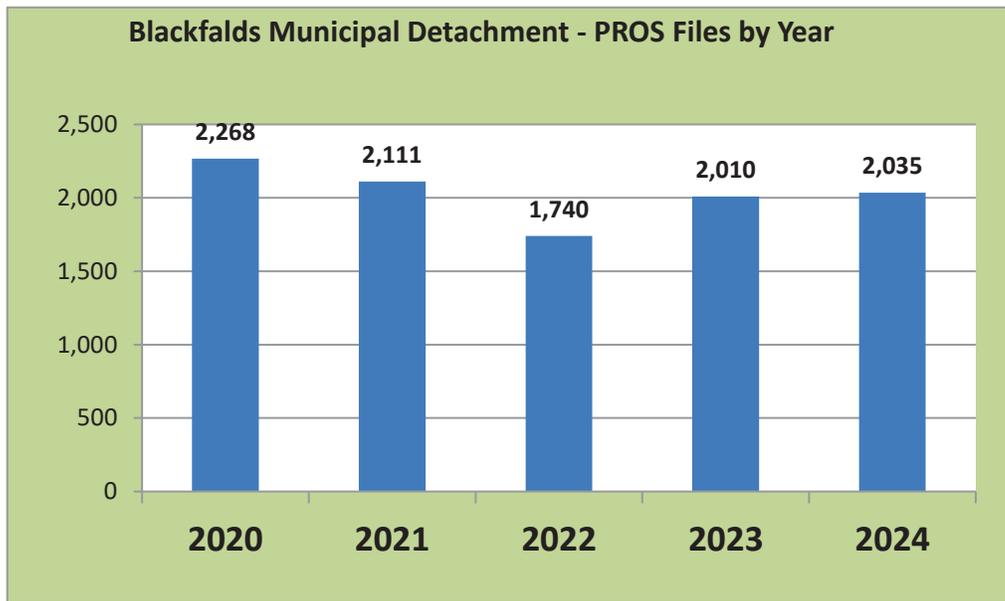
Quarter 3 invoicing for the 2024/25 fiscal year have been distributed. As we approach the end of the calendar year, we will continue to work with your Detachment Commander and community to align forecasts with current expenditures and expected costs, to ensure forecasts are as accurate as possible.



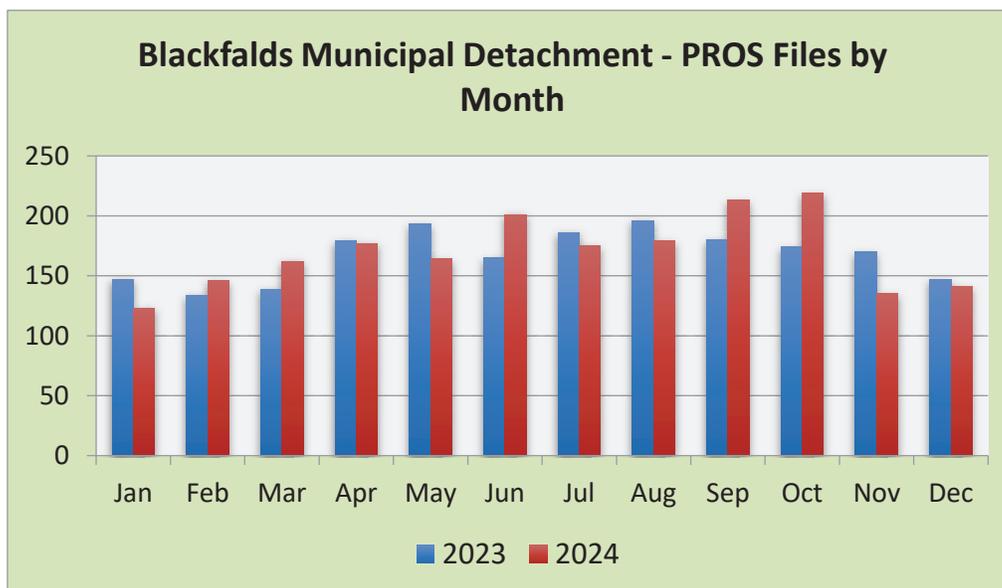
### Blackfalds Municipal Detachment (January - December)

#### File Counts

Based on PROS data, the Blackfalds Municipal Detachment generated 2,035 files between January - December, 2024. This includes calls for service from the public as well as self-generated and proactive files. There was an increase of 1.2% in 2024 when compared to 2023. Files generated by Provincial Traffic Units are not included.



In 2024 October had the most files generated (2023: August) , while January had the least. (2023: February).





**Blackfalds Municipal Detachment (January - December)**

**Generated file times:**

The following chart illustrates when all PROS files were **generated**. The chart ranges from least calls for service/files generated (green) to the highest number of calls for service/files generated (red) and is broken down by day (columns) and each hour of the day (rows).

Tuesday had the most files generated, while Sunday had the least.

		Day							Total
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
H o u r o f t h e D a y	0	10	5	8	7	4	5	12	51
	1	9	6	3	7	10	7	6	48
	2	8	2	4	4	3	4	8	33
	3	2	3	3	1	3	3	13	28
	4	5	2	2	3	5	5	4	26
	5	0	3	2	3	0	3	3	14
	6	3	2	8	4	3	3	3	26
	7	3	11	4	10	6	5	9	48
	8	6	19	22	25	15	12	5	104
	9	10	22	26	8	19	15	3	103
	10	9	10	22	26	21	17	18	123
	11	10	21	28	18	15	16	10	118
	12	5	24	22	18	21	21	12	123
	13	5	24	21	14	18	26	20	128
	14	11	19	18	15	13	16	18	110
	15	17	32	30	21	22	22	18	162
	16	10	25	27	20	19	20	11	132
	17	11	16	16	25	14	23	14	119
	18	17	9	17	12	9	18	13	95
	19	12	18	12	12	12	15	12	93
	20	6	18	15	10	12	18	16	95
	21	9	21	16	10	13	14	11	94
	22	16	9	12	11	10	10	18	86
	23	12	3	5	10	14	17	15	76
<b>Total</b>		<b>206</b>	<b>324</b>	<b>343</b>	<b>294</b>	<b>281</b>	<b>315</b>	<b>272</b>	



### Blackfalds Municipal Detachment (January - December)

#### Public Calls for Service (CIIDS Files):

The following chart shows calls for service for 2024 broken down by day and hour of the day. There were 444 self-generated, front counter and proactive files created in 2024 accounting for 21.8% of all files generated. There were 1,591 calls for service from the public through an OCC in 2024.

When just OCC calls for service are considered, Saturday had the most calls for service while Sunday had the least.

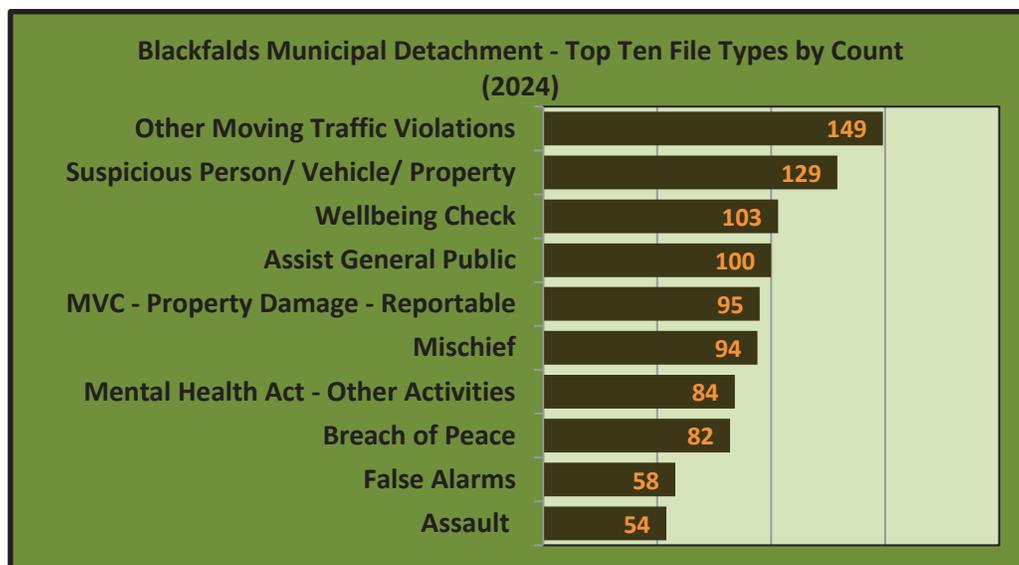
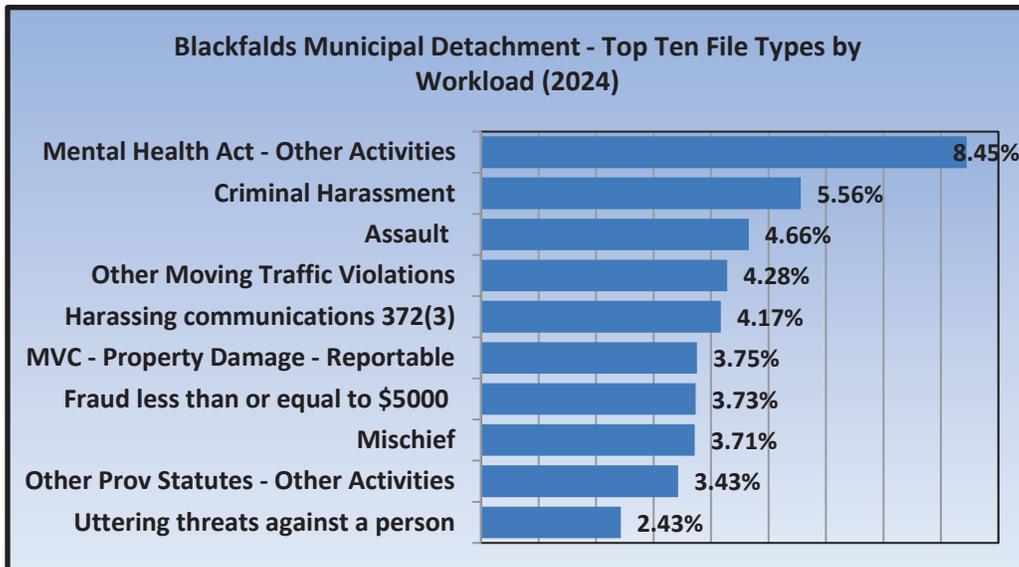
		Day							Total
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Hour of the Day	0	10	4	8	5	2	3	12	44
	1	9	6	3	4	7	6	6	41
	2	8	2	4	4	3	2	7	30
	3	2	2	3	1	3	3	11	25
	4	4	2	2	2	5	5	4	24
	5	0	3	2	1	0	3	2	11
	6	3	2	8	4	3	3	3	26
	7	3	9	4	8	3	5	9	41
	8	6	13	13	19	8	10	5	74
	9	10	12	14	2	12	10	3	63
	10	6	6	10	20	17	11	16	86
	11	7	10	13	9	7	9	10	65
	12	5	19	10	7	14	13	10	78
	13	4	16	9	11	12	14	20	86
	14	10	12	7	7	9	10	17	72
	15	17	20	20	16	10	14	17	114
	16	9	16	15	12	13	16	11	92
	17	11	15	14	23	13	21	14	111
	18	17	9	16	12	9	16	12	91
	19	11	17	11	12	11	15	12	89
	20	6	18	13	10	12	16	13	88
	21	8	21	16	10	9	14	11	89
	22	16	9	11	10	9	10	18	83
	23	11	2	5	9	11	15	15	68
Total		193	245	231	218	202	244	258	



### Blackfalds Municipal Detachment (January - December)

#### Top Ten File Types by Workload and by File Count:

The two graphs below show the top 10 files types that were generated in 2024 both by estimated workload and by frequency.



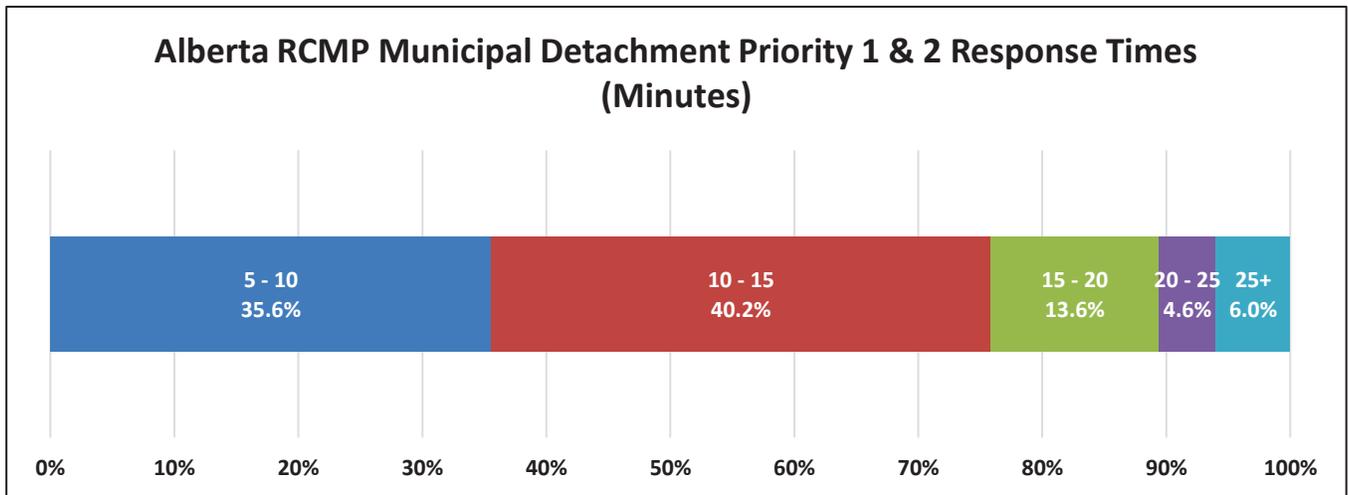


### Blackfalds Municipal Detachment (January - December)

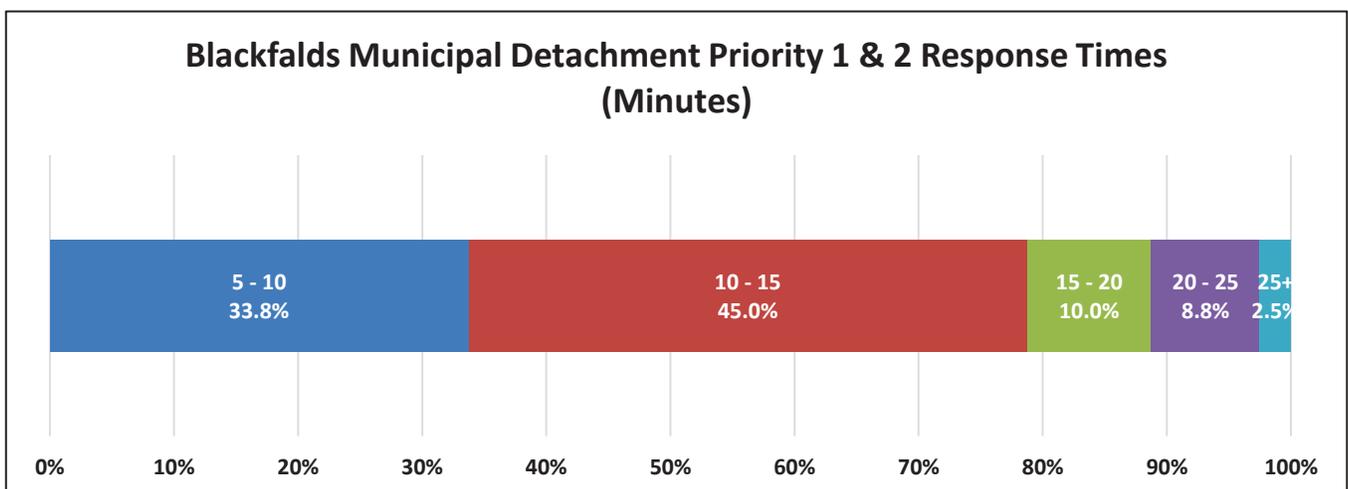
#### Travel and Total Response Time

In order to determine total response times, 4.75 minutes were added to every Priority 1 trip to account for OCC queue time, length of the call and file maintenance, and the dispatching of the file to the Member. For Priority 2 trips, 6.25 minutes were added to account for OCC queue time, length of the call and file maintenance, dispatching the file to the Member, and the time for the Member to read the file and do initial checks and queries. These additions to calculate total response times are based on a 2018 study.

The overall average response time for Priority 1 & 2 calls in 2024 for Municipal Detachments in K Division was 13.3 minutes. The graph below shows a break down of all of these calls.



The overall average response time for Priority 1 & 2 calls in 2024 for the Blackfalds Municipal Detachment was 12.4 minutes. The graph below shows a break down of all of these calls.





## Blackfalds Municipal Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Trafficking		1	1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0%</b>	<b>N/A</b>	<b>-0.1</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	2	1	2	1	N/A	-50%	0.2
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>100%</b>	<b>0%</b>	<b>0.1</b>
Liquor Act		1	4	0	1	1	0%	0%	-0.3
Cannabis Act		0	1	1	0	1	N/A	N/A	0.1
Mental Health Act		19	25	25	23	30	58%	30%	2.0
Other Provincial Stats		17	36	22	27	34	100%	26%	2.5
<b>Total Provincial Stats</b>		<b>37</b>	<b>66</b>	<b>48</b>	<b>51</b>	<b>66</b>	<b>78%</b>	<b>29%</b>	<b>4.3</b>
Municipal By-laws Traffic		2	1	2	2	1	-50%	-50%	-0.1
Municipal By-laws		17	10	17	17	8	-53%	-53%	-1.1
<b>Total Municipal</b>		<b>19</b>	<b>11</b>	<b>19</b>	<b>19</b>	<b>9</b>	<b>-53%</b>	<b>-53%</b>	<b>-1.2</b>
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		1	4	1	2	3	200%	50%	0.2
Property Damage MVC (Reportable)		23	51	54	59	30	30%	-49%	2.2
Property Damage MVC (Non Reportable)		6	7	3	7	4	-33%	-43%	-0.4
<b>TOTAL MVC</b>		<b>30</b>	<b>62</b>	<b>58</b>	<b>69</b>	<b>37</b>	<b>23%</b>	<b>-46%</b>	<b>2.1</b>
Roadside Suspension - Alcohol (Prov)		0	8	14	10	7	N/A	-30%	1.6
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>71</b>	<b>95</b>	<b>72</b>	<b>80</b>	<b>113</b>	<b>59%</b>	<b>41%</b>	<b>6.9</b>
<b>Other Traffic</b>		<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.1</b>
<b>Criminal Code Traffic</b>		<b>11</b>	<b>3</b>	<b>4</b>	<b>12</b>	<b>8</b>	<b>-27%</b>	<b>-33%</b>	<b>0.3</b>
<b>Common Police Activities</b>									
False Alarms		18	12	16	8	18	0%	125%	-0.4
False/Abandoned 911 Call and 911 Act		7	3	1	2	7	0%	250%	-0.1
Suspicious Person/Vehicle/Property		48	42	24	27	57	19%	111%	0.3
Persons Reported Missing		6	3	2	5	4	-33%	-20%	-0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		34	60	34	35	25	-26%	-29%	-4.3
Form 10 (MHA) (Reported)		2	0	0	3	1	-50%	-67%	0.1



## Blackfalds Municipal Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	4	2	2	1	0%	-50%	-0.2
Other Sexual Offences		1	2	3	3	0	-100%	-100%	-0.1
Assault		20	15	8	25	15	-25%	-40%	0.0
Kidnapping/Hostage/Abduction		0	1	0	1	0	N/A	-100%	0.0
Extortion		0	0	1	1	0	N/A	-100%	0.1
Criminal Harassment		9	8	6	7	11	22%	57%	0.3
Uttering Threats		6	11	12	10	8	33%	-20%	0.3
<b>TOTAL PERSONS</b>		<b>37</b>	<b>41</b>	<b>32</b>	<b>49</b>	<b>35</b>	<b>-5%</b>	<b>-29%</b>	<b>0.4</b>
Break & Enter		7	7	4	12	5	-29%	-58%	0.1
Theft of Motor Vehicle		14	11	4	9	6	-57%	-33%	-1.8
Theft Over \$5,000		4	4	2	3	3	-25%	0%	-0.3
Theft Under \$5,000		35	13	18	21	15	-57%	-29%	-3.2
Possn Stn Goods		8	5	6	5	2	-75%	-60%	-1.2
Fraud		15	17	8	21	12	-20%	-43%	-0.2
Arson		1	1	1	1	0	-100%	-100%	-0.2
Mischief - Damage To Property		14	19	15	12	8	-43%	-33%	-1.9
Mischief - Other		8	9	12	12	12	50%	0%	1.1
<b>TOTAL PROPERTY</b>		<b>106</b>	<b>86</b>	<b>70</b>	<b>96</b>	<b>63</b>	<b>-41%</b>	<b>-34%</b>	<b>-7.6</b>
Offensive Weapons		2	2	3	0	1	-50%	N/A	-0.4
Disturbing the peace		4	1	2	1	5	25%	400%	0.2
Fail to Comply & Breaches		14	9	1	2	1	-93%	-50%	-3.3
<b>OTHER CRIMINAL CODE</b>		<b>5</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>20%</b>	<b>N/A</b>	<b>0.0</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>25</b>	<b>14</b>	<b>11</b>	<b>3</b>	<b>13</b>	<b>-48%</b>	<b>333%</b>	<b>-3.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>168</b>	<b>141</b>	<b>113</b>	<b>148</b>	<b>111</b>	<b>-34%</b>	<b>-25%</b>	<b>-10.7</b>



# Blackfalds Municipal Crime Gauge

2025 vs. 2024  
January to January

## Criminal Code Offences



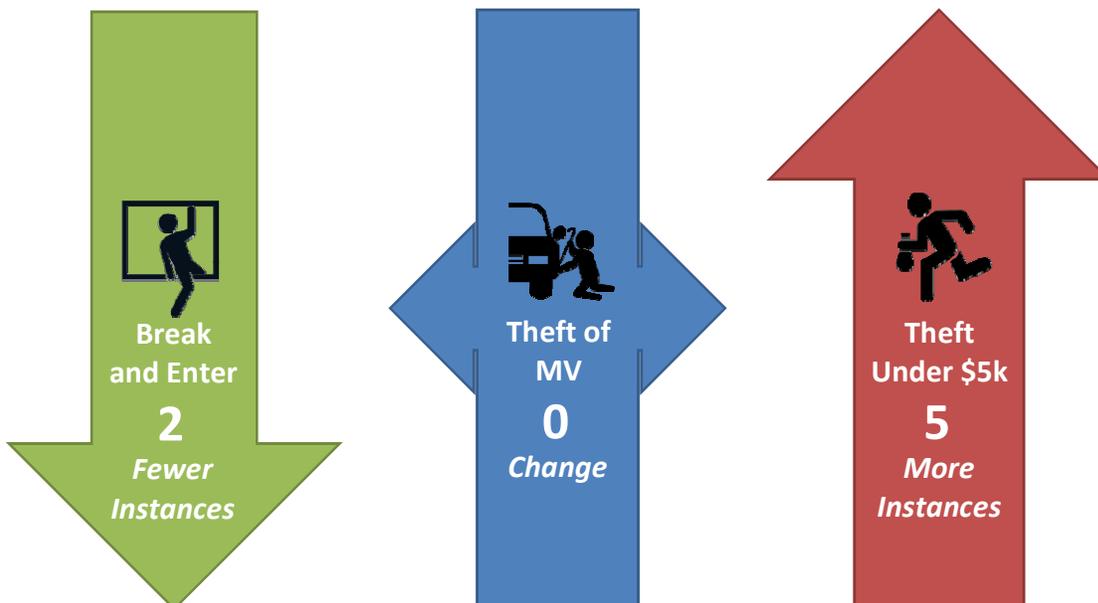
**Total  
Criminal Code  
Offences:**

# 24%

# Decrease

When compared to  
January to January, 2024

## Select Property Crime





# Red Deer Municipal Crime Gauge

2025 vs. 2024  
January to January

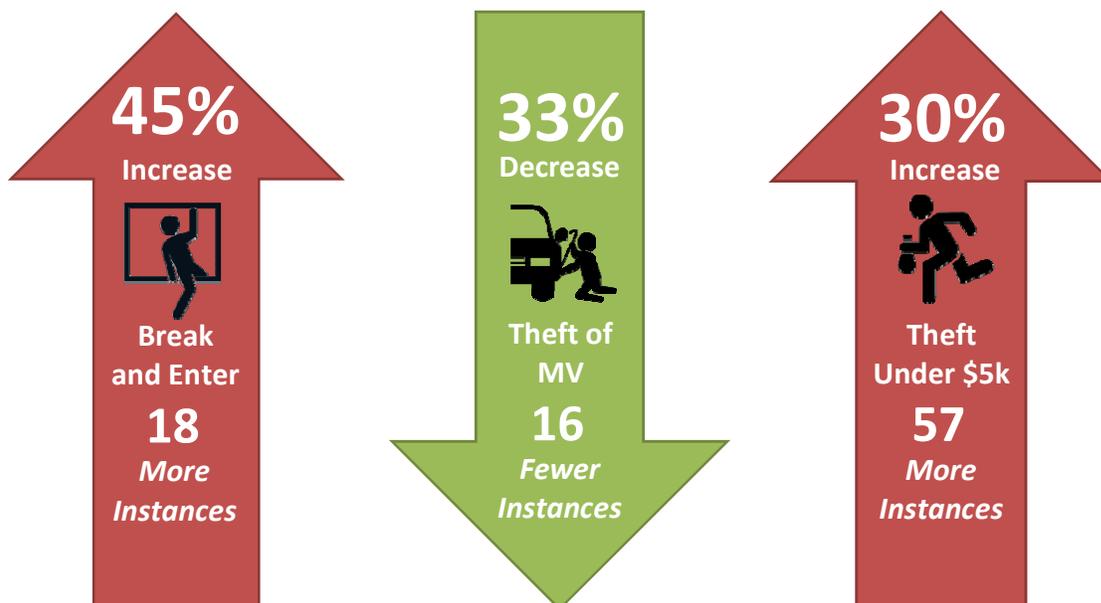
## Criminal Code Offences



**Total Criminal Code Offences:** **16% Increase**

When compared to January to January, 2024

## Select Property Crime



The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



**Blackfalds RCMP**  
**General Investigations Section (GIS)**





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**MEETING DATE:** February 18, 2025

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

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

**SUBJECT:** **Community Services Framework Policy**

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## **BACKGROUND**

Administration has discussed implementing framework policies in each of our departments. Framework policies provide a set of guidelines, rules and principles that govern the direction and decision-making processes for the department. They provide an overall view that helps set the foundation for consistent, effective and efficient management. This policy will help align the policies and procedures of Community Services with our overall goals and values.

## **DISCUSSION**

A draft copy of the Community Services Framework Policy is attached. This draft was presented to the Recreation, Culture and Parks Board at the February 5, 2025 meeting. Since that time, Administration has made amendments as per the recommendations from the Board and removed some of the policies listed in related documents through discussions with the CAO.

The Town of Blackfalds Community Services Framework Policy aims to create a vibrant, inclusive, and accessible environment that supports the physical, mental, and social well-being of the community. It focuses on offering diverse recreational programs and services for all individuals, regardless of age, background, or ability, while prioritizing sustainability and community-driven needs. The Policy also emphasizes partnerships with local organizations to maximize resources and ensure long-term success.

Key goals include ensuring accessibility, promoting health, and maintaining safe, well-developed recreational spaces. It also highlights community engagement and resource management to evaluate and improve the impact of the programs and services provided.

## **FINANCIAL IMPLICATIONS**

N/A

## **ADMINISTRATIVE RECOMMENDATION**

**That Standing Committee of Council consider the following motion:**

1. That Standing Committee of Council recommends to Council to bring forward the Draft - Community Services Framework Policy to a future Regular Council Meeting for consideration.

**ALTERNATIVES**

- a) That Standing Committee of Council recommends to Council to bring forward the Draft - Community Services Framework Policy to a future Regular Council Meeting, as amended.
- b) That Council refer the Draft - Community Services Framework Policy back to Administration.

**ATTACHMENTS**

- *DRAFT - Community Services Framework Policy*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

## COMMUNITY SERVICES FRAMEWORK

<b>POLICY NO.:</b>	
<b>DIVISION DEPARTMENT</b>	Administration
<b>REVIEW PERIOD</b>	Every 4 Years or Upon Legislative Change

### 1. POLICY PURPOSE

1.1 This framework Policy is designed to guide and structure the development, management, and the overarching goals for the provision of recreational programs, events and services within the Town of Blackfalds.

### 2. POLICY STATEMENT

2.1 Council is committed to fostering a vibrant, inclusive, and accessible recreational environment that enhances the well-being of all community members. Through the provision of diverse, high-quality recreational programs, services, and facilities, we aim to support physical health, mental well-being, and social connectivity. We strive to create opportunities for all individuals, regardless of age, background, or ability, to engage in recreational activities that enrich their lives. Our approach will prioritize sustainability, innovation, and collaboration to ensure long-term success and equitable access for current and future generations.

### 3. DEFINITIONS

3.1 **“Chief Administrative Officer”** means the individual appointed by Council to the position as per the *Municipal Government Act*, as amended.

3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.

3.3 **“Town”** means the municipality of the Town of Blackfalds.

### 4. SCOPE

4.1 This Policy applies to Council and Administration.

### 5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

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.

5.3 Director of Community Services to:

5.3.1 Review and make recommendations for amendments to any applicable Council Policies and Administrative Policies and Procedures as they relate to this Policy.

**6. POLICY (COMMUNITY SERVICES FRAMEWORK)**

6.1 By virtue of this Policy, the Town of Blackfalds Community Services strives to:

6.1.1 Ensure programs are accessible to all demographics, including marginalized or underserved groups.

6.1.2 Promote environmentally responsible practices in the development and maintenance of recreational spaces and programs.

6.1.3 Focus on community-driven priorities, preferences, and needs and supporting community-based initiatives.

6.1.4 Build partnerships with local organizations, schools, and businesses to maximize resources and impact.

6.2 The goals and objectives of Community Services in relation to this framework Policy are to:

6.2.1 Ensure programs are accessible to all demographics, including marginalized or underserved groups.

6.2.2 Promote physical and mental health through active recreation and social interaction.

6.2.3 Ensure that recreational opportunities are accessible to all members of the community, regardless of socioeconomic status or physical ability.

6.3 This framework Policy provides the foundation for a well-rounded, sustainable, and effective recreation program that meets the needs of the community and fosters a healthy and active lifestyle. Through this framework Policy and through all supporting and related policies, Community Services aims to:

- 6.3.1 Provide recreational and cultural programs, events and services that meet the needs of our community.
- 6.3.2 Design and develop infrastructure that meets the needs of the community.
- 6.3.3 Develop guidelines for operating, maintaining and improving public recreation facilities.
- 6.3.4 Ensure parks, trails and recreation facilities are safe, accessible and well-maintained.
- 6.3.5 Establish funding priorities for recreation services, including government budgets, grants, partnerships, and other revenue sources.
- 6.3.6 Maximize the use of available resources (space, staff, volunteers) to ensure the sustainability and growth of recreational offerings.
- 6.3.7 Engage the community in the planning and decision-making process through surveys, forums, and public consultations and collect feedback to assess community satisfaction and adjust services as necessary.
- 6.3.8 Set benchmarks and performance indicators to evaluate the success and impact of recreation programs, events and services.
- 6.3.9 Identify potential risks in recreation programs, events and facilities and establish preventive measures that meet health and safety requirements.
- 6.3.10 Promote recreation programs, events and services to the community, including advertising, print material, social media and digital platforms.
- 6.3.11 Keep the community informed about program, events, services, policies, bylaws and any changes through clear communication.

## **7. EXCLUSIONS**

None

## **8. SPECIAL SITUATIONS**

- 8.1 Other forms of recognition may be considered as determined by Council.

## **9. RELATED DOCUMENTS**

- 9.1 *Municipal Government Act*, R.S.A., 2000, Chapter M-26
- 9.2 Framework for Recreation in Canada 2024

- 9.3 Pine Crescent Park Plan 2013
- 9.4 Recreation, Culture and Parks Needs Assessment and Master Plan 2015
- 9.5 All-Star Park Master Plan 2016
- 9.6 2018 Town of Blackfalds Civic Facilities Development Strategy and Master Plan
- 9.7 Arts & Culture Master Plan 2021
- 9.8 Cemetery Bylaw 1313/24
- 9.9 Rate Bylaw, "Schedule C" Community Services Facilities Fee Schedule 1318/24
- 9.10 Community Standards Bylaw 1220/18
- 9.11 Activities & Membership Refund Policy 153.22
- 9.12 Community Initiatives Grant 185/24
- 9.13 Special Event Permit Policy 181/24

**10. END OF POLICY**

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

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

**ADMINISTRATIVE REVISIONS**

Date	Description

DRAFT

**MEETING DATE:** February 18, 2025

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

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

**SUBJECT:** **Community Initiatives Grant Policy – Amendment**

## **BACKGROUND**

The Community Initiatives Grant offers financial support to local organizations that deliver arts, culture, heritage, and recreation initiatives within the community. The current Community Initiatives Grant Policy was adopted at the May 28, 2024, Regular Council Meeting.

## **DISCUSSION**

Administration recently received an application from a for-profit organization to run a Provincial sporting event within Town. As the Policy currently reads, for-profit organizations are ineligible to be considered for the Community Initiatives Grant. Administration is considering an amendment to the Policy to allow for-profit organizations to be eligible, provided that any proceeds from the program/event go toward a community initiative, program or project deemed worthy.

## **FINANCIAL IMPLICATIONS**

None

## **ADMINISTRATIVE RECOMMENDATION**

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend amending the Community Initiatives Grant Policy to allow for-profit organizations to apply, provided that any proceeds from their initiative go toward a community initiative, program or project deemed worthy.

## **ALTERNATIVES**

- a) That Standing Committee of Council refers the Community Initiatives Grant Policy back to Administration for additional information and/or amendments.
- b) That Standing Committee of Council recommends the Community Initiatives Grant Policy stay as is.

## **ATTACHMENTS**

- *Community Initiatives Grant Policy CP 185.24*

## **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

## COMMUNITY INITIATIVES GRANT

<b>POLICY NO.:</b>	CP 185.24
<b>DIVISION DEPARTMENT</b>	Community Services
<b>REVIEW PERIOD</b>	Every 4 years or upon Legislative Change

### 1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to outline the Community Initiative Grant program and event grant funding criteria for Organizations hosting activities that take place within the Town of Blackfalds.

### 2. POLICY STATEMENT

- 2.1 The Community Initiatives Grant provides financial support to Organizations to deliver arts, culture, heritage, and recreation initiatives. These initiatives are to be programs, events or projects in the Town of Blackfalds.

### 3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **“Organizations”** means residents, ratepayers, service clubs, agencies/organizations, schools, sports organizations, groups sharing a common interest and located in Blackfalds, Lacombe County or representing a regional, provincial, or national entity.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.
- 3.5 **“Recreation, Culture and Parks Board and RCP Board”** means the Recreation, Culture and Parks Board that is appointed by Council and meets regularly to discuss matters relating to recreation, culture and parks within the Town of Blackfalds.

### 4. SCOPE

- 4.1 This Policy applies to Council, the Chief Administrative Officer and Local Organizations.

## **5. AUTHORITY AND RESPONSIBILITIES**

### 5.1 Council to:

- 5.1.1 Adopt and support this Policy and any amendments by resolution.
- 5.1.2 Consider the allocation of grant funding for the successful implementation of this Policy in the annual budget process.
- 5.1.3 Consider all Community Initiatives Grant Applications and recommendations coming forward from the RCP Board.

### 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.

## **6. POLICY**

- 6.1 Local Organizations seeking Community Initiatives Grant funding are required to submit a Community Initiatives Grant Application.
- 6.2 Applications received will be awarded based on the following criteria:
  - 6.2.1 Fulfilling a need within the community.
  - 6.2.2 Encourage community participation.
  - 6.2.3 The cost to attend the initiative.
  - 6.2.4 Provide a positive and lasting impact on the community.
- 6.3 Applications will be reviewed by Administration and the RCP Board. Once reviewed, the RCP Board will provide a recommendation to Council for funding approval. Applications will be reviewed up until the deadline on the second Friday of April.
- 6.4 Grant funding must be solely used for the intended purposes of the application and in the timeline indicated, as approved by Council.
- 6.5 Local Organizations must submit a final report outlining associated costs, participation and/or attendance figures, and an overall summary of the initiative. Failure to provide a final report will affect future requests for funding.

- 6.6 The following groups will be considered ineligible:
  - 6.6.1 Grants to individuals;
  - 6.6.2 For-profit organizations;
  - 6.6.3 Political based organizations/activities
- 6.7 The following expenses will be considered ineligible to receive grant funding:
  - 6.7.1 Liquor expenses (including a liquor license); or
  - 6.7.2 Retroactive funding for previously held activities; or
  - 6.7.3 Items for resale (including food)

**7. RELATED DOCUMENTS**

- 7.1 Blackfalds Community Initiatives Grant Guidelines & Application

**8. END OF POLICY**

-Original Signed-  
Mayor

-Original Signed-  
Chief Administrative Officer

-Original Dated-  
Date

-Original Dated-  
Date

**POLICY RECORD HISTORY**

	Resolution No:	Date
Policy Adopted	<b>165/24</b>	<b>May 28, 2024</b>
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

Date	Description

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**MEETING DATE:** February 18, 2025

**PREPARED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** **Enterprise Fleet Management**

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## **BACKGROUND**

The Town entered into an agreement with Enterprise Fleet Management (“EFM”) to enhance fleet management capabilities and improve the life-cycles of Town vehicles. EFM is structured around the idea of turning over vehicles on a shorter-term cycle than what the Town historically accomplished in order to achieve higher resale values. With newer vehicles comprising the fleet, there should be savings experienced in fuel, repairs, and maintenance. Based on this premise, Council directed Administration to enter into this agreement during the December 10, 2024, Regular Council Meeting.

Since entering into this agreement, the Town has started working with EFM to prioritize fleet replacement options, which has led to multiple discussions on strategies to maximize cost savings. These discussions have resulted in a slight shift in the Town’s approach to the EFM partnership.

## **DISCUSSION**

### **Standard vs. Non-standard Vehicles**

As mentioned in the December 10, 2024, RFD, the Town owns vehicles that have more specialized equipment attached, which are not practical for the EFM strategy due to the nature and cost of the outfitting. Turning over these units on a short-term basis would likely result in financial losses that would outweigh the savings from fuel, repairs, and maintenance. This list of “non-standard” vehicles not only includes Fire and Municipal Enforcement vehicles, but has also grown to include other units outfitted with dump boxes, flat decks, and mechanic bodies. As a result, the list of “standard” units that would be appropriate for EFM’s strategy has shrunk to 17, while the “non-standard” list has grown to 16 units. These “non-standard” units can still be ordered through the EFM program, however they will not be part of the three-year trade in cycle.

### **Prepay Lease Payments**

The default equity lease structure of the EFM program has an interest rate charged on the declining balance of the vehicle as part of the lease payment. By prepaying the lease payments upfront, the Town is able to minimize these interest costs while still taking advantage of the EFM pricing model. The disadvantage of running the program this way is that it requires more capital funding up front to start off the program. With limited budget, fewer vehicles can be replaced than initially anticipated compared to leasing the vehicles using the typical structure.

As a result of this discussion, the Town has shifted to take a mixed approach in order to stay on track with EFM’s replacement schedule. The Town will maximize its ability to prepay the lease costs on vehicles within the given budget constraints and lease the remaining units required.

**FINANCIAL IMPLICATIONS**

Below is a summary of what EFM program cashflows would look like given three different approaches\*:

Prepay Lease: prepay all leases to eliminate interest

Normal Lease: utilize the typical lease structure to minimize cash outflows

Mixed: a combined approach that targets minimizing interest and limiting cash outflows

	<b>Prepay Lease</b>	<b>Normal Lease</b>	<b>Mixed</b>
<b>2025</b>	213,157	47,854	130,505
<b>2026</b>	322,924	119,635	262,605
<b>2027</b>	380,996	203,380	260,359
<b>Total Cash Outflows</b>	917,076	370,869	653,469
<b>“Prepay Lease” Vehicles</b>	17	0	9
<b>“Normal Lease” Vehicles</b>	0	17	8

	<b>Prepay Lease</b>	<b>Normal Lease</b>	<b>Mixed</b>
<b>Total Lease Payments</b>	213,157	143,562	178,359
<b>Trade-in Equity</b>	160,000	63,414	111,707
<b>2028 Trade-in (4 Vehicles)</b>			
<b>Net 3-year Cost</b>	53,157	80,149	66,653
<b>2029 Trade-in (6 Vehicles)</b>			
	<b>Prepay Lease</b>	<b>Normal Lease</b>	<b>Mixed</b>
<b>Total Lease Payments</b>	322,924	215,343	286,532
<b>Trade-in Equity</b>	240,000	95,120	191,707
<b>Net 3-year Cost</b>	82,924	120,223	94,825
<b>2030 Trade-in (7 Vehicles)</b>			
	<b>Prepay Lease</b>	<b>Normal Lease</b>	<b>Mixed</b>
<b>Total Lease Payments</b>	380,996	251,234	308,213
<b>Trade-in Equity</b>	280,000	110,974	183,414
<b>Net 3-year Cost</b>	100,996	140,260	124,799
	<b>Prepay Lease</b>	<b>Normal Lease</b>	<b>Mixed</b>
<b>Full 3-year cash outflows</b>	917,076	610,140	773,104
<b>Ending Equity for Trade-ins</b>	680,000	269,508	486,827
<b>Full 3-year cycle cost for 17 vehicles</b>	237,076	340,632	286,277

\*Please note these numbers are estimates based on current quotes from EFM. Vehicle prices and lease interest rates will fluctuate based on changes in market conditions.

### **SUMMARY**

The Town has initiated 2025 orders using the “mixed” approach from above by ordering two half-tons through the typical leasing model and prepaying the lease payments on one other half-ton and one three-quarter ton. The remaining budget is being used to replace a non-standard truck with a specialized mechanic body.

The vehicles being replaced will be sold by EFM with the proceeds from the sale being transferred back to the fleet reserve to help fund future fleet replacements.

### **APPROVALS**



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Kim Isaak, Chief Administrative  
Officer



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Department Director/Author

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**MEETING DATE:** February 18, 2025  
**PREPARED BY:** Kim Isaak, Chief Administrative Officer  
**PRESENTED BY:** Kim Isaak, Chief Administrative Officer  
**SUBJECT:** **Council Remuneration and Compensation Policy**

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## **BACKGROUND**

The current Council Remuneration and Compensation Policy was approved in November of 2021. As per the Policy, a Council Remuneration Review is to be completed and recommendations delivered to Council by the first regular meeting in August. In a review of the Policy, it was identified that the Policy Template changed since 2021 to remove the procedures from the Policy. The Policy was transferred to the new template and some minor additions and edits were made to the Policy for Council's consideration.

The notable changes to the Policy include the following:

- Applied principles for equitable and fair compensation to represent the Roles and Responsibilities of Elected Officials,
- Addition of four principles that could be applied to assist with establishing fair compensation,
- Options for conducting the review,
- The draft policy provides three options to determine how the Council Remuneration and Compensation Review will be completed. The first option being an Administrative Review, the second option being a Third-Party Review and the third option being a Committee or Task Force Review.
- Re-organization of items and the deletion of administrative details to provide the Chief Administrative Officer with latitude to determine additional administrative resources based on individual workloads and priorities.
- Terms of Reference Template – The Terms of Reference for the Council Remuneration Review Committee was moved into a format that Administration is recommending be used for Committees.

## **DISCUSSION**

Administration is seeking direction from Council on whether the above noted changes are satisfactory to Council. Administration recognized that significant updates and improvements could be made to the Policy, however, in the essence of time and the fact that the policy will be reviewed again once the recommendations have been approved by Council, it was determined that it was not necessary at this stage.

## **FINANCIAL IMPLICATIONS**

Not applicable at this stage.

**ADMINISTRATIVE RECOMMENDATION**

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend bringing forward the draft Council Remuneration and Compensation Policy forward to the March 11, 2025, Regular Meeting of Council for consideration.

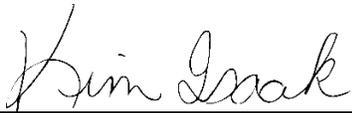
**ALTERNATIVES**

- a) That Standing Committee of Council recommends amendments to the draft Council Remuneration and Compensation Policy and to bring back to the March 17, 2025, Standing Committee of Council.

**ATTACHMENTS**

- *Draft – Council Remuneration and Compensation Policy with Appendix “A”, “B”, “C”*
- *Town of Blackfalds Policy 156/21 – Council Remuneration & Compensation*

**APPROVALS**



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

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

## COUNCIL REMUNERATION AND COMPENSATION

<b>POLICY NO</b>	
<b>DIVISION DEPARTMENT</b>	Administration
<b>REVIEW PERIOD</b>	Every 4 Years or Upon Legislative Change

### 1. POLICY PURPOSE

- 1.1 The *Municipal Government Act* allows for compensation to be made to members of Council for duties performed. It is the intention of the Town of Blackfalds to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This Policy provides guidelines for the provision of remuneration to elected officials.

### 2. POLICY STATEMENT

- 2.1 In recognition of the value and contributions of the Town of Blackfalds Council, the Mayor and Councillors will receive fair and equitable compensation with standards that reflect the roles and responsibilities of elected officials of the Town. To achieve this, the following principles will be applied:

- Compensation will be fair and reasonable and will attract a diverse and representative pool of candidates from Blackfalds residents wishing to seek election for Council.
- Recognition that the work of the Mayor and Council is demanding and important, and as such, they should be appropriately compensated.
- Recognition of the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council.
- Demonstrates fiscal responsibility and aligns with the Town of Blackfalds Strategic Plan.

### 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 **“CAO”** means the individual appointed by Council to the position of Chief Administrative Officer.
- 3.3 **“Council”** means all elected officials of the Town of Blackfalds, including the Mayor.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.

#### **4. SCOPE**

4.1 This Policy applies to Council for the Town of Blackfalds.

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

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

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 Establish any Administrative Procedures required for carrying out this Policy.

#### **6. POLICY**

6.1. A review of the Council Remuneration and Compensation will be conducted on a four-year cycle completed in the year of a Municipal Election. A dollar amount per capita modifier will be used and derived by the 75% percent median from the analysis of comparator municipalities that align with the Town of Blackfalds within a +/- 10 percent median of compensation. Council will determine the appropriate manner in which to conduct a Council Remuneration and Compensation Review using one or more of the following strategies:

- Administrative review
- Third party review
- Council Committee or Task Force Review

6.2 A compensation adjustment will be brought forward annually to Council for consideration at budget to reflect changes in the Alberta Consumer Price Index and which will align with salary and wage adjustments provided to staff. Adjustments will be effective on the first pay period in question unless otherwise directed by Council.

6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.

- 6.4 Compensation provided to Mayor and Council is outlined in Appendix “A” – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix “B” – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and per diem claims will be submitted on the applicable form and submitted no later than two days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor’s expense forms.
- 6.9 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “C” will be used.

**7. EXCLUSIONS**

- 7.1. None

**8. SPECIAL SITUATIONS**

- 8.1. None

**9. RELATED DOCUMENTS**

- 9.1. Appendix “A” – Compensation Provided to Mayor and Council
- 9.2. Appendix “B” – Council Member Expenses / Reimbursement
- 9.3. Appendix “C” – Terms of Reference – Council Remuneration Review Committee
- 9.4. Town of Blackfalds Policy 155.21 – Elected Officials Development Opportunities Policy

**10. END OF POLICY**

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Mayor

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Chief Administrative Officer

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Date

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Date

**POLICY RECORD HISTORY**

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

**ADMINISTRATIVE REVISIONS**

<b>Date</b>	<b>Description</b>

## Appendix "A"

### Compensation Provided to Mayor and Council

#### 1. Preamble

Council's Salary/Honorarium will be in place for a four-year cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town's annual operating budget.

#### 2. Council Salaries/Honorariums

2.1 Monthly honorariums are provided for attendance at all Council meetings, Standing Committee Meetings, Public Hearings, Appointed Boards and Committees and Community Organization Meetings as determined.

2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:

Chief Elected Official	\$4,980
Councillor	\$2,369

2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.

2.4 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief

#### 3. Per Diems

3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.

3.2 A per diem will be provided to Council members for attendance at Municipal Workshops, Open Houses, Retreats, and Budget Meetings.

3.3 Per diem meeting rates are as follows:

Flat Rate	\$135 (half day)
Flat Rate	\$255 (full day)

- 3.4 Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

#### **4. Health Benefits**

- 4.1 Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:
- 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
  - 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
  - 4.2.3 Dental benefits which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
  - 4.2.4 Extended Health Care benefits which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
  - 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
  - 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
  - 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.

- 4.2.8 Optional benefits are available with full premiums being the responsibility of the Council member. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

## **5. Health/Wellness Spending Account**

- 5.1 Council will be provided with a \$425 annual Health and/or Wellness Spending Account.

## **6. Electronic Device and Internet Connection Reimbursement**

- 6.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning to Council.
- 6.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection a necessary service to properly execute the duties of Council.
- 6.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 6.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

**Appendix “B”**

**Council Member Expenses / Reimbursement**

<b>REIMBURSEMENT TYPE</b>	<b>AMOUNT</b>		
*Travel Allowance – Meals (Unreceipted)	Breakfast 65% of Current CRA Rate	Lunch 65% of Current CRA Rate	Dinner 65% of Current CRA Rate
Travel Allowance – Meals (Receipted)	Breakfast \$ Amount	Lunch \$ Amount	Dinner \$ Amount
Travel Allowance – Vehicle Use	As per current Canada Revenue Agency Mileage Rate		
Travel Allowance – Accommodation Hotel/Motel Private Home	As per receipted expense		
Travel Allowance – Taxi / Public Transportation	As per receipted expense		
Rental Vehicles	When authorized as per receipted expenses		
Parking Costs	As per receipted expense		
Incidental Expense – Laundry and Dry Cleaning	As per receipted expense		

## **Appendix “C”**

### **Terms of Reference – Council Remuneration Review Committee**

#### **1. Purpose/Mandate**

- 1.1. The Council Remuneration Committee is established to review and make recommendations for compensation and benefits provided for Mayor and Council prior to the Municipal Election. The compensation and benefits recommendations will be reviewed by the sitting Council with all decisions made through formal resolution and come into effect for the new Council following the Municipal Election.

#### **2. Membership**

- 2.1 Five (5) citizens from the Town of Blackfalds who are active and connected in the Community and have a professional background in finance, business, education, law or governance.
- 2.2 Chief Administrative Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary.
- 2.3 The citizen appointees will be the only Committee members with voting rights.
- 2.4 The term of the Committee appointments will not exceed one (1) year.
- 2.5 Quorum shall consist of three (3) voting members.

#### **3 Meetings**

- 3.1 Meeting dates and times shall be held at the discretion of the Committee.

#### **4 Committee Roles and Responsibilities**

- 4.1 Will elect a Chair and Vice Chair for the Committee.
- 4.2 The role of the Chair includes the following:
  - 4.2.1 Spokesperson for the Committee except for specifically authorized instances;
  - 4.2.2 Ensure that deliberations during Committee meetings will be fair, transparent, efficient and thorough;
  - 4.2.3 Chair Committee meetings; and
  - 4.2.4 Ensure that decisions are documented in written format and that recommendations are put in writing for presentation.

- 4.3 Make recommendations to Council in relation to Council remuneration based on the survey information provided by the Chief Administrative Officer, inclusive of the following:
  - 4.3.1 Honorarium/Salary;
  - 4.3.2 Per Diem Rates (daily rates for attendance at conferences, workshops, seminars etc.); and
  - 4.3.3 Benefits Package.
- 4.4 Make recommendations to Council on the responsibilities that are covered under the monthly Honorarium.
- 4.5 Make recommendations to Council in relation to the application of the use of per diems.
- 4.6 Make recommendations to Council in relation to a benefits package.
- 4.7 Provide final recommendations to Council prior to the first Council meeting in August in the year of a Municipal Election.
- 4.8 Each member of the Committee will observe and keep confidential matters relating to the business and affairs of Council members of the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

<p><b>Policy No.:</b> 156/21</p> <p><b>Policy Title:</b> Council Remuneration &amp; Compensation</p> <p><b>Department:</b> Office of the CAO</p> <p><b>Council Approval:</b> November 9, 2021</p> <p><b>Reviewed:</b> November 2021</p> <p><b>Revised:</b> August 2021</p> <p><b>Supersedes Policy/Bylaw:</b></p> <ul style="list-style-type: none"> <li>• Council Remuneration &amp; Compensation Policy 132/17</li> <li>• Council Remuneration &amp; Compensation Policy (September 2011)</li> </ul>	<p><b>Date:</b> November 9, 2021</p> <p><b>Resolution #:</b> 340/21</p>
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**1. Preamble**

1.1 The Town of Blackfalds values the contribution of Council and as such will maintain an annual level of remuneration and compensation for the elected officials that fall within the compensation values of the grouping of comparator municipalities as determined through provincial data provisions.

**2. Reason for Policy**

2.1 To outline the remuneration and compensation provided to Mayor and Council through honorarium, per diem rates, expenses, benefits, and professional development, as well as the process for reviews and adjustments as identified through the Terms of Reference – Council Remuneration Review Committee.

**3. Authority**

3.1 Section 242 and 243 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, as amended.

3.2 Town Council Resolutions

**4. Definitions**

4.1 Council: Council are those elected officials serving the Town of Blackfalds duly elected in accordance with the *Local Authorities Election Act*.

4.2 Elected Official: is any member of Council.

**5. Responsibilities**

5.1 Municipal Council to:

5.1.1 Approve by resolution this policy and any amendments.

5.1.2 Consider the allocation of resources for successful implementation of this policy in

the annual budget process.

5.2 Council Remuneration Review Committee to:

5.2.1 Undertake processes as identified in Appendix “B” – Terms of Reference

**6. Exclusions**

6.1 None

**7. Special Situations**

7.1 None

**8. Appendix**

8.1 Appendix “A” – Compensation provided to Mayor and Council

8.2 Appendix “B” – Terms of Reference – Council Remuneration Review Committee

8.3 Appendix “C” – Council Member Expenses/Reimbursement

**9. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration Policy</b> <b>Department: Office of the CAO</b>
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## 1. Preamble

- 1.1 The remuneration and compensation is reviewed on a four year cycle, conducted in the year of an Municipal election and completed in advance of the election. Mayor and Council will receive an established Salary/Honorarium, and as well per diems and any other allowable expenses as established through Policy 156/21.
- 1.2 Remuneration and compensation levels are established through a +/- 10 percent median of compensation data retrieved through the survey of comparator municipalities that align with Blackfalds within a +/- 10 municipal measurement index as provided through Alberta Municipal Affairs. A dollar amount per capita modifier will be used and is derived by utilizing the 75 percent median honorarium/salary amount divided by the current population. A compensation adjustment will be brought forward annually to Council for consideration at budget time to reflect changes in the Alberta Consumer Price Index and which will align with salary and wage adjustments provided to municipal employees.
- 1.3 Health Benefits provided under the Municipality’s current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short- and long-term disability.

## 2. General Procedures

- 2.1 Refer to Appendix “A” – Compensation Provided to Mayor and Councillors.
- 2.2 Refer to Appendix “B” – Terms of Reference – Council Remuneration Review Committee.
- 2.3 Refer to Appendix “C” – Council Member Expenses/Reimbursement

**Appendix “A” – Compensation Provided to Mayor and Council**

<b>PROCEDURE</b>	<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration Policy</b> <b>Department: Office of the CAO</b>
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**1. Preamble:**

Council’s Salary/Honorarium will be in place for a four-year election term cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town’s annual operating budget.

**2. Council Salaries/Honorariums:**

2.1 Monthly Honorariums are provided for attendance at all Council meetings, Standing Committee Meetings, Public Hearings, Appointed Boards & Committees and Community Organization Meetings as determined.

2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:

- 2.2.1 Chief Elected Official \$4,980
- 2.2.2 Councillor \$2,369

2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.

**3. Per Diems**

3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.

3.2 A per diem will be provided to Council members for attendance at Municipal workshops, open houses, retreats, and budget meetings.

3.3 Per diem meeting rates are as follows:

- 3.3.1 Flat Rate \$135 (half day)
- 3.3.2 Flat Rate \$255 (full day)

- 3.4 Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

#### **4. Health Benefits**

- 4.1 Mayor & Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term commencing and will remain in effect through the duration of their political service.

- 4.2 Specifics of coverage include:

4.2.1 Basic Group Life Insurance which entitles Council to coverage of \$25,000. Mayor and Councillors pay 20% of the premiums for this coverage.

4.2.2 Dependant Life Insurance which entitles Mayor and Councillors to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Care. Mayor and Councillors pay 20% of the premiums for this coverage.

4.2.3 Dental benefits which entitles Mayor and Councillors to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2500. Dental also includes 50% Adult and Child Orthodontics to a lifetime maximum of \$3000. Mayor and Councillors are responsible for 20% of the premiums for this coverage.

4.2.4 Extended Health Care benefits which entitles Mayor and Councillors to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined in the employee handbook. Mayor and Councillors are responsible for 20% of the premiums for this coverage.

4.2.5 Vision Coverage of \$400.00 per year for children (if they are choosing family coverage for extended health care) and every 2 years for an adult. Mayor and Councillors are responsible for 20% of the premiums for this coverage.

4.2.6 Accidental Death and Dismemberment coverage of \$25,000. Mayor and Councillors are responsible for 20% of the premiums for this coverage.

4.2.7 Employee Assistance Program is offered to Mayor and Councillors with premiums paid for by the Town.

4.2.8 Optional benefits are available with full premiums being the responsibility of Mayor and Councillors. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

- 4.3 Exclusions:

4.3.1 Coverage excludes short- and long-term disability.

## **5. Health/Wellness Spending Account**

5.1 Council will be provided with a \$425 annual Health and/or Wellness Spending Account.

## **6. Travel & Subsistence**

6.1 Council member expenses incurred shall be reimbursed as per Appendix “C” – Reimbursements, and upon submission and approval of a claim form.

6.2 The Mayor shall be responsible for approving Councillor’s expense claims and the Deputy Mayor responsible for approving the Mayor’s expense claims.

6.3 Mayor and Council are to submit receipts for meals. In instances where meals are provided at a conference, seminar workshop, or meeting then meal allowances or receipted meals will not be reimbursed unless approved by Council.

6.4 The administrative vehicle will be provided for Councillor use for out of town travel that is not overnight. The booking of the vehicle will be made through the Civic Centre reception. Extended travel expense reimbursement will be provided as per Appendix “C” or alternate arrangements will be made in provision of a municipal fleet unit.

## **7. Professional Development**

7.1 Professional development will be provided to Mayor and Council as outlined in Policy 155.21 Elected Officials Development Opportunities.

## **8. Electronic Device and Internet Connection Reimbursement**

8.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning on Council.

8.2 Reimbursement for the cost of an average high speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web makes a reliable high speed internet connection a necessary service to properly execute the duties of council.

8.3 Reimbursement for the cost of the internet connection will be paid by the Town to the Council members in December of the year in which the charges occurred. The reimbursement will be prorated monthly for terms that do not equal a full year. The amount of reimbursement is calculated based on an average connection with sufficient data transfer amounts as determined by the council during the annual budget deliberations.

8.4 Each Council Member will be reimbursed \$100 per month for internet costs.

## **9. Telephone**

- 9.1 The Chief Elected Official shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of average cost to supply a cell phone will be paid on a monthly basis.

## **10. General**

- 10.1 The Town of Blackfalds is responsible for the payment of the remuneration and compensation as delegated to the Director of Corporate Services who shall distribute payment according to this policy. Honorariums shall be paid no later than the last banking day of each month.
- 10.2 Honorarium and per diem claims shall be submitted on a form provided by the Director of Corporate Services and submitted no later than two days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 10.3 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Administrative Officer, preferably with one weeks' notice.
- 10.4 Cash advances for up to 80% of the estimated expenditures incurred may be provided upon request being presented at least one week prior to departure.
- 10.5 Expense claim forms as provided by the Director of Corporate Services are to be completed and approved by the Mayor and Deputy Mayor upon return from eligible conventions, seminars, Town business and meetings prior to submission for payment.
- 10.6 Town administration may register Council members for courses and conferences as requested. Council members wishing to register themselves may do so using their municipal credit card. All credit card receipts must be submitted to Accounts Payable for processing.

## **11. General**

- 11.1 Review of this policy will take place through procedures identified in Appendix "B" – i Council Remuneration Review Committee.

**Appendix “B” – Terms of Reference – Council Remuneration Review Committee**

<b>PROCEDURE</b>	<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration Policy</b> <b>Department: Office of the CAO</b>
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**1. Preamble:**

1.1 A Council Remuneration Review Committee consisting of five citizens from the community will be established by the Chief Administrative Officer to review and make recommendations for compensation to be provided for Mayor and Council ahead of the Municipal Election. The compensation recommendation will be reviewed by the sitting Council and any decisions will be made through formal resolution and come into effect for the new Council following the Municipal Election.

**2. Responsibilities:**
**2.1 Council:**

- 2.1.1 Following the recruitment process for Remuneration Committee members Council will formally appoint these members to the Council Remuneration Committee;
- 2.1.2 Council will duly consider all recommendations brought forward by the Committee;
- 2.1.3 Approve any adjustments to Council remuneration package.

**2.2 Chief Administrative Officer:**

- 2.2.1 Will act in an advisory role to the Committee;
- 2.2.2 Provide the assistance of a Human Resource Officer to assist in information gathering and analysis, and facilitation process;
- 2.2.3 Provide any information necessary information to the Committee necessary to fulfill their duties;
- 2.2.4 Utilize the current Municipal Affairs Municipal Measurement Index to utilize comparator municipalities. Comparators will be within +/-ten percent in relation to the Town of Blackfalds.
- 2.2.5 Ensure the survey information is collected, compiled, and available for when the Committee is ready to undertake the review..

**2.3 Council Remuneration Committee**

- 2.3.1 Will elect a Chair and Vice Chair for the Committee;
- 2.3.2 Will make recommendations to Council in relation to Council Remuneration;



- 2.3.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 2.3.4 Will make recommendations to Council in relation to a Benefits Package;
- 2.3.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;
- 2.3.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

#### 1.4 Remuneration Committee Chair Duties

- 1.4.1 Spokesperson for the Committee except for specifically authorized instances;
- 1.4.2 Will ensure that deliberation during Committee meetings will be fair, transparent, efficient and thorough;
- 1.4.3 Will chair Committee meetings with all the commonly accepted power of that position (Roberts Rules);
- 1.4.4 Will ensure that decisions are documented in written format and that recommendations are put in writing for presentation.

## 2. Procedures for Council Remuneration Committee

- 2.1 The Committee will be established prior to mid-year of an election year. The Committee will complete their review and make recommendation prior to the first Council meeting in August.
- 2.2 The Committee will consist of nine members including five citizens from the Community, the CAO, the Director of Corporate Services, the Human Resource Officer and member of the consulting firm (Human Resource Advisor) that gathered and processed the compensation survey data.
- 2.3 The Committee members chosen will consist of individuals who are active and connected in the Community or have a professional background in finance, business, education, law or governance.
- 2.4 The citizen appointees will be the only Committee members to have voting rights.
- 2.5 The term of the Committee shall be appointed for a term not to exceed one year. Committee.
- 2.6 Meeting dates and times shall be held at the discretion of the Committee and a quorum shall consist of three members.
- 2.7 Each member of the Committee will observe and keep confidential matters relating to the business or affairs of Council members or the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

**Appendix “C” – Council Member Expenses / Reimbursement**

<b>PROCEDURE</b>	<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration Policy</b> <b>Department: Office of the CAO</b>
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<b>REIMBURSEMENT TYPE</b>	<b>AMOUNT</b>
Travel Allowance - Meals	As per current Revenue Canada Agency Travel Allowance - Meals
Travel Allowance – Vehicle Use	As per current Revenue Canada Agency Travel Allowance – Vehicle Use (\$/km)
Travel Allowance - Accommodation Hotel/Motel Private Home	As per receipted expense \$22.25 allowance per overnight stay
Travel Allowance – Taxi/public transportation	As per receipted expense
Rental Vehicles	When authorized and receipted expense
Parking Costs	As per receipted expense
Incidental Expense – Laundry & dry cleaning	As per receipted expense