

1. **WELCOME AND CALL TO ORDER**

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

2. **LAND ACKNOWLEDGEMENT**

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

- 3.1 BCHL All-Star Weekend – Michelle Brown, Blackfalds Bulldogs
-

4. **BUSINESS**

- 4.1 Request for Direction, Community Initiatives Grant
 - 4.2 Request for Direction, Letter from Minister Rebecca Schulz – Alberta Drought
 - 4.3 Request for Direction, Electronic and Digital Signature Council Policy
 - 4.4 Request for Direction, Signing Authority Council Policy
-

5. **CONFIDENTIAL**

None

6. **ADJOURNMENT**

MEETING DATE: April 15, 2024
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
PRESENTED BY: Michelle Brown, Blackfalds Bulldogs
SUBJECT: **BCHL All-Star Weekend**

BACKGROUND

Michelle Brown will provide an overview and presentation to Council on the 2025 BCHL All Star Weekend.

ATTACHMENTS

- *Blackfalds Bulldogs PowerPoint Presentation*
- *BCHL All-Star Weekend Bid Guidelines*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



2025 BCHL
All-Star Weekend
Bid Package



What is the
BCHL All-Star
Weekend?



2025 BCHL ALL-STAR WEEKEND

- Annual 3-day event organized in collaboration with the BCHL. (Jan 16-19, or Jan 23-26, 2025)
- The weekend typically includes various events such as a skills competition, fan festivities, and most notably, the BCHL All-Star Game.
- The league's top players are divided into two teams, representing different regions within the league.
- Opportunity for fans to see the most talented players showcase their skill.
- Highly scouted event by NCAA and NHL representatives.
- Celebrity and alumni component amidst the activities.



ITINERARY

2024 BCHL ALL-STAR WEEKEND

FRIDAY, JANUARY 19 - SOUTH OKANAGAN EVENTS CENTRE

6:00PM - 8:30PM: BCHL TOP PROSPECTS GAME

SATURDAY, JANUARY 20 - PENTICTON OUTDOOR RINK

9:00AM - 10:00AM: PENTICTON POLICE VS FIREFIGHTERS GAME

10:15AM - 11:15AM: UPPERDEK VEES GAME

12:00PM - 12:45PM: BCHL SKILLS COMPETITION - PRESENTED BY 

1:00PM - 2:00PM: BCHL ALUMNI & FRIENDS GAME - PRESENTED BY 

2:30PM - 4:30PM: BCHL 3-ON-3 ALL-STAR TOURNAMENT - PRESENTED BY 

5:00PM - 6:00PM: DOWNTOWN THROWDOWN RAIL JAM - PRESENTED BY 

*FOOD TRUCKS & BEER GARDEN ALL DAY LONG

SUNDAY, JANUARY 21 - PENTICTON OUTDOOR RINK

10:00AM - 12:00PM: COMMUNITY SKATE - PRESENTED BY 

Why Blackfalds, AB
to host the BCHL
All-Star Weekend?



- **Economic Impact:** Hosting this event can bring significant revenue to the municipality through increased tourism, hotel bookings, restaurant sales, etc. Visitors attending will spend locally benefitting businesses and generating tax revenue for the municipality.
- **Promotion of Local Business:** Showcase local business and their products and services to larger audience.
- **Community Engagement:** Hosting the BCHL All-Star Weekend will foster a sense of pride and excitement among residents, as well as provide opportunity for volunteerism and participation in the festivities.



- **Exposure and Tourism Promotion:** Raise the profile of the Town of Blackfalds, both regionally and nationally. Media coverage of the event, as well as promotion by the BCHL and its partners, can showcase the municipality's attractions, amenities, and hospitality. This exposure will lead to increased tourism.
- **Supporting Youth & Sport Development:** Demonstratable support of youth sport and athletic development within the community. Provide aspiring young athletes the opportunity to witness high-level competition firsthand, and potentially inspire them to pursue the own athletic goals. Additionally, it will support minor sport organizations in their own growth of membership and development.



- **EBC Intended Use:** The EBC was built, in part, to have the capacity and the interest to seek out and host large scale events that contribute positive impact on our municipality.

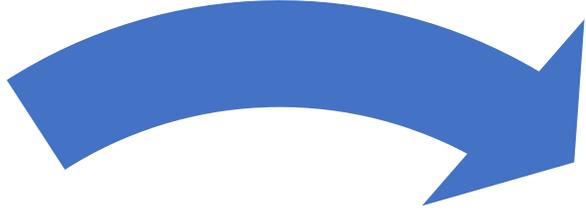
Hosting the BCHL All-Star Weekend is a win-win situation for the Town of Blackfalds, providing economic benefits, promoting local businesses and attractions, fostering community engagement, and supporting youth development.

Investing in the BCHL All-Star Weekend is a strategic investment for the Town to generate continued growth, prosperity, and creating legacy with its constituents.



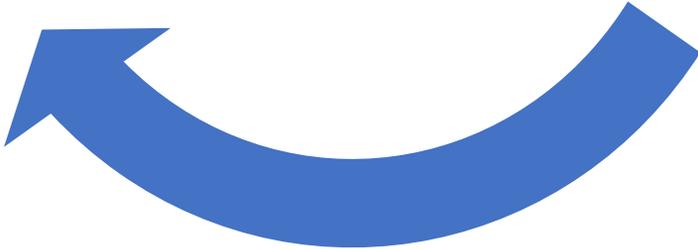
Testimonial: Penticton Mayor, Julius Bloomfield

- “With the great success of last year’s 60th anniversary All-Star event here in Penticton, we are very excited to welcome the BCHL All-Star Weekend back to our community,” said Penticton Mayor Julius Bloomfield. “The caliber of player is exceptional and the commitment to fan involvement is outstanding. From the Top Prospects Game to the skills challenge on the outdoor rink, the weekend is designed to create special memories for all involved and we’re pleased to be part of it.” ~ Penticton Mayor, Julius Bloomfield



Next Steps:

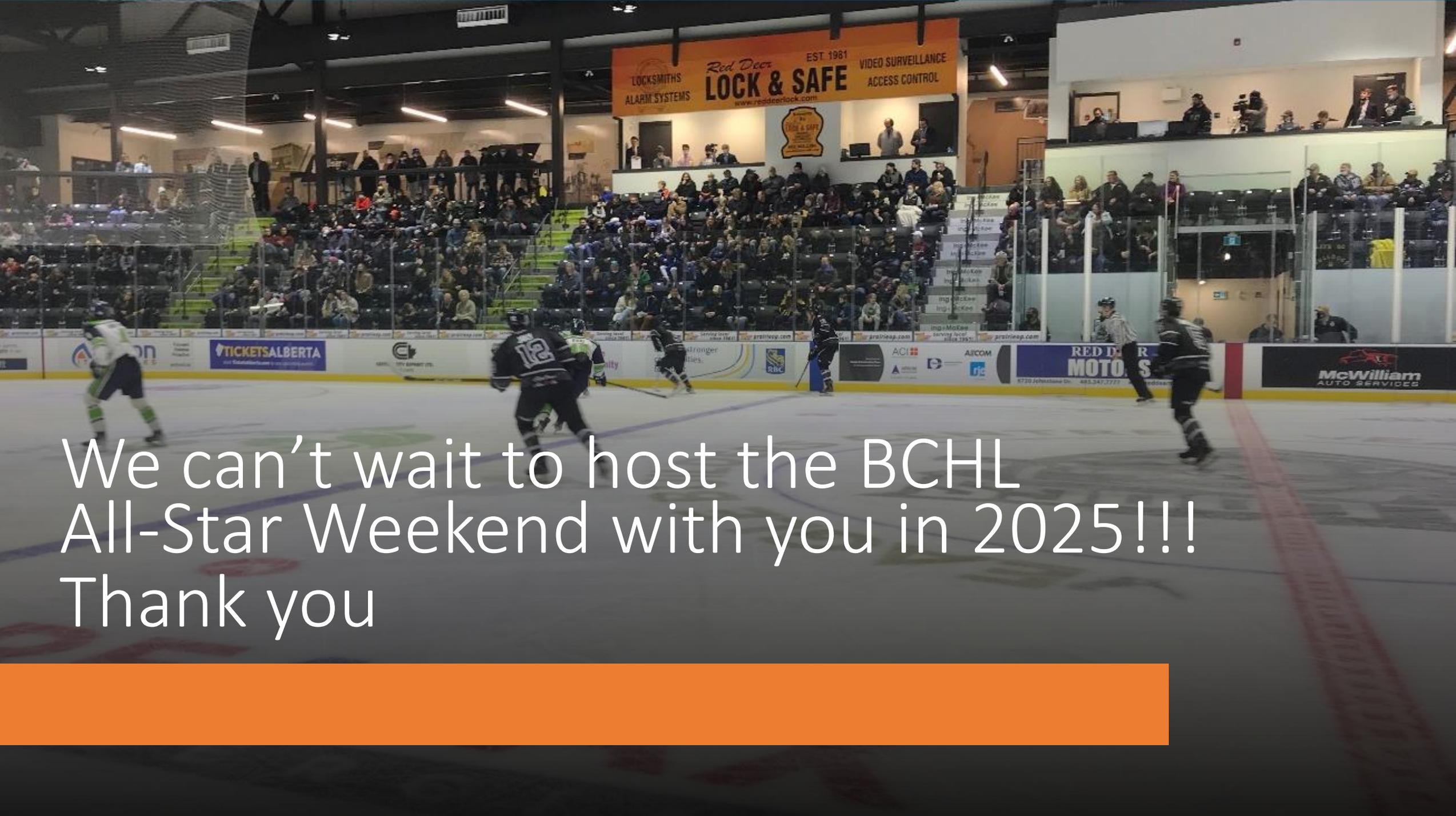
- Town of Blackfalds commits to supporting the All-Star Weekend bid application with a benchmark financial commitment of \$50,000, plus in-kind contributions.
- Town of Blackfalds writes a letter of support outlining commitment.
- Blackfalds Bulldogs completes the bid application in collaboration with Town of Blackfalds administrators.



If BCHL appoints Blackfalds, AB as host location for 2025 All-Star Weekend:

- Collaborative committee formed to include: BCHL Event Director, Town of Blackfalds Administrators, Blackfalds Bulldogs directors, and community stakeholders.





We can't wait to host the BCHL
All-Star Weekend with you in 2025!!!
Thank you

ALL STAR WEEKEND

BID GUIDELINES



LEAGUE EVENTS OVERVIEW

The BCHL is accepting bids for the All-Star Weekend and Semi-Annual Meeting targeted for either January 16-19 or 23-26, 2025.

The benefits of hosting one of these events include the following:

- Financial: There is an opportunity to generate revenue from ticket sales, local sponsorship, increased value of existing sponsorship inventory, and local grants (where applicable).
- Economic Impact: Your community will benefit from a significant economic boost, including players, staff, league governors, officials, key stakeholders, VIPs, fans, and scouts eating in local restaurants, service providers, hotels, meeting spaces, and more.
- Community Impact: While the primary focus to some may be hockey, these events offer an opportunity to involve youth groups, schools in your community, and local minor sports to engage in a fun atmosphere.
- Sponsor Relations: Having the entire league in your community with an at-capacity facility will be an excellent opportunity to enhance current local sponsors and develop new ones.
- Publicity / Media Relations: The host of the event will have all league media partners available to market the event, both leading up to and on-location. Examples include Global BC, Sportsnet Radio, and more.

TERMS OF HOSTING

The host understands that demonstrating a financial commitment from the community is a requirement of any bid proposal. This financial commitment can come in the form of a municipal grant or local sponsorship support. The league office may accept, reject or counter proposals from hosts.

BID PROCESS TIMELINE

Step 1: March 27, 2024 Bid Guidelines sent to all teams

Step 2: April 30, 2024 Deadline to submit your bid

Submit your bid to the League Office at leagueoffice@bchl.ca. The bid should be 3-4 pages with an MOU and budget. Feel free to contact the league office if you have any questions or to request prior event information to aid in the bid proposal.

Step 3: May 10, 2024 Host city decision and finalizing of terms

The BCHL will decide on the All-Star Weekend location with the following considerations:

- Impact on the League Brand
- Ownership and the team's support for the league
- Community support (both through fans and sponsors)
- Municipal financial support
- Financial projections for the event
- Facility availability for the league event and other surrounding events, such as alliance leagues
- Accessibility and comfort of NHL scouts and NCAA coaches
- Team services and support
- Outdoor ice rink (*considered a bonus but not a requirement*)



ALL STAR WEEKEND

BID GUIDELINES



HOSTING STANDARDS

VENUES/FACILITIES

- The community must have one indoor 200' x 85' regulation-size ice surface for the Top Prospects Game.
- The facility must have at least 1500 seats.
- An outdoor ice rink is considered a strong asset.
- Appropriate space for ancillary event activities and meeting spaces for the Board Meeting.

INFRASTRUCTURE

- Must have a plan to accommodate scouts and media for the Top Prospects Game.
- Have the ability to strategically accommodate all athletes in dressing rooms and for officials well in advance of their designated games or events.
- Appropriate size dressing rooms and a place to dress for the outdoor game, if applicable.
- Having an appointed event Lead and Organizing Committee to assist the League in planning.
- Must be able to provide a well-staffed event of volunteers with support from team staff.
- Provide IT, internet and logistical needs for BCHL teams and media, including the ability to host Flo Sports live streaming at all event venues.

ACCOMMODATIONS

- Able to provide roughly 150 hotel rooms per night nearby the facility for teams, scouts, and fans attending.
- Host to confirm hotel blocks are secure with negotiated low nightly rates and booking information for teams.

TEAM SERVICES

- Negotiated low-price menus from local restaurants and catering companies for athletes and staff.
- Laundry services, access to skate sharpeners, and sufficient size dressings rooms.
- Storage access for teams to store gear overnight and avoid bringing back to hotels.
- Required emergency services throughout the event (ambulance, doctors, etc.).
- Accessible drinkable water at all facilities.

COMMUNITY SUPPORT

- Municipal support through funding or community grants. For reference, the All-Star Weekend benchmark was \$50,000 in cash and an additional \$25,000 in in-kind, based on prior commitments.
 - Must include a letter of intent or support from your municipality.
- Local sponsorship support. For reference, previous event benchmarks are \$10,000 in cash and an additional \$5,000 in-kind, based on prior commitments.
- Community engagement plan with off-ice and on-ice activities and interactions.
- A plan to include a variety of community groups and community leaders throughout the event.

Note: It is important to avoid conflict with existing league sponsors when soliciting local sponsorship support. This can be reviewed with the league office on a case-by-case basis, as needed.

The above are our preferred standards. The league office will consider all bids that support our strategic plan, our teams and our communities.



ALL STAR WEEKEND

BID GUIDELINES



BID SUBMISSION CHECKLIST

We ask that all interested teams submit a plan on the criteria below to complete a bid package. Providing a detailed plan will enhance your submission.

COMMUNITY OVERVIEW

- What makes your community unique? Why will they support this event?
- What community groups will you identify as key to hosting a successful event? (e.g., Local Tourism, Local Government, Indigenous Nation representative)
- What ancillary events can we plan to grow the event and maximize attendance?

BUSINESS PLAN & EVENT TYPE

- MOU outlining Host responsibilities vs League responsibilities (example MOU is in Appendix 3);
- Key financial objectives, including expected revenues and expenses. These may include ticketing, sponsorship, grants and additional funding, merchandise, ancillary events and concessions. All bids must include an Excel proposed budget (an example Event Budget is in Appendix 3);
- Expected financial commitment/support from the municipality;
- Can you provide ice time and enough resources to accommodate agreements required in league alliances (e.g., a feeder league operates a Top Prospects in lead up to ours)

OPERATIONAL PLAN

FACILITIES

- Identifying the facilities to be used during the event.
- Location of the league meeting.

ACCOMMODATIONS

- List of all well-equipped and reputable hotels in and around the community.
- Proof of ability to block rooms for the event and room rates negotiated.

TRANSPORTATION

- Accessibility for teams and scouts. Parking plan for buses, etc.

MARKETING AND ADVERTISING

- Local and provincial marketing plan.
- Plan to engage your local community as well as BCHL member communities and fanbases.

MEDIA SERVICES

- Media plan during the event (e.g., media space, printing/copying access, interviews etc.).

FOOD SERVICES

- List of all restaurants with negotiated menus for breakfast, lunch, dinner and pre-game meals.
- Catering plan for athletes and staff at the venue.

TEAM SERVICES

- Resources to assist member BCHL teams throughout the event (dressing rooms, storage, doctors, laundry, etc.).

MEDICAL EMERGENCY SERVICES

- Local medical and emergency resources throughout the event.
- Emergency Action Plan.

VOLUNTEERS

- Plan to recruit volunteers throughout the event, including but not limited to off-ice officials, security, scout runners, media, team services, etc.



ALL STAR WEEKEND

BID GUIDELINES



APPENDIX 1 – ALL STAR WEEKEND EXAMPLE

Upon request, the league office can provide you with hour-by-hour operation manuals from previous events. The league office will determine the final schedule, considering travel and reducing out-of-division travel.

ALL STAR WEEKEND

WEDNESDAY

- League Office Arrivals

THURSDAY

- Athlete and Team Arrivals
 12:00 - 4:30 PM Governor Meeting
 5:00 PM Top Prospect Combine

FRIDAY

9:00 - 2:00 PM Governor Meeting
 Coach Meeting
 9:00 - 12:00 PM Top Prospect Media & Team Skate
 1:00 PM Alliance Prospects Game/Events
 4:00 PM Alliance Prospects Game/Events
 7:00 PM Top Prospects Game
 9:00 PM VIP Event

SATURDAY

- All Day Outdoor Community Events and Festival
 9:00 AM Community Outdoor Games
 12:00 PM Skills Competition (outdoor rink)
 1:00 PM Alumni Game (outdoor rink)
 2:30 PM 3-on-3 All-Star Competition
 6:00 PM Ancillary Events

SUNDAY

9:00 - 11:00 AM Community Skate



ALL STAR WEEKEND

BID GUIDELINES



APPENDIX 2 – MOU (PREVIOUS EVENT)

Below is an example of a previous event. While this has been the league office's formal template, we will accept proposals that differ from what has occurred in the past. Consideration will be given to events that benefit both the league and the host team.

DIVISION OF RESPONSIBILITIES:

HOST TEAM

- Ensuring all required facility space (indoor and outdoor), including but not limited to the ice, dressing rooms, volunteer room, scout room/seating area booked and secure.
- Liaising the League Office with the local government, facility, local caterers, hotels, emergency personnel and vendors etc.
- Rates secured for hotel room blocks, Governor Meeting space and catering.
- Assisting the league office Manager of Events in planning of the event, including attending calls.
- Local marketing of the event and providing the League Office with season ticket holders and fans.
- Ensure all ice facilities have broadcast capability.
- Recruitment and assigning of event volunteers in coordination with the league office.

LEAGUE OFFICE

- Organizing and managing the start-to-finish event planning and execution, with assistance from host team and provided volunteers.
- Game scheduling (all BCHL, alliance league(s) and alumni games. Also scheduling referees).
- Ticket and Scout Package sales and marketing of the event.
- Accreditation for all stakeholders.
- Travel planning for athletes and VIPs.
- Catering for VIPs, athletes, and Board Meeting.
- Printing of Top Prospect game lineups.
- Communication to teams and all key stakeholders.
- Large scale promotion and marketing of the event.
- Work with vendors for all operational needs.
- Coordinating auctions, apparel, equipment orders, permits, etc.

REVENUES:

HOST TEAM

- 50% of ticket/suite sales profit.
- 50% of local sponsorship.
- Concessions sales during BCHL games/events.
- 50/50 sales.
- Beer and wine garden sales, if applicable.
- Own team merchandise sales.

LEAGUE OFFICE

- 50% of ticket/suite sales profit.
- 50% of local sponsorship.
- Municipal funding (e.g., \$50K cash + \$25K contra).
- Related event and title league sponsorship.
- VIK from league sponsorships (e.g., jerseys)
- Broadcast and streaming revenue.
- Revenues involved in alliance league agreements.
- Grants, auctions and league merchandise sales.

EXPENSES:

HOST TEAM

- Top Prospect Game lineup printing costs.
- Local advertising.
- Team staff hours allocated to assisting in event planning and execution.
- Ticketing software/service costs and fees.
- Cost related to volunteers, including off-ice game staff, production crew, etc throughout the weekend.

LEAGUE OFFICE

- Ice facility rental costs.
- League Office, officials, athlete and VIP travel, accommodations and meals.
- Accreditation and event signage printing.
- Player apparel, jerseys and equipment.
- Expenses involved in alliance league agreements.
- Game broadcast costs and production
- Governor meeting rental and related costs.
- Ancillary event costs, licensing, permitting, etc.
- Event first aid and security throughout the event.



MEETING DATE: April 15, 2024
PREPARED BY: Rick Kreklewich, Director of Community Services
PRESENTED BY: Rick Kreklewich, Director of Community Services
SUBJECT: **Council Policy – Community Initiatives Grant**

BACKGROUND

The Community Initiatives Grant was developed and approved in the 2021 Budget. The purpose of the Community Initiatives Grant is to provide financial support to groups and organizations that qualify to deliver art, culture, heritage, sport and recreation initiatives in the community. A policy was not created when the Community Initiatives Grant was established, but guidelines were developed and provided to applicants on our website. As a result of restrictions related to the pandemic, Community Initiatives Grant funding was not applied for until 2022 with funding first distributed in 2023.

DISCUSSION

Upon recent discussion regarding Community Initiatives Grant funding, Administration has prepared a Community Initiatives Grant Policy, a new set of guidelines and a new application form to clarify the how the Community Initiatives Grant funding will be implemented.

FINANCIAL IMPLICATIONS

Council had budgeted \$15,000 in 2024 for the Community Initiatives Grant program.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends bringing forward the Council Policy – Community Initiatives Grant to the April 23, 2024, Regular Council Meeting for consideration.

ALTERNATIVES

- a) That Standing Committee of Council refers this Policy back to Administration for additional information and/or amendments.

ATTACHMENTS

- *Community Initiatives Grant Council Policy*
- *Community Initiatives Grant Guidelines & Application*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

COMMUNITY INITIATIVES GRANT

POLICY NO.:	
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	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 Accessible to everyone.
 - 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. In the summer months, when the RCP Board does not meet, applications will be presented directly to Council for approval.
- 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 Applications in their entirety or parts of the applications, as the case may be, will be deemed ineligible if they include any of the following:

- 6.6.1 Grants to individuals;
- 6.6.2 For-profit organizations;
- 6.6.3 Political based organizations/activities;
- 6.6.4 Liquor expenses (including a liquor license); or
- 6.6.5 Retroactive funding for previously held activities.

7. RELATED DOCUMENTS

7.1 Blackfalds Community Initiatives Grant Guidelines & Application

8. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

GUIDELINES

Purpose

The Community Initiatives Grant provides financial support to groups/organizations to deliver art, culture, heritage, sport, and recreation initiatives within Blackfalds. The grant will assist groups/organizations to create diverse cultural activities, engage residents, strengthen community partnerships, and develop safe and accessible initiatives to provide a positive and lasting impact on the community.

Eligibility

Groups/organizations seeking to apply for financial support from the Community Initiatives Grant must demonstrate the following:

- The initiative must relate to an art, culture, heritage, sport and/or recreation activity. Examples include community art projects, festivals, art or culture programs, sporting events, performances, celebrations, etc.
- The initiative must serve the community of Blackfalds.

The following applications will be considered ineligible:

- Grants to individuals
- For-profit organizations
- Political based organizations/events
- Liquor expenses (including a liquor license)
- Retroactive funding for programs/projects

Application Review

Applications are reviewed on an ongoing basis by Administration and the Recreation, Culture and Parks Board and ultimately considered by Council. If the application is received during the summer months when the Recreation, Culture and Parks Board does not meet, applications will be solely reviewed by Council. There is no application deadline.

Funding Availability

The maximum amount a group/organization can apply for is \$5,000 per application. Total funding varies per year based on budget approval from Council. Please note that if funding is applied for and received one year, it does not mean that funding will be guaranteed for the following year. Due to limited funding, all application requests meeting the assessment criteria may not receive funding.

Assessment Criteria

Applications will be assessed based on the ability to meet the criteria listed below:

- Fulfill a need within the community
- Encourage community participation
- Accessible to everyone
- Will the initiative provide a positive and lasting impact on the community?

Requirements of Grant Applicants

Grant applicants are required to complete the Community Initiatives Grant Application Form in full and answer any follow-up questions as required. Grant amount requests (as a part of revenues) should not exceed the total expense incurred, thus providing a surplus for the initiative. A final report will be required as outlined below.

Outcomes

Community initiatives play an important role in Blackfalds' community development by providing opportunities to improve the quality of life of residents and create a positive and lasting impact. Successful initiatives will deliver engaging art, culture, heritage, sport and/or recreation opportunities through programming, events, or projects in Blackfalds that will engage residents, promote community well-being, celebrate diversity and heritage, and generate community spirit.

Funding Requirements

Funding must be used for the purposes specified and in the timeline indicated. The Town of Blackfalds must be notified if any approved funding is not expended to allow for funding to be used for other Community Initiative Grant opportunities.

Final Report

The Town of Blackfalds requires a complete final report to be received no later than 30 days after the completion of the event. The final report should include event details, actual financial numbers, attendance, and overall event summary.

Contact Information & Support

Blackfalds Community Initiative Grant Information
Community Services Department

Town of Blackfalds

Box 220

Blackfalds, Alberta T0M 0J0

403.885.4677

info@blackfalds.ca

COMMUNITY INITIATIVES GRANT APPLICATION

**Please refer to the Community Initiatives Grant Information Package prior to filling out this application*

APPLICANT INFORMATION

Organization/ Group Name:	
Contact Person:	Phone Number:
Mailing Address & Postal Code:	
Email Address:	
Website (if applicable):	Social Media (if applicable):
Brief Organization Description:	

INITIATIVE INFORMATION

Dates/Times:
Location(s):
Please provide a brief description of the initiative?
How does the initiative fulfill a need with the community?

Personal information on this form will be used strictly for obtaining the prescribed consent. This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the Act. Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

COMMUNITY IMPACT

How does the initiative encourage community participation?

Is the initiative accessible to everyone?

Is your group/organization receiving funding (donations, grants, sponsorship, other revenues) from other sources?

How will the initiative provide a positive and lasting impact on the community?

INITIATIVE BUDGET
**Please fill in the anticipated budget for your program/event or provide an attached budget*

Revenue:	Value \$	Details
Grants		
Donations		
Sponsorships		
Other Revenues		
Grant Amount Requested		
Total Revenues:		
Expenditures:		
Materials		
Artist/Instructor/Performance Fees		
Promotional Expenses		
Administrative Costs		
Insurance, Licencing		
Other Costs		
Total Expenditures:		
Deficit:		

Additional Information:

Name of Applicant (please print)

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature:

MEETING DATE: April 15, 2024

PREPARED BY: Preston Weran, Director of Infrastructure and Planning Services

PRESENTED BY: Preston Weran, Director of Infrastructure and Planning Services

SUBJECT: **Letter from Minister Rebecca Schulz – Alberta Drought**

BACKGROUND:

Minister Schultz sent a letter to the Town of Blackfalds elected officials requesting municipal action to mitigate drought. She identified 4 major undertakings and 3 other undertakings which are detailed in the attached letter.

The majority of these undertakings are related to water supply and the Commission's water license which the Town of Blackfalds is part of. These licenses are managed through the North Red Deer Regional Water Services Commission. The Director has met with the Commission's CAO and attended the recent commission meeting where this matter was discussed in further detail. The recent Commission memo has been attached to this report for information along with letters received from the Commission related to water licensing specifically. Note that the Director is comfortable with the voluntary Memorandum of Understanding and actions the Commission recommended in the attached memo. The remainder of these actions are listed in the discussion section below for Council's consideration and direction.

The Director also attended the Drought Management Workshop put on by the Province in March of this year. During this workshop, additional resources were discussed beyond those mentioned in the Minister's letter. We will be following up with the Commission to assist with public communication on how a potential drought could affect our Town and surrounding areas and how the public can help with this important topic.

DISCUSSION:

The Town's actions towards the requests outlined in the letter from the Minister are summarized below with each section being numbered to help frame the discussion and information.

1. The first major undertaking for the Town would be to develop a water shortage plan so the municipality is prepared to respond if water availability decreases.

In review of the regional water supply system, our Town reservoirs, pump stations and water supply system a Potable Water Management Policy (146.20) was developed. This Policy authorizes the implementation of water restrictions levels 1 through 4 in the event of a water shortage. However, it is recommended to align this policy with the Commission's and the City of Red Deer Policies so that in a drought scenario, the management of these levels would align operationally across the regional system.

It is of note that the Town has approximately 48-72 hours of water available in our Town reservoirs to be used if the water supply from the commission is compromised.

2. Requesting all water users to start planning now to use less water in 2024.

A review of the Town reservoirs, pump stations, and water supply system has been done in relation to water usage. The Town has a very low annual water usage per capita compared to our designed system capacity and many other municipalities our size due to the demographic of mainly residential users with some commercial and limited industrial demands for our service area. However, there is always more we can do to bring these levels down. Administration notes that level 1 water restrictions could be communicated to the Town users through the summer months to help in 2024.

3. Stay up to date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

The Town has and will continue to allocate our resources to stay up to date on this drought situation and the impact of drought through webinars, available provincial resources, and our ongoing discussions with the Water Commission, our neighbours, and other stakeholders.

4. Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Administration will continue to gather information with our water staff on impacts to operations, perceived risks, and plans to mitigate these risks. However, currently, we have not contacted AEP, but will not hesitate to if concerns come forward from the Commission or our Town water manager. The Town of Blackfalds understands that water management and potable water protection is very important for all who use water in any form.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council considers the following motion:

1. That Standing Committee of Council receives this memo as information.

ALTERNATIVES

- a) That Standing Committee of Council recommends that Council implement level 1 of the Potable water restrictions.

ATTACHMENTS

- *Minister Schulz Letter*
- *NRDRWSC Memo from April 8, 2024*
- *Potable Water Management Policy*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas

Request For Decision

Red Deer River Drought Update

Date: April 8th, 2024

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO



PURPOSE:

Minister Schulz's February 2024 letter on the drought, among other things, indicates, *"Water license holders will be asked to voluntarily take less water in order to ensure that there is water available for as many users as possible."*

Minister Schulz's March 28th follow-up letter says, *"...the conclusion of the largest water-sharing negotiations in Alberta's history will be a landmark achievement for all involved and an example to the rest of Canada. Accordingly, this achievement will be shared with the public and the media in a press conference in Calgary on Friday, April 19th. All signatories are invited to participate, please contact EPA.Minister@gov.ab.ca to confirm your attendance."*

ACTION/RECOMMENDATION:

THAT The Commission directs Administration to finalize and execute the Red Deer River Basin Water Sharing Agreement Memorandum of Understanding.

AND

THAT The Commission directs Administration to propose updates to Policy 6: Water Rationing including steps the NRDRWSC will take to mitigate the impact of a possible multi-year drought.

ISSUE ANALYSIS:

Water Supply Outlook

As of March 2024, the Province's 2024 water supply outlook for the Red Deer River Basin is average and similar to 2020. The critical water shortage in southern Alberta and the need to maintain Alberta's commitment to Saskatchewan and Manitoba as per the [Master Agreement on Apportionment](#) remain the primary concerns for the province. Even though the drought forecast for the Red Deer River Basin is not dire this year, the province is also very concerned about the year-over-year impact of prolonged drought on the Red Deer River Basin.

This spring, a Provincial state of emergency is still possible, which may impact major water license holders in the Red Deer River Basin. The NRDRWSC is a major license holder, with the fourth-largest total water allocation from the Red Deer River Basin.

Red Deer River Basin Top 5 Water License Holders by Volume	Total Allocation (m3)	Purpose
CITY OF RED DEER	27,903,733	Municipal
NOVA CHEMICALS CORPORATION	23,858,940	Industrial
ATCO ELECTRIC LTD.	22,075,490	Commercial
NORTH RED DEER RIVER WATER SERVICES COMMISSION	13,391,000	Municipal
MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION	13,343,955	Municipal

The City of Red Deer may implement mandatory water restrictions within the City this summer. However, Red Deer will initially roll out an education campaign this spring to solicit voluntary reductions in water consumption under “Stage 1” of their [outdoor water restrictions guide](#). In addition, they are developing a corporate drought management plan, which is expected to be rolled out before summer.

Additional information from Alberta.ca/drought:

- **As of November 10th, 2023**, there are five water shortage advisories on in the Red Deer River Basin
- **As of February 26th, 2024**, the Red Deer River below Burnt Timber Creek the flow was measured to be 4.35 m³/s, the fourth lowest winter measurement in the past 15 years.
- **As of March 6th, 2024**, the Gleniffer Reservoir (Dickson Dam) current storage is 50%. Normal for this time of year is between 53% and 64%.
- **As of March 11th, 2024**, the two snow survey locations in the Red Deer River Basin were both average.
- **As of March 11th, 2024**, forecasted flow volumes in the Red Deer River Basin are expected to be slightly below average to average.

Water Sharing Agreement (MOU)

The NRDRWSC Operations Manager and CAO are participating in the *Drought Emergency Management Support: Water Sharing Agreements Project* sessions funded by Alberta Environment and Protected Areas (EPA). EPA is encouraging voluntary collaborative water-sharing agreements amongst large water licence holders, First Nations, and key stakeholders within the South Saskatchewan River Basin (which includes the Red Deer River Basin).

The outcome of these sessions is a Memorandum of Understanding (MOU) whereby major license holders voluntarily commit:

1. to further collaboration and information sharing in regularly scheduled meetings with major license holders and the Province,
2. to collaborate with major license holders and the Province to establish trigger events for when drought response measures from major Red Deer River Basin license holders are warranted. Such triggers will be based on conditions within the Red Deer River Basin and Alberta’s need to maintain its allotment commitment to Saskatchewan and Manitoba,
3. to implement drought response measures to reduce water consumption by 5-10% when an MOU trigger event occurs.

The Commission’s participation in the MOU is strictly voluntary, and its water reduction commitments are not mandatory. Instead, the province strives to solicit coordinated voluntary water usage reductions across the basin if and when they are needed to, in theory, avoid taking emergency action.

The advantages of participating in the MOU are:

1. It is non-binding.
2. It allows the NRDRWSC to participate with major license holders in the Red Deer River Basin and the province to share information, coordinate and prepare for a possible multi-year drought.
3. Since the river allotment to Saskatchewan is measured downstream of where the Red Deer River meets the South Saskatchewan River (east of Empress), every cubic meter reduced in the Red Deer River basin may be an extra cubic meter that can be utilized by license holders in southern Alberta, who are currently experiencing a dire water shortage.

The final MOU is included in the agenda's In-Camera section.

Policy 6: Water Rationing

Currently, the NRDRWSC 2009 [Water Rationing Policy](#) outlines the Commission's intended actions if the safety of the drinking water supply is threatened. The requirements for implementing a Stage 1 restriction have not been met, so no action is triggered under the current policy. However, the Policy does not contemplate taking any measures in response to a forecasted multi-year drought.

Given the Province's concern about a prolonged multi-year drought and the proposed commitment in the MOU to drought response measures, the Board should consider updating the 2009 policy to include the steps the NRDRWSC will take to mitigate the impact of a possible multi-year drought.

The NRDRWSC has few tools to implement water restrictions, so it is vital to have the cooperation and support of member municipalities to do so.

Water Conservation Guidelines

Red Deer has invited the NRDRWSC to participate in a working group to update their water conservation guidelines. When their guidelines are implemented this spring, those guidelines can be a framework for municipalities in the region to follow or adopt if they choose. The new guidelines are expected to include 4-stages with increasing levels of restriction. Stage 1 will involve voluntary restrictions focusing on advisories, education, and information sharing.

Administration will share Red Deer's new guidelines with the Board when they are complete.

The Commission's legal obligations

Excerpt from City of Red Deer Supply Agreement:

*The City may impose reasonable restrictions on the delivery of Water, provided that the City shall treat all of its customers affected by the **Force Majeure**, including the Commission, fairly, equitably and without preference, consistent with any operating constraints then in effect.*

Excerpt from NRDRWSC Supply Agreement to Members:

*The Commission may impose reasonable restrictions on the delivery of Water, provided that the Commission shall treat all of its customers affected by the **force majeure**, including the Member, fairly, equitably and without preference, consistent with any operating constraints then in effect.*

A confidential legal review is included in the in-camera section of the agenda package.

ALTERNATIVES:

The Commission may choose to:

A. [Recommended]

1. THAT the Commission directs Administration to finalize and execute the Red Deer River Basin Water Sharing Agreement Memorandum of Understanding.

AND

2. THAT the Commission directs Administration to propose updates to Policy 6: Water Rationing including the steps the NRDRWSC will take to mitigate the impact of a possible multi-year drought.

OR

B. [Alternative] THAT the Commission directs Administration to make the following amendment to the Red Deer River Basin Water Sharing Agreement Memorandum of Understanding:

- *[mover to specify amendments]*

OR

C. [Alternative] That the Commission directs Administration how it wishes to proceed.

ATTACHMENTS:

- **[In-Camera]** March 20 Legal Memorandum
- **[In-Camera]** Final 2024 Water Sharing Memorandum of Understanding – Red Deer River Basin
- **[In-Camera]** GOA Companion Document to MOU



ALBERTA
ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water License Holder,

As you know, our province is currently in a drought. Unfortunately, we have received little precipitation so far this winter. These conditions mean there is potential for the drought to worsen this year, and we must be prepared.

Our province is taking action in accordance with Alberta's water shortage management plan. This plan ranges from Stage 1, which is a minor drought, to Stage 5, which can lead to a declaration of an emergency. We are currently in Stage 4.

Alberta has stood up a Drought Command Team, and a first draft of a 2024 Drought Emergency Plan has been completed and is being refined. We have also initiated drought modelling work that will help us predict and maximize the province's water supply.

The province is also bringing together an external advisory panel of leaders from various sectors to provide advice on drought preparations and to advise on how Alberta can make water more available over the long term.

Finally, and most importantly, starting February 1st, 2024, the Drought Command Team will be bringing together major water licence holders to negotiate water sharing agreements.

Water licence holders will be asked to voluntarily take less water in order to ensure that there is water available for as many users as possible. These negotiations will be the largest water-sharing effort that has ever been initiated in Alberta and the first since 2001.

In Alberta, there are 25,000 water licence holders that hold licences for 9.5 billion cubic metres of water. The Drought Command Team will select and prioritize negotiations with Alberta's largest water licence holders in an effort to secure significant and timely reductions in water use.

However, even if you are not identified as a major water licence holder, your support is still needed to help fully prepare Alberta for a severe drought. All Albertans will need to use less water to ensure that water is available to as many users as possible.

That is why I am writing to all water licence holders to ask that the following action be undertaken in the coming months:

1. Review and understand the conditions of your licence(s).
2. Review and understand how much water your business or organization uses and identify ways to reduce your use of water.
3. Take immediate action by investing in water conservation technologies that will help your business or organization reduce water use.
4. Develop drought plans now in case they are needed in the spring or summer.
5. Enter your licence onto Alberta's Digital Regulatory Assurance System (DRAS). DRAS is a secure online platform which will help licence holders compile and view all parts of their license(s) for greater transparency, completeness, accuracy and timeliness when managing their water licences and water use.
6. Monitoring water availability in your area using rivers.alberta.ca and take action to reduce your water use if your area is under a water shortage advisory.

If you have any questions or require any additional information, please call us toll free at: 310-3773 (in Alberta), or email: epa.drought@gov.ab.ca.

Alberta has successfully navigated droughts before and has a long, proud history of coming together during tough times. I know we can count on you and all of Alberta's other water licence holders to take the actions necessary to get through these challenging times.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Schulz". The signature is written in a cursive style with a large, looping "R" and "S".

Rebecca Schulz,
Minister of Environment and Protected Areas



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water Licence Holder,

Thank you for participating in Alberta's water-sharing negotiations over the past two months. By working to develop these water-sharing agreements, you have demonstrated the leadership, dedication and community spirit that makes Alberta great.

Negotiating water-sharing agreements is the most effective tool available to conserve water and reduce the risks posed by drought. Similar agreements struck in 2001 played a critical role in helping communities, irrigators and businesses survive and thrive. This year's discussions were the largest in Alberta's history, with licensees participating who have access of up to 90 per cent of the water that is allocated in the Red Deer, Bow and Old Man River basins.

As a result of this hard work, four draft memorandums of understanding (MOUs) have been developed covering the:

- Bow River Basin
- Red Deer River Basin
- Oldman River Basin
- Upper Tributaries of the Oldman River Basin.

While we were hoping to announce the conclusion of this important work at the end of March, it has become clear that more time will be required for each water licence holder to finalize their approval through your respective governance processes. **I am writing you to ask that you complete this work no later than April 18th, 2024.**

The conclusion of the largest water-sharing negotiations in Alberta's history will be a landmark achievement for all involved and an example to the rest of Canada. Accordingly, this achievement will be shared with the public and the media in a press conference in Calgary on Friday, April 19th. All signatories are invited to participate, please contact EPA.Minister@gov.ab.ca to confirm your attendance.

Thank you again for your generosity, ingenuity and participation. On behalf of Alberta's government, I applaud your leadership and I look forward to working further with you to manage these agreements and maximize Alberta's water supply.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is written in a cursive, flowing style.

Rebecca Schulz
Minister of Environment and Protected Areas

CC: All stakeholders.

Policy No.:	146.20	Council Approval: Resolution No.: 233/20 Date: August 25, 2020
Policy Title:	Potable Water Management Policy	
Department:	Infrastructure and Property Services	
Reviewed:	N/A	
Revised:	N/A	
Supersedes Policy/Bylaw:	Water Conservation Policy and Water Restriction Policy	

1. Policy Statement

- 1.1 The Town of Blackfalds is committed to undertaking sustainability measures to ensure a healthy environment for current and future generations. The Town will integrate environmental stewardship strategies into Town operations, organizational culture, development conditions, and policies and procedures where applicable, to conserve, protect and enhance the environment in balance with social and economic needs.

2. Reason for Policy

- 2.1 This Policy will help the Town to lead environmental mandates relating to potable water usage for the protection, conservation and enhancement of the environment through our local, provincial and regional partnerships.
- 2.2 Further, this Policy along with associated Bylaws, will provide the Town, the development industry, and all other stakeholders with clear direction for the use and management of water for all municipal and private lands within the Town's impacted areas either in normal operation conditions or under emergency critical periods of water shortages due to specific circumstances.
- 2.3 Further, the Town has committed yearly resource funds to grow our community's environmental sustainability through the actions outlined under the Town's Environmental Stewardship Strategy (ESS), with a key focus area on water.
- 2.4 Lastly, this Potable Water Management Policy will guide the Water Services group towards conservation and provide a strategy to encourage a reduction in daily water usage and consumption by all water consumers in the Town of Blackfalds. This will be supported through a web focused initiative and other environmental educational programming relating to water conservation.
- 2.5 To institute a water restriction program that may be required due to a number of factors beyond the control of the Town. These potable water restrictions will be implemented in various levels and duration depending on the factors that have brought about the need for each restriction.

3. Related Information

- 3.1 Associated Bylaws and Provincial Regulations
 3.2 Environmental Stewardship Strategy (ESS)

- 3.3 Town Design Guidelines Standards
- 3.4 Town of Blackfalds Safe Drinking Water Plan

4. Definitions

- 4.1 “Blackfalds” means the Municipality of Blackfalds.
- 4.2 “Development” means development as defined in Part 17 of the Municipal Government Act.
- 4.3 “Town” means the Town of Blackfalds.
- 4.4 Water Restriction Levels:

- 4.4.1 Level One

Residents are encouraged under normal weather conditions to consider outside watering of lawns, gardens and washing of cars and driveways on even calendar days for even numbered addresses and on odd numbered days for odd numbered addresses. This would assist the Town of Blackfalds in its water conservation efforts and under normal circumstances to help reduce the cost of water to the homeowner.

- 4.4.2 Level Two

Should the Town of Blackfalds experience dryer than normal conditions, we would encourage Town Residents to water only two days per week. Odd numbered addresses would be encouraged to water Tuesday and Saturday. Even numbered addresses would be encouraged to water on Wednesday and Sundays of each week. No outside watering would be encouraged the rest of the week. Newly laid sod or plantings and watering with a bucket or watering can are exempt. This level is suggested to assist the Town in water conservation efforts.

- 4.4.3 Level Three

Ban on all residential outside watering and ban all water use by Industrial Users and Commercial establishments such as Car Washes and other nonessential water services. This is in case of a severe shortage and would only be implemented if there was a severe and long hot spell of weather.

- 4.4.4 Level Four

Ban all outside water use except for essential services (fire fighting, hospital/medical).

Watering restrictions would be in response to request from the commission to restrict water usage, or due to prolonged dry weather, or failure of treatment or delivery system or any other unforeseen event which may limit supply or delivery. The level of restriction would be dependent upon the severity of the issue or concern.

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 Chief Administrative Officer to:

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

5.3 Director of the Department to:

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

5.4 Manager to:

- 5.4.1 Understand and adhere to this policy and procedure.
- 5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

- 5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

- 6.1 None

7. Special Situations

- 7.1 None

8. Appendix

- 8.1 None

9. End of Policy

PROCEDURE	Policy No.: 146.20 Policy Title: Potable Water Management Policy Department: Infrastructure and Property Services
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1. Preamble

- 1.1 The Town of Blackfalds is committed to undertaking sustainability measures to ensure a healthy environment for current and future generations. Council will integrate environmental stewardship strategies into Town operations, organizational culture, development conditions, and policies and procedures where applicable, to conserve, protect and enhance the environment in balance with social and economic needs.

2. General

- 2.1 The Town will include all Objectives and Strategies identified under the related documents into all Department Director Workplans.
- 2.2 The Town will integrate applicable environmental principles and performance objectives under the ESS into relevant decision-making processes. Through Council reporting, meeting discussions and planning, these objectives will be integrated across all departments.
- 2.3 The Town will integrate environmental stewardship strategies into staff planning, capital project planning, budgetary planning, development planning and other cultural and organizational planning to conserve, protect and enhance our environment.
- 2.4 The Town will allocate resources to continually track and improve on the environmental principles, strategies, programs, and performance objectives set out in the ESS.
- 2.5 The Town will ensure all operations and capital projects, including the work of contractors, comply with environmental legislation, Town Design Guidelines Standards and other environmental requirements.
- 2.6 The Town will highlight environmental educational communication and programs across the organization and work with applicable Government Funded Organization partners to inspire values of conservation, protection, and improvement of our lived environment.
- 2.7 The Town will encourage regional, local and other funded partnerships, as water stewardship is a shared responsibility for all.
- 2.8 The Town will provide a timely report to the Public on the Environmental Metrics determined to be tracked through the ESS.
- 2.9 When a limited supply of water, dry weather conditions and unusually high-water demands make it necessary, the Town will limit the supply of potable water based on the level of water restriction implemented as defined above, levels 1-4. The Town will communicate such restriction level with the timely, appropriate communication to the public as determined by the Director.



3. End of Procedure

Approval

Chief Administrative Officer

Date

Aug 26, 2020

MEETING DATE: April 15, 2024
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Electronic and Digital Signature Council Policy**

BACKGROUND

As part of the ongoing initiative to improve the Town's processes and modernize its policies, it was identified that having a policy that delegated authority to various positions throughout the organization to sign or authorize municipal documents would help expedite the workflow processes.

Section 213(5) of the *Municipal Government Act* provides for the ability to reproduce a signature by any method, if so authorized by Council. The draft Electronic and Digital Signature Council Policy will provide for the authorization. Administration has also drafted an associated Administrative Procedure that outlines in more detail the procedures that must be followed to prove the authenticity of the electronic or digital signature to ensure that the Town meets its legal obligations.

DISCUSSION

Administration is recommending that Council approve this Policy authorizing the use of digital signatures for agreements, forms, applications, correspondence, memos, reports, request forms and other documents that are used to conduct business within and between Town departments and staff. Currently, when signing agreements and other documents between the Town of Blackfalds, other levels of government and residents, the Town sends out hard copies of the applicable document with the wet signature, which adds to the timeframe for completion as well as mailing costs. In the future, it is the intent of Corporate Services to utilize electronic and digital signatures for banking instruments such as cheques.

FINANCIAL IMPLICATIONS

The Town will utilize the digital and electronic signature option through Adobe Acrobat which is currently used within the operations of the Town and as such no additional cost will be required to purchase electronic and digital signature software. There will be some minor cost savings from reduced postage cost, photocopying, and time saved in not having to route documents between signatories.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends that the Electronic and Digital Signature Council Policy be brought forward to a Regular Meeting of Council for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Electronic and Digital Signature Council Policy.

ATTACHMENTS

- *Electronic and Digital Signature Council Policy*
- *Electronic and Digital Signature Administrative Procedure*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

ELECTRONIC AND DIGITAL SIGNATURES

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

1. POLICY PURPOSE

- 1.1 To establish a reliable and consistent approach to the use of Electronic and Digital Signatures and provide guidance on when electronic submissions are considered official and acceptable by the Town to expedite workflow processes, modernize Records, reduce the need for physical recordkeeping and improve customer service.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds is committed to streamlining services using the most up-to-date technology to continue providing excellent customer service. This Policy and related Administrative Procedure will identify the types of documents for which Electronic Signatures will be acceptable and the manner in which an Electronic or Digital Signature must be provided.

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 as per the *Municipal Government Act*.
- 3.3 **“Corporate Recordkeeping Standard”** means the comprehensive document used as a standard for Records management tools, including a classification scheme and retention schedule.
- 3.4 **“Council”** means all elected officials of the Town of Blackfalds.
- 3.5 **“Digital Certificate”** means a certificate that contains data about the entity that issued the certificate along with encryption data that can be used to verify the identity of the person linked to the Digital Certificate.
- 3.6 **“Digital Signature”** means a unique digital “fingerprint” (encryption) embedded into documents linking the signer and document using a certificate-based digital ID (a digital certificate) unique to the signer and used when the identity of the signer may

need to be proven or to ensure the document has not been altered. This type of signature requires the use of a signature-creating application that has been authenticated by a Digital Certificate.

- 3.7 **“Electronic Signature”** means as defined in Electronic Transactions Act, 2001, cE-5.5, "electronic signature" means electronic information that a person creates or adopts in order to sign a record and that is in, attached to or associated with the record. This can be as simple as a typed word, name, or ticked box, or even an electronic version of a handwritten signature on an electronic document. It is used to indicate the intent to approve or accept the contents of a document.
- 3.8 **“Electronic Signature Software”** the software used by the Town when execution or sign-offs of documents are required.
- 3.9 **“Employee”** means, as defined in S.1(e) of the FOIP Act, includes any person who performs a service for the public body as an appointee, volunteer or student or under a contract or an agency relationship with the public body.
- 3.10 **“Information Technology Services”** (IT Services) means the Town of Blackfalds Employees who are authorized to perform hardware and software maintenance on Town of Blackfalds computer systems and other devices.
- 3.11 **“Record”** means any Record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:
- 3.11.1 Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine-readable Record, any other documentary material, regardless of format or location, and any copy thereof, and
- 3.11.2 Subject to the regulations of the Freedom of Information and Protection of Privacy Act, any Record that is capable of being produced from a machine-readable Record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.
- 3.12 **“Town”** means the municipality of the Town of Blackfalds.
- 3.13 **“Wet Signature”** means a hand-written signature that has been transferred to paper with pen and ink.

4. SCOPE

- 4.1 This Policy applies to Town Council and Employees engaging in internal and external transactions involving signatures in which they represent the Town.

- 4.2 This Policy applies to all Town-owned or created documents and/or external documents where execution or sign-offs are required. These include forms, applications, agreements and correspondence where there is a need for a signature from the Town or an external third party and only when statutory or regulatory requirements allow for Electronic Signatures or electronic submissions.

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.
- 5.1.3 Approve any exceptions to this Policy.

5.2 Chief Administrative Officer to:

- 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2 Bind the Town as delegated by Council.
- 5.2.3 Establish Administrative Policies and Procedures for carrying out this Policy, ensuring the development and maintenance of an Electronic and Digital Signature Administrative Procedure that prescribes guidelines and acceptable use.
- 5.2.4 Ensure that language is incorporated into all Town agreements informing parties that an Electronic or Digital Signature will be used and treated with the same force as a Wet Signature unless the third party does not agree to sign using an Electronic or Digital Signature, in which case a Wet Signature shall be accepted.
- 5.2.5 Ensure safeguards are in place to protect against unauthorized use of Electronic and Digital Signatures.
- 5.2.6 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1. Recognition of Electronic and Digital Signatures

- 6.1.1 The Town recognizes that electronic signatures are not to be denied legal effects, validity, or enforceability merely because they are in electronic form.

At the same time, this Policy does not affect the Town's ability to conduct transactions using Wet Signatures.

- 6.1.2 The Town will not allow for the use and acceptance of an Electronic or Digital Signature where the applicable legislation or Town's Policies prescribe the use of a Wet Signature.
- 6.2. Consent
 - 6.2.1 Use of an Electronic or Digital Signature will only be used with the consent of all parties (including consent of the Town, in accordance with this Policy and Administrative Procedures). The Town will not require other persons to use an electronic signature without their consent. Where a Wet Signature is requested, the Town will consent to its use.
- 6.3. Use Standards
 - 6.3.1 The use of Electronic and Digital Signatures is permitted and shall have the same force and effect as the use of Wet Signatures if all the following criteria are met:
 - 6.3.1.1 The signature has been generated using an acceptable form of technology to generate and save the signature. Acceptable forms of technology shall be determined by IT Services.
 - 6.3.1.2 The signature is capable of verification.
 - 6.3.1.3 The signature is under the sole control of the person using it.
 - 6.3.1.4 Electronic notifications requesting Electronic and Digital Signatures are not forwarded to a third party unless the authority to sign the documents has been properly delegated through an acceptable form of technology (e.g. an automated document workflow process).
 - 6.3.1.5 The signature can be linked to the data in such a manner that it is readily ascertainable if the data has been changed after the signature is applied. All documents submitted for Electronic Signature must be in PDF format.
- 6.4. All electronic submissions received are subject to the *Freedom of Information and Privacy Act*, RSA 2000, Chapter F-25., as amended and *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c.5, where applicable.

7. EXCLUSIONS

7.1 This Policy excludes the use of Electronic and Digital Signatures for the following:

- 7.1.1 Records that create or transfer interests in land, including interests in mines and minerals;
- 7.1.2 Negotiable instruments;
- 7.1.3 Council and Committee Minutes (exceptions may be made when the Chair is away for extended periods of time); and
- 7.1.4 Town Bylaws.

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. *Electronic Transactions Act*, RSA 2001, cE-5.5
- 9.2. Section 213(5) of the *Municipal Government Act*, RSA 2000, Chapter M-26
- 9.3. *Freedom of Information and Privacy Act*, RSA 2000, Chapter F-25
- 9.4. *Personal Information Protection and Electronic Documents Act*, S.C. 2000
- 9.5. Town of Blackfalds Records and Information Management Bylaw
- 9.6. Administrative Procedure - Electronic and Digital Signatures

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

DRAFT

ELECTRONIC AND DIGITAL SIGNATURES

POLICY NO.	
DIVISION DEPARTMENT	Administration and IT Services
REVIEW PERIOD	Every 4 Years or Upon Legislation Change

1. PREAMBLE

1.1 To support the terms of the Town’s Council Policy for Electronic and Digital Signatures by providing the components necessary to prove the authenticity of the Electronic or Digital Signatures, demonstrate the intention of all parties to engage in a legal obligation and protect the Town in legal matters.

2. APPLICABILITY

2.1 This Procedure is applicable to any person as outlined by delegation.

2.2 The Procedure comes into effect upon approval of the CAO.

3. NON-COMPLIANCE

3.1 Non-compliance with this Procedure may result in legal liability, reputational damage, and disciplinary action for the Employee.

4. DEFINITIONS AND ABBREVIATIONS

4.1 Definitions and abbreviations are found in the Town’s Council Policy for Electronic and Digital Signatures.

5. RESPONSIBILITIES

2.3 CAO to:

2.1.1 Approve this Administrative Policy and any amendments; and

2.1.2 Ensure Administrative Procedure reviews occur and verify the implementation of the Procedure.

2.4 Managers to:

2.2.1 Ensure that staff are aware of this Administrative Procedure and adhere to the Electronic Digital Signature Policy guidelines and this Administrative Procedure.

2.5 Employees to:

2.3.1 Keep safe and appropriately use Electronic and Digital Signatures in accordance with the Electronic Digital Signature Policy and this Administrative Procedure.

3 PROCEDURES

3.1 Departments wishing to use Electronic or Digital Signatures must comply with the Council Policy for Electronic and Digital Signatures.

3.2 The following specifications must be met to ensure the authenticity and reliability of Electronically or Digitally signed documents.

3.2.1 Intent – the purpose of a signature is to establish the intent or agreement of the individual to conduct business electronically and that the individual is required to sign the document. A document must clearly indicate the need for a signature (a signature line, a box, etc.).

3.2.2 Deliberate language to ensure the individual understands that by their action or checking a box, attaching a signature in a box, etc., the individual is placing their signature on the document.

3.2.3 Method of signature – determine what the signature will look like from any of the acceptable methods for signing below:

3.2.3.1 Click to sign – the act of clicking the “I accept” button to indicate both agreement and signature.

3.2.3.2 Digitized hand scripted – the act of drawing a signature on a capture pad or touchscreen.

3.2.3.3 Typed name – the act of typing a name at the end of an email or a form.

3.2.3.4 Digital Signature Stamp – use of approved software such as Adobe or DocuSign to digitally stamp documents to indicate Town review and/or approval.

3.2.3.5 Automated document workflow capable of capturing an audit trail and maintaining the information in conjunction with the signed document. (e.g. Adobe or other type of Electronic Signature Software).

- 3.2.4 Authentication of the signatory – A signature results from the application of a technology process which can be proven:
- 3.2.4.1 The signature is unique to the individual;
 - 3.2.4.2 The signature is under the sole control of the individual;
 - 3.2.4.3 The individual can be identified using the technology or process; and
 - 3.2.4.4 The signature can be linked with an Electronic Document in such a way that it can be determined whether the document has been changed since the signature was applied to it.
 - 3.2.4.5 Audit trails – to ensure the integrity of the document and signature and to determine if any changes were made, embed the audit trail directly into the documents and link it to each signature.
 - 3.2.4.6 Electronic delivery of document(s) – send a document using a secure web-based download with email notification to ensure the security of personal information and provide the ability to confirm that the individual has received the document.
 - 3.2.4.7 Storage and retention of documents – documents and their associated signatures must be able to be accessed for as long as is required in accordance with the Town's Corporate Recordkeeping Standard.
 - 3.2.4.8 Admissibility of evidence – evidentiary rules apply to electronic information similar to that of physical information. The Town must be able to prove the authenticity and integrity of the document and the process for signing it.

4 APPROPRIATE USE OF SIGNATURES

- 4.1 It is important to know that both Electronic and Digital Signatures can be legally used in place of Wet Signatures. The type of signature used is determined by the type of document, the level of risk of the information, and the level of authenticity expected of the document.

Below are examples of the type of signature that can be used depending on the document type and when a wet signature is required.

- 4.1.1 Electronic Signature – Examples include memos, reports, request forms, Human Resources documents, and other documents that are used to conduct business within and between Town departments and staff. The use of an image of a signature electronically affixed to a document is acceptable for internal documents, provided that appropriate safeguards are observed, as determined by the CAO. Electronic signatures may also be used on external letters or other general correspondence to third parties, such as residents' other municipalities or government bodies that do not constitute a transaction or that do not legally bind the City.
- 4.1.2 Digital Signature – Examples include agreements for services and/or goods and other agreements between the Town and outside entities seeking to do business with the Town that do not require a corporate seal. The use of an electronically affixed signature to a document is not acceptable for external documents.
- 4.1.3 Wet Signature – Section 7 of the *Electronic Transactions Act* limits what types of documents can be executed by electronic or digital signature or in electronic form (unless another law has provided authorization). These specified documents require wet signatures, meaning original physical documents with handwritten signatures in ink are necessary. Records listed below, in accordance with Section 7 of the *Electronic Transactions Act*, require a Wet Signature:
 - 4.1.3.1 Transfer of land, including interests in minerals;
 - 4.1.3.2 Negotiable instruments;
 - 4.1.3.3 Orders issued under the *Safety Codes Act*; and
 - 4.1.3.4 Information of archival and historical value.
- 4.1.4 In addition to Section 4.1.3, the Town of Blackfalds requires Wet Signatures for the following:
 - 4.1.4.1 Minutes of Council Meetings and Committee Meetings (exceptions may be granted to Committee Meetings where the Chair is away for an extended period of time).
 - 4.1.4.2 Town Bylaws

4 END OF PROCEDURE AND APPROVAL

Chief Administrative Officer

Date

PROCEDURE RECORD HISTORY

Date Approved/Revised:	Approved/Reviewed By:	Title:

DRAFT

MEETING DATE: April 15, 2024
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Signing Authority Council Policy**

BACKGROUND

As part of the ongoing initiative to improve upon the Town's processes and modernize the policies of the Town it was identified that having a policy that delegated authority to various positions throughout the organization to sign or authorize municipal documents would help to expedite the workflow processes.

Section 213 of the *Municipal Government Act* provides for the ability to designate certain individuals within the municipality as authorized by Council. This policy will serve as the authorizing document.

DISCUSSION

Administration is recommending that Council approve this Policy authorizing the various signing authorities which are in alignment with the new Council Procurement Policy. This will provide more efficiency throughout the organization as certain documents will not be required to be signed by the CAO and Mayor which will provide a more timely response. The policy specifically outlines which positions have authority to sign certain documents and whether two signatures are required.

FINANCIAL IMPLICATIONS

There are no financial implications to the adoption of this policy.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council considers the following motion:

1. That Standing Committee of Council recommends to Council that the Signing Authority Council Policy be brought forward to a Regular Meeting of Council for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Signing Authority Council Policy.

ATTACHMENTS

- *Signing Authority Council Policy*

APPROVALS



Kim Isaak, Chief Administrative
Officer

Department Director/Author

SIGNING AUTHORITY

POLICY NO	
DIVISION DEPARTMENT	
REVIEW PERIOD	

1. POLICY PURPOSE

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

2. POLICY STATEMENT

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

3. DEFINITIONS

- 3.1. “**Administrative Procedure**” means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2. “**Chief Administrative Officer**” (CAO) means the municipality of the Town of Blackfalds.
- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds
- 3.5. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
- 3.6. “**Supervisor**” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers)

4. SCOPE

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

5. AUTHORITY AND RESPONSIBILITIES

- 5.1. Council to:
 - 5.1.1. Adopt and support this Policy by resolution.

5.2. Chief Administrative Officer to:

- 5.2.1. Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.
- 5.2.3. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

- 6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.
- 6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.
- 6.3. A delegation of authority to an Employee also confers authority on that Employee's Supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.
- 6.4. Only Employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.
- 6.5. Employees who have been delegated signing authority are responsible for:
 - 6.5.1 Ensuring documents are signed in accordance with this Policy; and
 - 6.5.2 Ensuring the accuracy of the document being signed.
- 6.6. Employees who have been delegated authority in this Policy are responsible for:
 - 6.6.1 Being aware and complying with all relevant bylaws, policies, Administrative Procedures as well as external legislative requirements when exercising delegations;
 - 6.6.2 Providing for sub-delegation in writing as required;
 - 6.6.3 Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

6.7 Minutes of Meetings

6.7.1 Council Meetings

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

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

6.7.2 Council Committee Meetings

Authority for signing Council Committee Meeting Minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

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

6.8 **Bylaws**

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

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

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

6.9.1 Banking Instruments

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

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

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

6.9.2 Agreements for Budgeted Expenditures (Procurement)

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

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

6.10 Other Documents and Agreements

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

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

6.10.1 Signing authority in this section:

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

7 EXCLUSIONS

None

8 SPECIAL SITUATIONS

None

9 RELATED DOCUMENTS

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

10 END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

DRAFT

Town of Blackfalds Delegation of Signing Authority

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

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

Agreement or Document Type	Comments

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

Per: _____
 Signature of Person Authorizing

Date: _____

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

Per: _____
 Delegate Acknowledging Responsibility

Date: _____

Per: _____
 CAO

Date: _____