



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

COUNCIL MEETING DATE: April 13th, 2021

ORIGINATED BY: Myron Thompson, CAO

SUBJECT: Directors Quarterly Report – 1st Quarter of 2021

BACKGROUND:

Council and Administration have determined a reporting process to be utilized consisting of quarterly reports provided by the department directors that provides updates on activities within each department. The objective of these quarterly reports as well as the reporting of the CAO on a monthly basis assists in improving the flow of information for Council and to ensure that they have adequate knowledge of programs and activities of the various departments' functional areas.

DISCUSSION:

This standard template provides an opportunity for department directors to report on activities within their department on a quarterly basis and has been developed to ensure that consistency in format is maintained. The reports provide an overview of the department activities, updates on operational activities, an update on capital works activities, and information on the progress of projects and programs. Administration is prepared to answer any questions or to expand upon information contained within the report upon request of Council.

FINANCIAL IMPLICATIONS:

N/A

ADMINISTRATIVE RECOMMENDATION:

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| 1. That Council accept the Director's First Quarter Report as information. |
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Attachments:

- *Department Director 1st Quarter 2021 Reports*

Approvals:



CAO Myron Thompson



**TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021**

MEETING DATE: April 13, 2021

ORIGINATED BY: Sean Barnes, Director of Community Services

SUBJECT: Community Services Quarterly Report – January to March

OVERVIEW

The first quarter of the year has been a roller-coaster to say the least. Despite the continued uncertainty of COVID-19 the Community Services Department continues to work hard ensuring our community maintains its high standard of living.

Parks & Facilities staff have been going the extra mile in making sure all parks and trails are adequately maintained for public use. The ice sheets in the Multi-Plex were removed in early February allowing ample time for the Parks crew to prepare for the upcoming lacrosse season.

The Abbey Centre remained closed throughout the 1st quarter of 2021. Staff have been working diligently to use this closure as an opportunity to update/develop additional training tools for staff and health and safety documentation as well as prepare for the implementation of new recreation software. The majority of Abbey Centre's staff are still laid off, we hope to hire them back in a month or two. Staff remain positive, hoping to open the fitness centre and pool for this upcoming summer, fingers crossed!

The Eagle Builders Centre construction is in full swing with Delnor and main trade partner Eagle Builders having finalized the structural component of the project (i.e. exterior walls, interior walls and bowl seating). Major progress on the interior items have been completed over the past three months with mechanical and electrical work in the final stages.

Family and Community Support Services (FCSS), the Food Bank and After the Grind were able to provide upwards of 1,900 lunches to children in need within the community. \$107,432.00 was raised in support of the program, in 2020, and it is enough funding to run the Lunchbox for the entire 2021 year.

PARKS AND FACILITIES OPERATIONS:

JANUARY

- Parks staff did three days of trail/sidewalk clearing.
- Staff continued with Outdoor Rink daily maintenance.
- Facilities staff continue working on building maintenance and preventative maintenance.
- Light-Up Blackfalds Christmas light display was extended two weeks.
- Multi-Plex is closed.



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FEBRUARY

- Parks crew is preparing for spring planting and projects. They are also getting all equipment tuned up and ready for spring.
- Parks staff did four days of trail/sidewalk clearing.
- Staff continued with Outdoor Rink daily maintenance.
- Ice was removed from the arena on February 11.
- Facilities staff continue working on building maintenance and preventative maintenance.

MARCH

- Light-Up Blackfalds display is cleaned up for spring.
- Parks staff did not have to do trail clearing. Facilities were monitored for icy areas and salted as necessary. This might be the first March we did not have to clear trails.
- Closed all outdoor ice surfaces on March 2nd.
- Parks and Facilities (also working with Public Works) worked on the Leung Road tree removal project and the Lawton Avenue tree removal project.
- We received approximately one-hundred resumes, in one week, for one summer staff position. We have nine returnees. We are not interviewing for the 3 additional summer staff until adult sport restrictions are lifted and we can open All-Star Park.
- Parks staff have all the summer moving and trimming equipment ready.
- Parks staff did four days of trail/sidewalk clearing.
- Community Centre was used for some low intensity fitness classes.
- Bike Skills Park is drying up. Plan to get in there with a crew in April as well as Hoots Inc. is scheduled to arrive in early May.
- In an effort to decrease the number of geese that make Centennial Park home, the Parks Division put out four solar powered beacons on Centennial Pond. As the geese continue to rise in numbers they cause damage to sports fields, playgrounds, private property, and there has been negative interactions (past summers) with the public users of the trails and green spaces. We are continuing to monitor and provide regular updates to the Recreation, Culture, and Parks Board.
- Katrina Rennie (Landscape Horticulturist) accepted an internal promotion to Temporary Parks Foreman
 - Katrina's knowledge, skills, and leadership abilities are a welcomed asset to the Parks and Facilities leadership team.

MANAGING THOUGH THE PANDEMIC

- All staff have been diligently working at maintain physical distancing, wearing masks, social distancing during breaks, and working within their work cohort.
- Custodial staff have been working hard at keeping high touch points clean and disinfected along with regular cleaning at Civic Centre, FCSS, Protective



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Services (RCMP and Fire Services), Community Centre, Wadey Centre, and Operations.

- Vehicles are single operator (as much as possible) and getting wiped often throughout the workdays.

ABBAY CENTRE OPERATIONS:

JANUARY - MARCH

- The Abbey Centre remained closed throughout the 1st quarter of 2021 aside from school groups being allowed to use the Field House for Phys. Ed. Classes.
- Reviewed new recreation software capabilities and estimates. Two companies presented their software to us in January.
- Developed additional training tools for lifeguards for the potential upcoming pool season as well as reviewed health and safety documentation for Aquatics.
- Developed a more detailed screening process for interviewing/screening potential Guest Services staff.
- Created a plan for spring/summer programming and facility scheduling for the Abbey Centre that had since changed into the quarter.
- Loaned a staff member to Public Works that had previous work experience to provide assistance due to staffing shortages.
- Discussed plan for special events grant funding.
- Handled cancellations for bookings and refunds for programs and memberships.
- We created low-intensity, mask mandatory fitness programs as per restrictions provided by the Province with classes starting on March 8th.
- We recalled one Guest Services Representative in March.
- Contacted arena groups to determine schedules for both arenas and developed the new Ice Allocation Policy.
- Developed a draft copy of the Arts and Culture Strategic Plan to be presented to the Recreation Board in April.
- Restarted bookings for the Community Centre, multiple showings for weddings in Fall 2021 and into 2022.

FCSS OPERATIONS:

JANUARY

- Volunteer Recognition: With the ongoing pandemic response and provincial gathering recommendations still in place, FCSS Staff created a new format for this year's volunteer recognition to ensure award recipients are recognized and celebrated during the month of April and National Volunteer Week. Our Volunteer Programmer reached out to local schools, non-profit organizations, and Board, Committee, Commission Town Liaisons to promote that nominations were open. The intentions for 2021 Volunteer Recognition are:
 - The Volunteer Recognition Awards Presentation will take place on the evening of April 13 prior to the Regular Council Meeting. Invites to the recipients of the awards will be mailed at the beginning of April to attend



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- award presentation. The Marketing Department and a hired videographer will take photos/videos of the recipients receiving their awards for future posts on social media during National Volunteer Week.
- Volunteer Programmer is working with Youth Programmer to secure sponsorship.
 - Volunteer Programmer applied for the National Volunteer Week Grant.
- Victoria Park Retirement Community reached out to FCSS asking about seniors in our community who would be interested in receiving a complimentary hot lunch delivered to their door once a week. Volunteer Programmer and FCSS Administration Assistant passed the information on to 70+ seniors.
 - FCSS successfully secured funding from Lacombe County for FCSS social preventative programming in Blackfalds supporting and engaging seniors in our community.
 - Activity Programming
 - Weekly walking group, yoga – Currently in the planning stages
 - Physically distanced social opportunities such as group movie showings – until health restrictions allow this programming will not be offered
 - Creation of a senior’s newsletter, Vibrant Living
 - Registered Workshops/Webinars:
 - Volunteer Programmer participated in five online money management workshops offered through Momentum, an agency located in Calgary that specializes in low income demographics
 - Inspiring Virtues/Grace Empowerment Programming rescheduled and then ultimately cancelled due to continued public health restrictions.
 - Blackfalds Youth Crew unable to resume in person programming.
 - FCSS Youth Programmer attended weekly AHS Community Education Services Lunch & Learn Webinars - Mental Health & Resiliency Series.
 - FCSS Youth Programmer participated in a Youth Programming Round Table organized by FCSSAA with other FCSS Youth Programmers and individuals from FCSS funded youth serving organizations to discuss current and future youth programming. This will now be hosted monthly for the foreseeable future.
 - All FCSS Staff worked closely with Marketing and Communications to plan programming and provide program guide content.
 - Blackfalds Lunchbox Program assists families with bringing healthy lunches, snacks and breakfast to children during the COVID-19 pandemic. Each Monday, families pick up a box filled with food supplies for the week to build healthy lunches, snacks and breakfast at home. Each box also contains creative recipes to help with ideas on what to make with the supplies that are in the box.
 - January: Our numbers grow each week. New families are signing up each week and we have more families needing to utilize the program than when we started the program. When we first started back in March 2020, we had 39 children signed up for the very first Lunch Box. Now we are serving 150 children a week. For the month of January, we provided the Lunchbox to 550 children. \$107,432.00 was raised in support of the program, in 2020, and it is enough funding to run the Lunchbox for the entire 2021 year.
 - January 4: 113 children served
 - January 11: 135 children served
 - January 18: 150 children served



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- January 25: 152 children served
- Great partnerships continue for 2021 with Piknpak (Fresh tomatoes, peppers, cucumbers) Cobs bakery (fresh bread and baked goods) Beck Farms (carrots) and Buy Low Grocery store (various close to expired goods, baked goods, meats).
- COVID-19 Food Bank:
 - The Food Bank moved into its new location at the end of December. They had exceptional volunteers from Team Rubicon (veterans) who helped move the food bank. This is exciting times for the food bank to have space to grow into and serve the community in a larger capacity with future programming other than providing an emergency food hamper. Lots of fundraising efforts will be happening in the future to prepare the new building and to move the food bank into their new location. The Lunchbox program is now running out of the food bank as it has the space for the growing numbers and can accommodate the program better as the numbers continue to increase.
- FCSS Manager Bornn is working with the Blackfalds Health Professionals Attraction & Recruitment Committee: met virtually with AHS Talent Acquisition Manager to discuss Nurse Practitioners & the possibilities for Blackfalds. Toured a prospective General Practitioner around the community.
- FCSS Manager Bornn continued work with the Lacombe Regional Emergency Management Plan Committee with regards to Emergency Social Services.
- Newly involved with a pioneering Lacombe County Kidsport Committee – this role may faze out as the Recreation & Culture Programmer for the municipality is also involved.

FEBRUARY

- Volunteer Recognition: Volunteers will be recognized and celebrated during the month of April and National Volunteer Week.
 - Awards to be presented on April 13th:
 - Carol Simpson Volunteer of the Year Award – 10 nominees
 - Gloria House Mentor Award – 1 nominee
 - Outstanding Group Award (Adult category) – 2 nominees
 - Outstanding Group Award (Youth category) – 1 nominee
 - Dylan Stork Youth Ambassador Award – 2 nominees
 - Leaders of Tomorrow Awards Elementary – 6 nominees
 - Leaders of Tomorrow Junior High – 6 nominees
 - Leaders of Tomorrow High School – 6 nominees
 - Selection process facilitated by:
 - Dylan Stork Youth Ambassador Award (Town Council)
 - Leaders of Tomorrow Awards (The Mayor, FCSS Youth Programmer and FCSS Board Representative)
 - Carol Simpson Volunteer of the Year Award (Town Council)
 - Gloria House Mentor Award (FCSS Board)
 - Outstanding Group Award (FCSS Board)



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- All Volunteer Award nominees will be invited to stop by FCSS during National Volunteer Week to pick up their nomination package and choose from a variety of tokens of appreciation.
- 2021 Community Volunteer Drive-In Movie presented by MEGlobal (May 14, 2021): FCSS will host a drive-in movie for all community volunteers including 2021 Volunteer Award nominee and recipients, Town of Blackfalds volunteers, as well as community organizations and groups.
 - Nominees were able to vote on the movie title
 - Snacks will be provided to each vehicle in attendance
 - VIP parking will be assigned for nominees
 - Prior to the feature film we will play a trailer-type video of our 2021 award recipients receiving their awards at the April 13th award presentation
- Registered Workshops/Webinars:
 - CRA webinars on Benefits and Credits, Disability Tax Credit, Digital Services and Scams
 - FCSSAA Senior Programming Sharing Session
 - Wellness Sessions on Mindfulness
- Blackfalds Youth Crew unable to resume in person programming. BYC Valentines Activity Kits were delivered to 20 youth and 15 youth participated in an online bingo.
- School Break Sessions were scheduled to take place in person, due to continued public health restrictions the Red Cross Babysitters Course and Youth Hula Hoop Fitness Class were canceled. Youth Succulent Terrarium Workshop & At Home Alone were moved to an online format. Of the 10 youth registered, 6 participated in the At Home Alone Course. 10 youth participated in Youth Succulent Terrarium Workshop.
- Youth Programmer attended CRA Outreach Webinars covering benefits and credits, disability tax credit & scams to be able to better refer clients who may benefit from such services.
- Municipal Staff, Detachment members, Public Library, and the Iron Ridge Campuses participated in Pink Shirt Day on February 24th
- The Blackfalds Lunchbox Program Update:
 - February 1: 150 children served
 - February 8: 168 children served
 - February 16: 166 children served
 - February 22: 169 children served
- FCSS Manager Bornn continued with a variety of initiatives:
 - BhPARC
 - AHS Central Zone Covid-19 Community Engagement meetings
 - Alternating weeks working from home with Youth Programmer for the month of February
 - MEGlobal/Dow Community Advisory Panel
 - Working within the Community Services Department to create a grant funding policy.

MARCH



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- Registered Workshops/Webinars:
 - Wellness Sessions on Mindfulness
 - Momentum webinar regarding Filing Taxes
- Nominees for the following Awards were received: Carol Simpson Volunteer of the Year Award: 8 nominees, Gloria House Mentor Award: 4 nominees, Dylan Stork Youth Ambassador Award: 4 nominees, Leaders of Tomorrow Awards: 43 nominees and Outstanding Group Award in the adult category: 5 nominees.
- Volunteer Recognition Nominations were received in office, in record numbers, and were adjudicated by Council and Staff in preparation of the Community Volunteer Appreciation Event during National Volunteer Week.
- Resumed Interagency meetings through an online platform with the intention of moving to bimonthly meetings. The first one took place on March 3rd with 13 individuals in attendance from 7 different community organizations.
- At Home Alone Course offered in person under exception programming with 3 youth in attendance
- Youth Yoga offered for 3 sessions after low intensity fitness classes able to resume.
- Blackfalds Youth Crew unable to resume in person programming. BYC Spring/Easter Activity Kits were prepared and picked up at the FCSS Office for 12 youth and 7 youth participated in online games & trivia.
- FCSS Youth Programmer attended Alberta College of Social Workers Annual Conference online
- In March the Lunch Box Program started to provide a delivery service to those experiencing transportation or health issues. We have a couple of volunteers who can deliver for the program to ensure we meet the needs of those families with children who need the LunchBox but are unable to pick it up. We have approx. 5 to 10 families who need to access this service weekly.
 - March 1: 156 children served
 - March 8: 159 children served
 - March 15: 156 children served
 - March 22: 151 children served
 - March 29: 145 children served
- FCSS Manager Bornn continued with a variety of initiatives:
 - BhPARC
 - AHS Central Zone Covid-19 Community Engagement meetings
 - MEGlobal/Dow Community Advisory Panel
 - Continued work with a grant funding policy

ONGOING INITIATIVES

- Snow Angels: 27 residents were helped with the Snow Angel Program. The season finished with 6 residents on the waitlist for a Snow Angel.
 1. The monthly FCSS Volunteer Newsletter continues to see increased subscriptions. The newsletter is a great opportunity to promote upcoming TOB volunteer opportunities, as well as non-profit groups/organizations in our community looking for volunteers. People interested can sign up for the monthly newsletter by checking it off 'email correspondence' on their Volunteer Application or subscribing at www.blackfalds.com/volunteer.



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- a. In January the newsletter was emailed to 229 contacts with the 'Open Rate' of 40%
- b. In February the newsletter was emailed to 231 contacts with the 'Open Rate' of 40%
- c. In March the newsletter was emailed to 231 contacts with the 'Open Rate' of 45%
2. Upcoming Volunteer Opportunities:
 - a. Friendly Caller Program
 - b. Intergenerational Pen Pal Program
3. Working closely with the Food Bank FCSS Good Food Box is now supporting the Food Banks twice monthly hampers with the addition of fresh fruits and vegetables.
4. Food Bank support & referrals, maintaining excellent partnerships with Cobbs bread, local egg farmers and Lacombe Pick & Pack (5+ cases of vegetables donated weekly)
5. Continued Participation with the Central Alberta Poverty Reduction Alliance, very little activity beyond email connection and social media monitoring, due to the pandemic response.
6. Employment support & job board
7. Information & referral with an increase in support for residents accessing the Food Bank & Mental Health Supports (AHS)
8. Numerous Collaborations:
 - a. Central Alberta Rural Communities Coalition: Members include representatives from Sylvan Lake, Eckville, Delburne, Elnora, Rimbey, Bentley, Lacombe, Blackfalds
 - b. FCSS Manager continued attendance at Regional Vision 4 Non-Violence meetings, now called RV4NV/IMPACT

Approvals:

Director Sean Barnes



**TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021**

MEETING DATE: April 13, 2021

ORIGINATED BY: Preston Weran, Director of Infrastructure and Property Services

SUBJECT: Infrastructure and Property Services Department—Quarterly Report Period 1 – January 4th, 2021 to April 5th, 2021

OVERVIEW

1. In the first part of the 1st quarter, the Department suffered some HR limitations due to medical and unplanned leaves. For 2021, the department has plans to backfill two full time operators, and the department is not anticipated to be back to full capacity until mid-May. We have hired one FT temporary operator and will be working to hire the second shortly. Our summer students will also be hired around this same timeframe.
2. We have completed the Asset Management Cohort. AM program information update is coming to the next Standing Committee. This update will include a summary of the Enterprise Asset Management RFP, Level of Service, timeframes, update on posting of RFP and review of submitted RFP's. AM program will also include workorder software and the hiring of a summer student for asset collection.
3. The Environmental Sustainable Strategy development will also be a important project for 2021/2022.
4. General street sweeping works without signage started on time this year through major thoroughfares. Signing and sweeping of subdivisions has started, weather dependent. We have started to communicate information on social media on sweeping areas as per our communication plans.

NOTE: the sweeper takes many passes to pick up this material, drivers must not park in areas where signs are still in place.

5. The Director has closed Broadway Avenue north gravel section this year early and will continue to monitor and maintain this roadway to the best of our abilities with the frost still coming out of the ground. When reopened, at the end of April, this roadway will be limited to 30km/h and no heavy vehicles are allowed.

PUBLIC WORKS OPERATIONS:

1. Snow removal was conducted as per the Snow Removal and Ice Control Policy, with snow removal focused on Priority 1, 2 & 3 routes. We were able to do the 4 and 5's this year as well.



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2. With the slow melt and limited snow cover this year, the storm drains and frozen water services have been very limited this quarter.
3. Review of submitted Motor Grader tenders and award of tender. Delivery of grader anticipated for Q4 2021.
4. Kick off of lead management program activities including identifying sampling locations.
5. Enforcement file related to Utility Bylaw infraction was completed.
6. RV Sanitary Dump snow was removed, more signage and delineation going in soon - it will be in operation for May 1, 2021.

PLANNING AND DEVELOPMENT OPERATIONS:

1. The P&D department is working on the LUB public notifications and reviewing the comments as they arise.
2. We have been working with the Wolf Creek School Division on the underground agreement for the high school.
3. Detailed reviews for MPC applications ongoing as well as review of Real Property Reports for Compliance Certificates.
4. Commercial and general inquiries are ongoing on basis.
5. Detailed reviews for all applications ongoing.
6. Business Licensing (including taxis) still being processed as new licenses are being issued – increase in Home businesses
7. Interviews are completed for the Planning Intern position – expected start date for Liz Pollack will be May 3, 2021, in cooperation with the Municipal Internship Program through Municipal Affairs.
8. Safety Codes Award of Contract is being presented tonight.
9. McKay Grading plan for wetlands infill development permit approved with AEP's consent.

CAPITAL UPDATE:

1. Phase 1 of the Linear Wetland, Trunk and Outfall system has been completed. Pidherney's, with help from Stantec, has done an amazing job on this project to date and we are very pleased with the project overall. The seasonal deficiencies will be cleaned up and the project will be completed on time, on budget and with high quality materials.



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2. Phase 2a and Phase 3 of the Wetland, Trunk and Outfall system has been started by DB Bobcat, they and Stantec are doing an excellent job so far. Trees along the fringe area of the ponds have been grubbed and ditching work is ongoing.
3. North West Area Storm Water Management mediation has been halted and will go to hearing in the month of June.
4. The Womacks / Gregg Street Road and Rail Improvements project is being presented tonight. Work will start ASAP. CP rail work has been scheduled and coordination work with the Twin Arena project is ongoing.
5. Duncan Avenue the Lueng Road upgrades – Phase 1 preconstruction meeting was held this week with Stantec and DB Bobcat. Work will start on May 17th, 2021, completed before school start in 2021.

PROGRESS ON PROJECTS/PROGRAMS:

1. Engineering RFP is being presented tonight.
2. Spring Cleanup will be scheduled for after May long weekend.
3. Leaf and yard waste program pick-up starts the first full week of May.
4. Director and Mayor attended the regional water and wastewater meetings earlier this month.
5. Review of new website and specific department/section paths ongoing.

Approvals:

Director Preston Weran



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
1st Quarter Report**

MEETING DATE: April 13, 2021

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: Directors Quarterly Report – 1st Quarter 2021

OVERVIEW:

Administration & Finance Operations

Finance

Audit

- Prepare year-end working papers & analysis; including working papers for most balance sheet accounts, calculated amortization, asset additions & dispositions. Finalized all the annual capital projects and either set up asset or reallocated to WIP accounts. Worked on developing and documenting an annual process for this activity. Uploaded the Diamond Trial balance, Caseware working paper file, and backup documents to the Audit portal.
- Auditors were on site March 3, 4, 5. Staff answered auditor questions, and directed them to the person they needed to see for explanations.
- Dealt with additional requests that the audit team may have after they were off site.
- Utilities, taxes, AR, AP & Payroll continues as per status quo timely and efficiently. Received additional support from these positions to provide auditors adequate details on testing documents.
- Developed the 2021 Property Tax Rate Bylaw

Elections

- Election training continues with another two modules in March. I set up a Teams group “Elections Committee” to run the town elections which documents key dates and also set up a plan to cover all aspects of the election -- not a big push until June.
- Meeting with City of Red Deer Elections, to determine if a collaboration with their team would be of benefit.
- Accepted one candidate’s nomination papers to date.

Other

- Completed year-end financial report for LREMA, sent the information to HHID Consulting
- Worked with Payroll to resolve a complicated LAPP issue. Adjustments were required as an employee status had changed and the impact on LAPP also required adjustments.
- WCB 2020 year-end report was filed at the end of February.

Information Technology

- Finished Census property list
- Sent out census pin letters
- Started online census on March 1st
- Hired and trained enumerators
- Disposed of surplus phone equipment
- Upgraded Email system and security features
- New hires setup
- Computer replacement



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REGULAR COUNCIL MEETING
1st Quarter Report**

Records Management & FOIP

- Participated in Contractor Management meeting to provide input regarding FOIP and file naming.
- Met with Executive Assistant regarding bylaws and policies. Discussed current state, file locations, numbering, master indices and review cycle.
- Participated in Corporate Services department meeting.
- Participated in one webinar - Tips for Security and Compliance in Microsoft Teams.
- Located and conducted review of file plans from Windsor, Pickering and Newmarket.
- Worked on additional file plan sections (retention periods and legal citations).
- Completed “Electronic Records Management Quick Study” through the Association for Intelligent Information Management (AIIM).

Marketing and Communications – January - March 2021

Projects

- **PHPARC Video**
- **New Website**
 - Website Style Guide
- **Spring/Summer Activity Guide**
 - Send out advertising rates
 - Prepare and distribute content submission deadlines
- **Volunteer Nominations**
 - Update promotional posters
 - Promote on social media
- **Winterfest Video**
- **Census 2021**
 - Signs
 - Webpage

Social Media Promotions

- Crime Capture Campaign
- Volunteer Nominations
- Throwback Thursdays
- Job Postings
- Council Meeting

Events

- *All events cancelled due to COVID-19*

Design Requests

- Thank you cards
- Backflow brochure
- Update Registration Forms
- Water Outage Poster
- Volunteer Friendly Caller
- Aquatics Volunteer Program
- Census 2021 Promotion
- DIDS web marketing
- Youth In Prime

Website Updates

- Election 2021
- Request for Proposals
- Programs Calendar
- Public Notices
- Online Volunteer Nomination Form
- Town Org Chart
- Full Council Agenda on web page
- Snow removal schedule
- Census 2021 webpage
- Coronavirus Updates
- Delete old files
- 2021 Tax Assessment role
- Utilities Locate Request Form troubleshooting

Blogs

- Mayors Blog - review and edit where applicable
 - News Blog – media releases
-

Media Releases

- Lunch Box Pandemic Response Program
- TOB Employee tests positive

Newsletters

- Abbey Centre
- Talk of the Town – Review/Edit Councillor's Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- None

Administration

- Service large format printer – order ink and paper
- Review All-Net Municipal Solutions software

February 2021

Projects

- Spring/Summer Activity Guide
 - Layout and prepare for print
 - Upload to the website
 - Update programs Calendar
- Census 2021
- Signs
- Webpage
- Door knockers
- Website Workshops Preparation
- Communications Survey

Social Media Promotions

- Snow removal
- Volunteer Nominations
- On this Spot (Travel Alberta)
- Lunch Box Program
- Crime Capture
- Flag Day
- Animal Licences Extension
- Throwback Thursdays
- Jobs
- Council Meetings
- Black History Month
- Winterfest Cancellation
- Run for Election
- Food Bank needs
- Pink Shirt “Be Kind”
- Census 2021

Events

- *All events cancelled due to COVID-19*

Design Requests

- Boy Code Girl Code Youth Poster
- Lunch Box Program Donours Poster
- Cross Connection Brochure
- East Area Wetlands Landscaping

Website Updates

- Website administration
- Snow removal schedule
- Community Gardens Registration
- Census

Blogs

Mayors Blog - review and edit where applicable
News Blog – media releases

Media Releases

- Thank You Blackfalds Lunch Box Sponsors
- Council Proclaims February as Black History Month
- Winterfest Cancelled
- Blackfalds Municipal Census
- Fight for Registries Office continues

Newsletters

- Abbey Centre

Marketing & Communications
Quarterly Report
January – March 2021

- Talk of the Town – Review/Edit Councillor’s Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- Eagle Builder Tours
- Abbey Centre Drone Shots

Administration

- Marketing Coop Student Job Description update
- RFP review and ranking

March 2021

Projects

- Community Gardens
- Update Master plot diagram
- Annual Report
- Grade 6 School Tour Video
- Step Energy Sponsorship Wall Presentation
- Website
 - Staff Workshops

Social Media Promotions

- Census 2021
- Community Garden
- International Women's Day
- Dog Park temporary closure
- Outdoor rinks
- Icy conditions on trails
- Tree removal
- Low-intensity fitness classes
- East Area Stormwater Project
- Social Work Week
- Spring/Summer Activity Guide
- Volunteer Nominations
- Road closures
- Program registrations
- Youth Programs
- Pen Pal Program
- Slo-Pitch season
- Fraud Prevention
- Council Meetings
- Throwback Thursday
- Exchange Zone
- EBC Lease Spaces
- Easter Closures
- Garbage Recycling pickup (Easter)
- Talk of the Town
- Geese monitoring

Events

- Volunteer Drive In Movie
- Community Garage Sale (May)
- Summer Culture Series (June)

Design Requests

- Update TOB Org Chart
- Arts & Culture Strategic Plan (Edits)
- Lacombe Regional Ad
- Low Intensity Fitness Poster
- Pen pal Program
- Youth Yoga
- Communications Survey Ad

Website Updates

- Street Cleaning
- Remove LAP program
- New Subsidized program application
- Municipal Facilities Closures
- Roadmap for easing restrictions
- Request for Proposals
- Program Calendar
- Public Notices
- Census 2021 FAQ
- Job Postings
- Brand Page Update
- Spring/Summer Program Activity Guide

Blogs

- Mayors Blog - review and edit where applicable
- News Blog – media releases

Media Releases

- Blackfalds designates Exchange Zone
- Town Requesting Feedback for Draft Land Use Bylaw
- Public Notices

Newsletters

- Abbey Centre
- Talk of the Town – Review/Edit Councillor's Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- Eagle Builders Staff Tours
- New Arena Seats
- New Food Bank Location
- Bulldogs Sponsorship wall
- Eagle Builders renderings

Administration

- Credit Card Reconciliation

Approvals:



Department Director
