

AGENDA

1. WELCOME AND CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

2.1 In the spirit of Truth and Reconciliation, the Town of Blackfalds acknowledges that we are on Treaty 6 territory, the ancestral lands of Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (Denay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, Inuit, and non-status peoples whose footsteps have marked these lands since time immemorial.

We recognize the inherent relationships Indigenous communities have with this land and its creatures and commit to supporting reconciliation and healing. We honour the resilience, culture, and contributions of Indigenous peoples, past and present.

As we gather, we pledge to listen, learn, and take meaningful action toward a future based on mutual respect and understanding as we continue on our journey of truth and healing. We recognize that reconciliation is not a single act but a lifelong journey—one that requires accountability, humility, and the centering of Indigenous voices.

3. ADOPTION OF AGENDAS

3.1 Regular Agenda for February 24, 2026

3.2 Consent Agenda for February 24, 2026

a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)

b) **Adoption of Minutes**

- Regular Council Meeting Minutes – February 10, 2026
- Standing Committee of Council Meeting Minutes – February 17, 2026

c) **Council Reports**

- Mayor Laura Svab
- Deputy Mayor Brenda Dennis
- Councillor Jim Sands
- Councillor Shane Hanson
- Councillor Ryan Brown
- Councillor Aaron J. Hoyte
- Councillor Cory Twerdoelib

d) **Administrative Reports**

- Report for Council, CAO Report – February 2026
- Report for Council, BOLT KPI Monthly Report – December 2025 and January 2026
- Report for Council, Whistle Cessation Safety Improvements at South Street
- Report for Council, Volunteer Recognition Awards 2026 Plans

e) **Boards, Committees and Commission Minutes and/or Reports**

- Municipal Planning Commission Meeting Minutes – October 17, 2025

f) **Information**

- City of Lacombe Council Highlights – February 9, 2026
- Lacombe County Council Highlights – February 12, 2026

g) **Correspondence**

- Letter from Trevor Daroux, Deputy Commissioner, Commanding Officer, Alberta RCMP Re: RCMP Update – February 4, 2026
- Letter from S/Sgt. Andrew Allan, RCMP Detachment Commander Re: Quarterly Report – February 10, 2026
- Email from Maryanne King, Advisor, Government Relations Re: National Police Federation | Contract Policing Commitment – February 18, 2026

4. PUBLIC HEARING

None

5. DELEGATION

5.1 Toddler Park Proposal, *Edie Harris – Optimist Club of Blackfalds*

6. BUSINESS

6.1 Request for Decision, Optimist Club of Blackfalds Playground Project

6.2 Request for Decision, Bylaw 1349.26 Taxi Business Bylaw Amendment (*First, Second and Third Reading*)

6.3 Request for Decision, Bylaw 1350.26 - Natural Gas Franchise Fee Bylaw (*First Reading*)

6.4 Request for Decision, CAEP Economic Development Training Opportunities – March 2026

6.5 Request for Decision, Capital Project Reporting and Fiscal Framework Council Motion Response

7. NOTICES OF MOTION

7.1 Pedestrian Crossing Standardization and Roadway Signage Policy, *Councillor Hanson*

8. CONFIDENTIAL

8.1 South Street & Highway 2A Intersection - ATIA Section 29 - Advice from Officials

9. ADJOURNMENT

Future Meetings/Events:

• Regular Council Meeting – March 10, 2026

• Standing Committee of Council Meeting – March 16, 2026

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on February 10, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

Mayor Laura Svab
Deputy Mayor Brenda Dennis
Councillor Jim Sands
Councillor Shane Hanson
Councillor Ryan Brown
Councillor Aaron J. Hoyte
Councillor Cory Twerdoelib

ATTENDING

Ken Morrison, Director of Emergency Management & Protective Services (Acting CAO)
Rick Krecklewich, Director of Community Services
Renan Bravo, Information Technology Technician
Danielle Nealon, Senior Legislative Advisor

REGRETS

Kim Isaak, Chief Administrative Officer

MEDIA

None

OTHERS PRESENT

MLA Jennifer Johnson, Lacombe-Ponoka Constituency
Julie Lapointe, Iron Ridge Secondary Campus
Melissa Simoneau, Iron Ridge Secondary Campus
Kari Predinchuk, Blackfalds Minor Hockey

1. WELCOME AND CALL TO ORDER

Mayor Svab welcomed everyone to the Regular Council Meeting of February 10, 2026, and called the meeting to order at 6:01 p.m.

2. LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty 6 territory.

3. ADOPTION OF AGENDAS

036/26 Deputy Mayor Dennis moved That Council adopt the Regular Agenda for February 10, 2026, as amended, to add the following items:

1. Exemption of Consent Agenda 3.2e) Lacombe Foundation Organizational Meeting Minutes, added under Business as 6.8.
2. Exemption of Consent Agenda 3.2f) Report for Council, Enforcement & Protective Services Monthly Report – January 2026, added under Business as 6.9.

CARRIED UNANIMOUSLY

037/26 Councillor Hoyte moved That Council adopt the Consent Agenda for February 10, 2026, as amended, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Regular Council Meeting Minutes – January 27, 2026

MINUTES

- **Council Reports**
None
- **Administrative Reports**
 - Report for Council, Development & Building Monthly Report – January 2026
- **Boards, Committee and Commission Minutes and/or Reports**
 - Lacombe Foundation Meeting Minutes – December 1, 2025
 - Economic Development & Tourism Advisory Committee Meeting Minutes – June 2, 2025, October 2, 2025, December 1, 2025
 - Recreation Culture & Parks Board Meeting Minutes – December 3, 2025
- **Information**
 - City of Lacombe Council Highlights – January 26, 2026
 - Lacombe County Council Highlights – January 29, 2026
- **Correspondence**
None

CARRIED UNANIMOUSLY**4. PUBLIC HEARING**

None

5. DELEGATION**5.1 Legislative Update**

MLA Jennifer Johnson, representing the constituency of Lacombe-Ponoka, provided Council with a provincial legislative update.

5.2 IRSC - Graduation Awards and Scholarships Program

Julie Lapointe and Melissa Simoneau, representing the Iron Ridge Secondary Campus, presented a request for the IRSC Graduation Awards and Scholarships Program.

5.3 U18A Hockey Alberta Provincial Championship

Kari Predinchuk, representing U18A Provincial Committee - Blackfalds Minor Hockey, gave a presentation and update to Council on the U18A Hockey Alberta Provincial Championship that will be held in Blackfalds at the Eagle Builders Center March 26-29, 2026

6. BUSINESS**6.1 Council Motion, Eagle Builders Centre (EBC) Lighting**

Councillor Hanson introduced their Council Motion that was given notice at the January 27, 2026, Regular Meeting of Council for Council's consideration.

038/26

Councillor Hanson moved That Council direct Administration to prepare a presentation to Council on the state of the sports lighting for the ice surface at the Eagle Builders Centre (EBC).

DEFEATED
*In favour: Councillor Hanson***6.2 Request for Decision, Community Initiatives Grant – U18A Provincial Championship**

Director Kreklewich presented the Recreation, Culture and Park Board's recommendation regarding the Blackfalds Minor Hockey Association's Community Initiatives Grant Application for Council's consideration.

039/26

Councillor Hoyte moved That Council grant funding of \$2,500 to the Blackfalds Minor Hockey Association for the U18A Provincial Championship from the Community Initiatives Grant.

CARRIED UNANIMOUSLY

MINUTES

Councillor Twerdoclib declared a conflict of interest and left the meeting at 7:15 p.m.

6.3 Request for Decision, Arena Lease Space 2

Director Kreklewich presented the Recreation, Culture and Park Board's recommendation regarding Arena Lease Space 2.

- 040/26** Councillor Hanson moved That Council authorize Administration to enter into a Lease Agreement with Nick Young to operate a skate-sharpening and sporting-goods business in Lease Space 2 at the Eagle Builders Centre.

CARRIED
Recused: Councillor Twerdoclib

Councillor Twerdoclib returned to the meeting at 7:24 p.m.

6.4 Request for Decision, Animal Control Services Contract Extension

Director/Acting CAO Morrison brought forward a request to extend the current Animal Control Services Agreement.

- 041/26** Councillor Brown moved That Council authorize Administration to enter into an agreement to extend for one year the contractual Animal Control Services Agreement with 327241 Alberta Ltd., Klassic Kennels, as per the terms in the contract.

CARRIED UNANIMOUSLY

6.5 Request for Decision, RCMP Community Priorities Plan 2026

Director/Acting CAO Morrison presented the RCMP's Community Priorities Plan initiative for 2026 for Council's review and consideration of support.

Mayor Svab relinquished the chair to Deputy Mayor Dennis.

Mayor Svab resumed the chair.

- 042/26** Councillor Hoyte moved That Council support the RCMP Community Priorities Plan process and actively engage residents through community consultation initiatives during the month of February.

CARRIED UNANIMOUSLY

6.6 Request for Decision, Friends of Blindman River

Director/Acting CAO Morrison, on behalf of CAO Isaak, brought forward the information requested by Council at the January 27, 2026, Regular Meeting.

- 043/26** Councillor Brown moved That Council direct Administration to reach out to Red Deer River Municipal Users Group and The Red Deer River Watershed Alliance for clarification if any conflicts arise being a part of the Friends of Blindman River Committee.

CARRIED
Opposed: Councillor Sands

- 044/26** Councillor Hoyte moved That Council approve the half-day per diem allotment and mileage for Councillor Hanson and Councillor Twerdoclib who wish to attend the Friends of the Blindman River "Our Water's Event" scheduled for February 25, 2026.

CARRIED
Opposed: Councillor Sands and Councillor Brown

MINUTES

6.7 Request for Decision, Regular Council Meeting Date Change

Advisor Nealon brought forward a request for Council to reschedule the Tuesday, March 24, 2026, Regular Meeting of Council to Monday, March 23, 2026.

MAIN MOTION

Councillor Twerdoclib moved That Council reschedule the Tuesday, March 24, 2026, Regular Council Meeting for Monday, March 23, 2026, and post notice of the date change accordingly.

AMENDMENTS PROPOSED TO THE MAIN MOTION

Councillor Hanson moved That the main motion be amended to revise the motion to strike out “reschedule” add “cancel”, strike out “for Monday, March 23, 2026, and post notice of the date change accordingly.” and add “post notice of the cancellation accordingly.”

Prior to voting on the foregoing motion, a motion to postpone was introduced.

Councillor Twerdoclib moved That Council postpone the 6.7 Request for Decision, Regular Council Meeting Date Change until the February 24, 2026, Regular Meeting of Council.

Prior to voting on the foregoing motion to postpone, a motion to withdraw was introduced.

045/26 Councillor Twerdoclib moved That Council withdraw the motion to postpone the 6.7 Request for Decision, Regular Council Meeting Date Change until the February 24, 2026, Regular Meeting of Council.

CARRIED UNANIMOUSLY

The amending motion was back on the floor.

046/26 Councillor Hanson moved That the main motion be amended to revise the motion to strike out “reschedule” add “cancel”, strike out “for Monday, March 23, 2026, and post notice of the date change accordingly.” and add “post notice of the cancellation accordingly.”

CARRIED

Opposed: Mayor Svab and Councillor Twerdoclib

VOTE ON AMENDED MAIN MOTION

047/26 Councillor Twerdoclib moved That Council cancel the Tuesday, March 24, 2026, Regular Council Meeting, and post notice of the cancellation accordingly.

CARRIED

Opposed: Mayor Svab

6.8 Lacombe Foundation Organizational Meeting Minutes – December 1, 2025

Lacombe Foundation Organizational Meeting Minutes of December 1, 2025, were exempt from the Consent Agenda for further discussion.

6.9 Report for Council, Enforcement & Protective Services Monthly Report – January 2026

Report for Council, Enforcement & Protective Services Monthly Report for January 2026 was exempt from the Consent Agenda for further discussion.

048/26 Councillor Hanson moved That Council accept the Report for Council, Enforcement & Protective Services Monthly Report – January 2026, as information.

CARRIED UNANIMOUSLY

MINUTES

7. NOTICES OF MOTION

None

8. CONFIDENTIAL

None

9. ADJOURNMENT

Mayor Svab adjourned the Regular Council Meeting at 8:32 p.m.

Laura Svab, Mayor

Kim Isaak, Chief Administrative Officer

DRAFT

MINUTES

A Standing Committee of Council Meeting for the Town of Blackfalds was held on Tuesday, February 17, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

Mayor Laura Svab
Deputy Mayor Brenda Dennis
Councillor Jim Sands
Councillor Shane Hanson
Councillor Ryan Brown
Councillor Aaron J. Hoyte
Councillor Cory Twerdoelib

ATTENDING

Kim Isaak, Chief Administrative Officer
Ken Morrison, Director of Emergency Management & Protective Services
Joe Croken, CPO Sergeant
Renan Bravo, IT Technician
Jessica Robinson, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

None

1.1 WELCOME AND CALL TO ORDER

Deputy Mayor Dennis welcomed everyone to the Standing Committee of Council Meeting of February 17, 2026, and called the meeting to order at 6:01 p.m.

1.2 REVIEW OF AGENDA

008/26 Councillor Sands moved That Standing Committee of Council receive the Agenda for February 17, 2026, as presented.

CARRIED UNANIMOUSLY

2. LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty 6 territory.

3. DELEGATIONS

3.1 Legislative Update, Blaine Calkins, Member of Parliament for Ponoka-Didsbury

Member of Parliament Blaine Calkins, representing the constituency of Ponoka-Didsbury, provided Council with a federal legislative update.

4. BUSINESS

4.1 Report for Committee, Community Standards Bylaw Orientation

Sergeant Croken as part of Council's ongoing orientation, provided an overview of the Community Standards Bylaw.

MINUTES

009/26 Mayor Svab moved That Standing Committee of Council receive the Community Standards Bylaw report and presentation for information as part of the ongoing Council Orientation process.

CARRIED UNANIMOUSLY

4.2 Request for Direction, Bylaw 1335.25 – Animal Control Bylaw

Director Morrison presented the recommended amendments to the Animal Control Bylaw.

010/26 Councillor Brown moved That Standing Committee of Council recommend that Bylaw 1335.25 proceed to a future Regular Meeting of Council, with amendments arising from the legal review adopted at Second or Third Reading as required.

CARRIED UNANIMOUSLY

5. CONFIDENTIAL

None

6. ADJOURNMENT

Deputy Mayor Dennis adjourned the Standing Committee of Council Meeting at 7:51 p.m.

Brenda Dennis, Deputy Mayor

Kim Isaak, Chief Administrative Officer

Council Monthly Report



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TO		Members of Council		
FROM		Mayor Laura Svab		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Jan 16 - Feb 15, 2026		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Jan 16	x			Meeting with Mayor of Sylvan Lake
Jan 16			x	Strategic Planning Session
Jan 17			x	Strategic Planning Session
Jan 19	x			Meeting with a Non-Profit/Resident
Jan 19	x			Standing Committee of Council Meeting
Jan 20		x		50+ Walking Club
Jan 21			x	Economic Development for Elected Officials Course <ul style="list-style-type: none"> • What are the outcomes we are looking for? • Economic Development Strategies: Business investment and attraction, workforce development, business retention • Roles vs Responsibilities
Jan 22	x			Review Regular Council Meeting Agenda (1st page) with CAO

Jan 22			x	Cheque Signing
Jan 22			x	Webinar- Linking Healthcare, Municipalities, and People in Rural Alberta <ul style="list-style-type: none"> • Let's Go Rural! High School to healthcare, High School Events • Post-secondary to practice – Accommodations Program, Rural Mentorship program, Lets Go Rural Events!
Jan 22	x			Meeting with a Non-Profit/Resident
Jan 23			x	Abbey Centre Program Guide <ul style="list-style-type: none"> • Prepared Mayor's Message
Jan 23	x			Meeting with Mayor of Innisfail
Jan 26			x	Municipal Politics in Action: Catching Up and Keeping Up <ul style="list-style-type: none"> • Challenges that communities are having such as water source, affordable housing, language and culture barriers • Solutions: community improvement metrics, engage and educate residents
Jan 26	x			Meeting with a Business
Jan 27			x	50+ Walking Club
Jan 27		x		Family Literacy Day <ul style="list-style-type: none"> • Read to students at IREC
Jan 27	x			Regular Council Meeting
Jan 28			x	YMCA Canada - Partnering for Impact: Unlocking Municipal Potential <ul style="list-style-type: none"> • Learning what YMCA provides and the outcomes.
Jan 28			x	Councils Role in Effective Meetings <ul style="list-style-type: none"> • Procedural bylaw

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Jan 29			x	RDP Impact Breakfast <ul style="list-style-type: none"> Impact Report for 2025 (Jan 29 post on Mayor Facebook Page)
Feb 2	x			Meeting with CAEP - Paul
Feb 2			x	Get Up to Speed on EPR : Updates, Phase 2 <ul style="list-style-type: none"> https://www.albertarecycling.ca/ https://www.circularmaterials.ca/provincial-programs/albertas-recycling-program/ https://call2recycle.ca/
Feb 2	x			Lacombe Foundation Board Meeting <ul style="list-style-type: none"> Orientation Lacombe Foundation, Lacombe Lodge Redevelopment
Feb 3			x	50+ Walking Club
Feb 3			x	Annual Report to Community for 2025 <ul style="list-style-type: none"> Mayors message
Feb 4			x	Cheque Signing
Feb 4			x	When Economic Development Ambition Outruns Municipal Capacity <ul style="list-style-type: none"> Strategies Outcomes Implementation and Measurement of progress
Feb 4			x	Councils Role in Effective Meetings <ul style="list-style-type: none"> Crafting a Main Motion
Feb 5	x			Review Regular Council Meeting Agenda (1st page) with CAO
Feb 6			x	Member Webinar - Towns
Feb 6			x	Budget Workshop

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Feb 7			x	Budget Workshop
Feb 10			x	50+ Walking Club
Feb 10	x			Meeting with MLA Jennifer Johnson
Feb 10	x			Regular Council Meeting
Feb 11			x	Council's Role in Effective Meetings <ul style="list-style-type: none"> • Crafting amending motions
Feb 12			x	Emerging Trends
Feb 15			x	Payroll - Council Payroll Submissions
Feb 15			x	Round Table Report Highlights

Council Monthly Report



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TO		Members of Council		
FROM		Deputy Mayor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: January 16 to February 15, 2026		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
February 16			X	Strategic Planning
February 17			X	Strategic Planning
February 19	X			Standing Committee Meeting
February 27	X			Regular Council Meeting
March 3	X			Library Board Meeting
March 4	X			St. Gregory the Great School Council Meeting
March 6	X			Budget Workshop
March 7	X			Budget Workshop
March 10			X	Dinner with MLA Jennifer Johnson

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March 10	X		Regular Council Meeting
March 12		X	Emerging Trends Webinar

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TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Jan 15/ 26 – Feb 15 15/ 26		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Jan 15/ 26	X			MPC Meeting Jan
Jan 15/ 26			X	MPC Recognition Dinner
Jan 16/ 26			X	Council Roundtable Submission
Jan 16/ 26			X	Strategic Planning Session
Jan 17/ 26			X	Strategic Planning Session
Jan 19/ 26	X			Standing Committee of Council Meeting
Jan 27/ 26	X			Regular Council Meeting
Feb 3/ 26	X			Iron Ridge Collaboration Meeting
Feb 4/ 26	X			Rec Board Meeting

Feb 6/ 26			X	Budget Workshop
Feb 7/ 26			X	Budget Workshop
Feb 10/ 26			X	Pre Council Dinner and Meeting with MLA Johnson
Feb 10/ 26	X			Regular Council Meeting

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TO		Members of Council		
FROM		Councillor Shane Hanson		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: 2026.01.16 to 2026.02.15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
2026.01.16			X	Strategic Planning Session , Civic Cultural Centre, 5:00 PM - 9:00 PM
2026.01.17			x	Strategic Planning Session , Civic Cultural Centre, 9:00 AM - 4:00 PM
2026.01.19	X			Standing Committee of Council Meeting , Civic Cultural Centre, 6:00 PM - 9:00 PM
2026.01.27	X			Regular Council Meeting , Civic Cultural Centre, 6:00 PM - 9:00 PM
2026.02.06			X	Budget Workshop , Civic Cultural Centre, 5:00 PM - 9:00 PM
2026.02.07			X	Budget Workshop , Civic Cultural Centre, 9:00 AM - 4:00 PM
2026.02.08		X		Lacombe & Area ReconciliACTION Coalition Blanket Exercise , Lacombe Performing Arts Centre, 1:30 PM – 4:30 PM
2026.02.10	X			Regular Council Meeting , Civic Cultural Centre, 6:00 PM – 9:00 PM

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TO		Members of Council		
FROM		Councillor Ryan Brown		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Jan 16-Feb 15 2026		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
01-16-2026	x			Strategic Planning- Council Alone Tracey Lorensen excellent facilitator Worthwhile group think session and priority alignment
01-17-2026	x			Strategic Planning (All Day) Good to understand Admin strategic priorities and seek aligning principles, understand divergence Review previous Council and Admin priorities in last session
01-19-2026	x			Municipal Planning Orientation- MPC, MTP, ASP, Bylaws
01-19-2026	x			Standing Committee of Council Meeting- First of 2026 Review Water Rate Bylaw Presented on Policing Report
01-20-2026	x			Lacombe Chamber of Commerce Board Meeting Blackfalds Membership key piece of agenda Strategic Planning session discussions
01-24-2026	x			Strategic Planning Lacombe Chamber of Commerce
01-27-2026	x			Regular Council Session- Minutes Posted

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02-04-26	x			<p>Webinar- “When EcDev Outpaces Municipal Action” Hosted by municipal Law Forum- discussed powers of municipalities and AB Gov Realistic framing of expectation for municipal demand and budgeting Case Studies</p>
02-06-26	x			<p>Webinar- AB Munis “Towns” sessions Members of town discuss key issues facing them post-election Restricteted budget and tax increases dominated the discussion Police Funding Model proposed by GoA</p>
02-06-26		x		<p>Pre budget workshop dinner and discussion</p>
02-06-26	x			<p>Budget Workshop- discuss Statutory Inventory Levels and budgetary needs of Town</p>
02-07-26	x			<p>Budget Workshop- discuss Statutory Inventory Levels and budgetary needs of Town</p>
02-10-26	x			<p>Pre-Council Meeting Dinner with MLA Johnson Discuss GoA budget implications</p>
02-10-26	x			<p>Regular Council Meeting- EcDev and Tourism Orientation U18A Tourney and IRHS Grant Request Delegations</p>
02-14-26	x			<p>Bulldogs and Bowties event at Community Centre Well attended from members of community Excellent support for retail businesses</p>

TO		Members of Council		
FROM		Councillor Aaron J. Hoyte		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Jan. 16 - Feb. 26, 2026		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
January 16th			✓	Strategic Planning session #1 Introduction to Strategic planning, individual survey results, and preparation of individual priorities
January 17th			✓	Strategic Planning Session #2 - Conversation, debate, and discussion on town's current state, and council's strategic priorities compared to previous council
January 19th	✓			Standing Committee of Council
January 21st	✓			Meeting with resident - Conversation surrounding business development, availability of commercial space, opportunities for work co-op and other possibilities in town. Concerns regarding the analog nature of business license application
January 26th		✓		Wintery paint night at the Library

January 29th		✓		Community Dinner at Cornerstone Reformed Church
February 2nd	✓			EDTAC Meeting <ul style="list-style-type: none"> - Update from EDO - Conversation regarding business development within Blackfalds, as well as addressing local business concerns regarding advertising in town
February 3rd	✓			Library Board Meeting <ul style="list-style-type: none"> - Update from administrator - Continuing to process and assess library bylaws and policies
February 4th	✓			Parent Council Meeting - St. Gregory the Great <ul style="list-style-type: none"> - Update from School administrators - Update from fundraising committee - Introduction of members and council
February 6th	✓			Operating Budget Review Day 1
February 7th	✓			Operating Budget Review Day 2
February 10th			✓	Dinner With MLA Johnson Prior to Council Meeting
February 10th	✓			Regular meeting of council -Multiple delegations from U18 Bulldogs and MLA Johnson
February 11th	✓			Media Interview with Cross Border Network
February 13th	✓			Councillor Review and 1 on 1 with CAO
February 17th		✓		Small Business Breakfast Hosted by Lacombe and District Chamber of Commerce
February 17th	✓			Standing Committee of Council -Agenda available on town website



February 18th	✓			<p>Joint Meeting between Council and RDCRS Trustees</p> <ul style="list-style-type: none"> - Received update on school construction in Blackfalds - As the school board has funds for playground, it was brought to the trustee’s attention the opportunity for them to invest in the town via having a section of their playground available for toddlers as a designed toddler area of the park
February 19th		✓		<p>Human Infrastructure Symposium</p> <ul style="list-style-type: none"> - Conversations surrounding intermunicipal agreements, economic partnerships, and further regionalization were major topics - Presentations surrounding mental health of both staff and elected officials - Continued networking with regional councils
February 19th		✓		<p>Lacombe and District Chamber of Commerce Event at Hitchin’ Post Blackfalds</p> <ul style="list-style-type: none"> - Multiple conversations with local business leaders surrounding the current strengths and struggles operating businesses in Blackfalds, and update from Chamber of commerce administration regarding their strategic priorities, advocating for increasing involvement of Blackfalds as a partner in economic development
February 24th	✓			<p>Regular Meeting of Council</p> <p>-Agenda to be posted on town Website</p>

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TO		Members of Council		
FROM		Councilor Cory Twerdoelib		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Jan 17 – Feb. 15, 2026		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Jan 19/26	X			Standing committee Meeting
Jan 21/26			X	EDA Economic development for elected officials
Jan 22/26			X	Parkland Regional Library Board Training
Jan 22 /26			X	Connected communities Webinar
Jan 27	X			Regular council meeting
Jan 28			X	YMCA Partnering for impact Webinar
Jan 28			X	EDA Investment readiness Tool for Communities
Jan 28			X	Effective Meetings Webinar
Jan 29			X	RDP Impact Breakfast and tour

Council Monthly Report



403.885.4677
Council@blackfalds.ca
www.blackfalds.ca

Feb 2	X			EDTAC Meeting
Feb 4			X	Effective Meetings Webinar
Feb 6			X	Budget Workshop
Feb 7			X	Budget Workshop
Feb 10	X			Regular Council Meeting
Feb 12			X	Emerging Trends Webinar

MEETING DATE: February 24, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **CAO Report – February 2026**

Key Projects and Initiatives

- Review of the Council Procedural Bylaw is ongoing with the goal to determine some efficiencies to help streamline Council Meetings. Suggested improvements will be brought forward in the near future.
- Council completed its first Operating Budget Workshop on February 6 and 7. Further refinement will be made to the budget and brought forward for Council's consideration in the next month.
- A Communications Training and Workshop has been scheduled for Council for February 28, 2026. A number of Council orientation workshops have been held and will continue into the Spring.
- A first draft of Council's Strategic Plan has been provided to Council for feedback. Administration is working on the operational plan.
- A first draft of a Council/Administration Protocol has been completed and will be brought forward to Council for consideration.
- 2026 Workplans from the various departments have been provided to the CAO. Several of the items. Items that align with Council's Strategic Plan will be added into the operational plan.
- In conjunction with Lacombe County Administration we are working on the application to the Ministers Awards for Excellence under the Economic for the projects related to Dairy Innovation West.
- Administration commenced the ATCO Franchise Fee Agreement renewal process.
- Member at Large vacancies for the Library and the Policing Committee have been posted and will closed on February 23, 2026.
- COR Audit Action Plan has been drafted and will be presented to Senior Leadership for review.
- Two new murals were installed in the Indoor Play Space at the Abbey Centre.
- Badminton Alberta hosted a Tournament at the Abbey Centre on February 6 and 7th which brought a number of participants and spectators into the building.
- Winterfest held on February 16, 2026, was a great success with an estimated 800 residents taking part in the activities.
- The first draft of the Encroachment Agreement Policy and Procedures has been completed and is under review by impacted Departments for their review and comment. The development of an Encroachment Agreement Template is to ensure that the Town's interests are protected in situations where a private encroachment is allowed to remain on Town Land.
- The first draft of the Development Permit Application Internal Review Policy and Procedures has been completed and is currently being updated before it is sent out to impacted Departments for comment. This Policy and Procedure, once adopted, will provide clear expectations and a consistent approach to the interdisciplinary internal review of more complex Development Permit Applications.
- A comprehensive database for all subdivision files dating back to 2009 and listing their respective statuses has been completed. This record keeping is part of the Town's obligation under the *Municipal Government Act*.

-
- Development Agreement for the Duncan Avenue Subdivision has been fully executed and the tracking sheet to ensure all terms and conditions are fulfilled has been sent out to relevant departments.
 - Development Permit has been issued for 4409 South Street, and the Development Agreement is in process.
 - Engineering Services attended and presented for Blackfalds at the Red Deer Construction Association – 2026 Capital Project Presentation. The City of Red Deer, County of Red Deer, City of Lacombe, Town of Sylvan Lake, Town of Innisfail, Red Deer Polytechnic and Alberta Infrastructure all presented on their projects for 2026. [RDCA 2026 Capital Project Presentations](#)
 - Tandem Gravel Truck was anticipated to be delivered by the end of February, we are estimating sometime in March now.
 - Public Works has completed one full snow removal round of priorities 1-5s.
 - The Information Governance Coordinator developed a series of access and privacy fact sheets for distribution to staff. These resources will serve as helpful reminders regarding handling/protecting personal information and align the Town with the provincial government's vision of "privacy by design".
 - The IT Department is exploring alternative, secure solutions to improve the quality of the Town's network connectivity in order to increase reliability, performance, and cybersecurity across all Town facilities. Improved connectivity is critical to supporting essential services, enabling efficient operations, and ensuring secure access to systems and data. A kickoff meeting was held with TELUS to provide the necessary information to obtain cost estimates for deploying TELUS Fibre at all Town facilities, utilizing an SD-WAN solution with Fortinet switches.
 - Winter Program Guide was completed and distributed.
 - Work has commenced on the Spring/Summer Guide.
 - 2025 Annual Report in progress.
 - The Annual Animal License invoicing has been prepared and sent out to Town Residents.
 - The Annual Business license invoicing has been completed and sent out earlier this month.
 - The Fire Department participated in Winterfest, providing a charity BBQ, which raised \$1,074 in support of the Oasis Youth Center, and the Blackfalds Food Bank.
 - The Policing Committee, working with the RCMP, Municipal Enforcement and Council are engaging the public through an online survey and meetings at various events/locations to ensure residents are involved in the 2026 RCMP Community Priorities Plan. A table set up at Winterfest was successful with many people taking the time to fill out a paper survey or taking the QR code to complete later.
 - Emergency Management has seen two staff complete block two of the Central Region All Hazards Incident Management training with plans to complete the third block this year. Two employees have completed the Incident Command System, Safety Officer Training and the Liaison Officer Training.
 - ERP System vendor selection has been completed. Implementation is slated for mid to later in the year.
 - The Economic Development Department completed the Driftscape Project and the Rally to the Rink.
 - Midnight Madness held on November 28th was a success along with the Chamber Gala Awards that was held on December 5th.

Updates Related to Existing Bylaws or Council Policies

- Bylaw 1347.25: The proposed 2026 water and wastewater rate received first reading at the January 13, 2026, Regular Meeting of Council.
- Bylaw 1349.26 – Taxi Business Bylaw Amendment will be brought forward for Council's consideration at the February 24, 2026, Regular Meeting of Council.
- Bylaw 1350.26 – Franchise Fee Bylaw will be brought forward for Council's consideration at the February 24, 2026, Regular Meeting of Council.
- Bylaw 1338.25 – Road Closure Bylaw will be brought forward for Council's consideration of Second and Third Reading at the March 10, 2026, Regular Meeting of Council. Second and Third Reading of this Bylaw was postponed until the proposed closure was approved by Alberta Transportation & Economic Corridors which we received on Wednesday, February 18, 2026.
- Administration will be bringing forward amendments to both the Council Procedural Bylaw and the Council Committee Bylaw.
- Respectful Interactions Policy – Draft has been sent to legal for review prior to presentation to Council to come forward following the municipal election, as additional edits were recommended by legal.
- Council/Administration Protocol policy prepared in draft.

Facility Leases

- No available lease space

Administrative Policy Changes / Additions

- Encroachment Agreement Administrative Policy in progress
- Development Permit Application Internal Review Administrative Policy and Procedures in progress
- Internal Review on Procurement Policy in progress.

APPROVALS

Kim Isaak,
Chief Administrative Officer

MEETING DATE: February 24, 2026

PREPARED BY: Eric Collins, GIS Technologist

SUBJECT: **BOLT KPI Report Information – December 2025**

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds, and Lacombe, as well as local bus service within Blackfalds and Lacombe. This partnership continued until August of 2020, when the City of Lacombe opted out. The Town then procured a service contractor, purchased a wheelchair-accessible van, and finalized an on-demand service model (“BOLT 2.0”). The service operates five days a week (6:00 a.m. – 8:00 p.m.), connecting local destinations and regional hubs, including the Kingston Hub in Red Deer, Red Deer Polytechnic, and Eagle Builders.

In December, the new service provider changed reporting practices, and some statistics are not available at the time of this report.

The new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

<https://www.blackfalds.ca/p/bolt-local-transit>

DISCUSSION

The first page of this report outlines the **DECEMBER** statistics and associated mapping, while the remainder of the pages identify the trending comparison over the last twelve months. Data dates are highlighted in the white box on the left side of each sheet for reference.

In December, BOLT completed **650 rides** for **696 passengers**, a **slight dip** from October’s peak (**649**) but remains consistent with the **stable demand observed through November**.

Pooling efficiency remained high, with **62.2% of rides shared** and an average shared-fare occupancy of **2.09**. **Passengers per Vehicle Hour (PVH)** held steady at **2.27**. **This** metric reflects consistent operational efficiency.

Service quality remained excellent: **average ride rating** was **4.98/5**, with **three abandoned rides** and on-time performance slightly down to **92.92%** from November’s **97.05%**.

The **Regional Hub in Red Deer** retained its position as the top pickup and drop-off location in December where Red Deer Polytechnic has fallen out of the top 3 likely due to the Christmas break. Rider feedback remained positive, with high ratings and minimal complaints. December’s performance reflects a stable and responsive system, with strong regional connectivity and growing midday demand. As ridership has stabilized post-summer, the data suggests the system is well-positioned to handle seasonal fluctuations and sustained growth.

Booking behaviour shifted toward more spontaneous travel in December, with **47.7%** of trips booked same-day. Advance bookings (2+ days prior) accounted for **46.2%**, reflecting a balanced mix of commuter and flexible holiday-season travel patterns.

High-demand windows continued to create some booking pressure, with **140** failed searches out of 2,542 total searches (**6%**). While slightly lower than November, this indicates **ongoing peak-period constraints** that will continue to be monitored. With December included, BOLT delivered 8,239 passengers in 2025, supported by consistently high service quality and strong regional connectivity throughout the year.

The December dataset provided by the service contractor does not include time-of-day or hourly demand information. Peak-hour analysis will resume if this data becomes available in future reporting cycles.

Overall, 2025 reflects a stable, high-performing transit service with consistently strong rider satisfaction, effective pooling, reliable operations, and steady efficiency across all seasons.

ATTACHMENTS

- *December 2025 monthly report and yearly trending report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Monthly Program KPI Summary

Blackfalds

Program	Month	Passengers Completed	Rides Completed	Shared Rides Percent	Avg Shared Fare Occupancy	Avg Ride Rating	1-2 Star Ratings with Comments Percent	# Abandoned Rides	Pickup OTP	Dropoff OTP	Passengers Per Vehicle Hour (PVH)
Blackfalds	Total	8,675	7,898	66%	2.5	4.95	0%	11	98%	99%	2.68
	2025-12	696	650	62%	0.0	4.98	0%	3	99%	98%	2.27
	2025-11	738	682	74%	2.9	4.93	0%	3	99%	98%	3.05
	2025-10	722	649	67%	2.7	4.84	0%	0	97%	98%	2.58
	2025-09	787	724	75%	2.8	4.90	0%	0	99%	99%	2.94
	2025-08	557	505	63%	2.6	4.98	0%	1	96%	99%	2.08
	2025-07	597	523	62%	2.7	4.98	0%	0	100%	100%	2.13
	2025-06	663	594	66%	2.7	4.97	0%	1	98%	99%	2.51
	2025-05	701	628	66%	2.6	4.98	0%	0	98%	99%	2.62
	2025-04	781	729	67%	2.8	4.94	0%	3	97%	98%	2.93
	2025-03	898	806	70%	2.8	4.96	0%	0	98%	99%	3.35
	2025-02	709	660	61%	2.7	4.95	0%	0	99%	99%	2.79
	2025-01	826	748	65%	2.7	4.97	0%	0	98%	100%	2.95

Program
 Blackfalds

ServiceDay

- Sun
- Mon
- Tue
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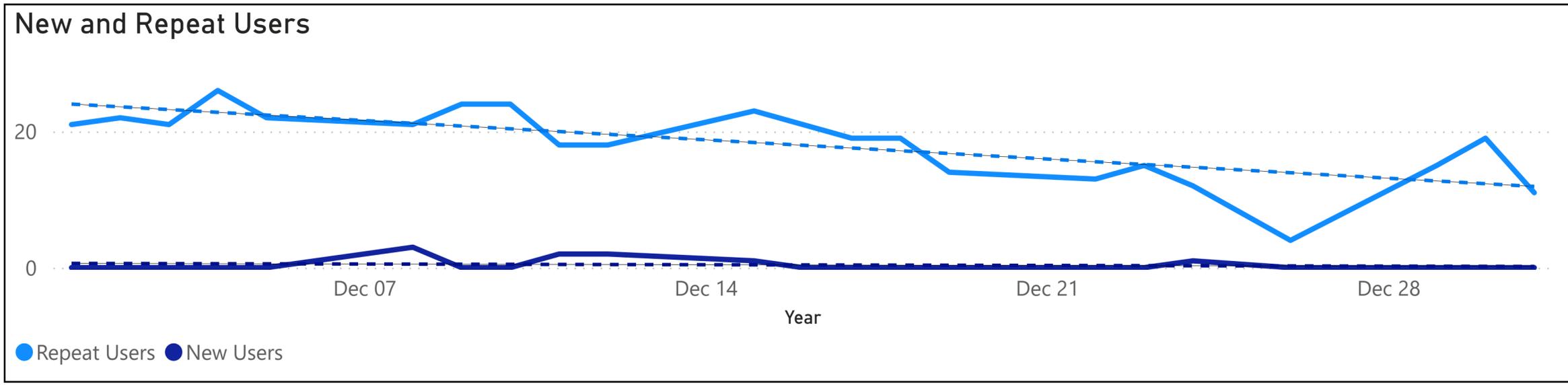
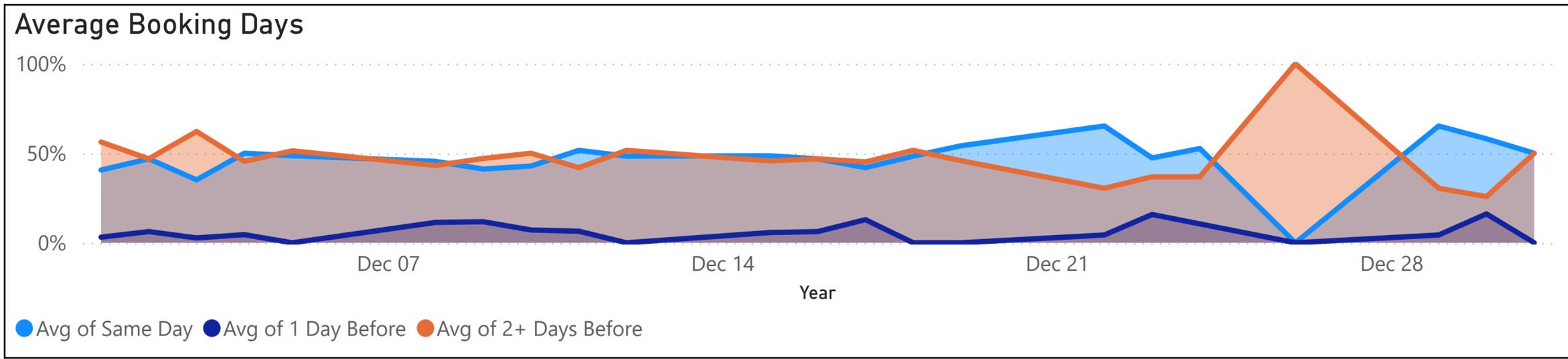
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12/31/2025

12.93

Avg Actual Trip Duration (min)



Year	2025				
Month	December				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	47.7%	6.2%	46.2%	9	402
Total	47.7%	6.2%	46.2%	9	402

Program

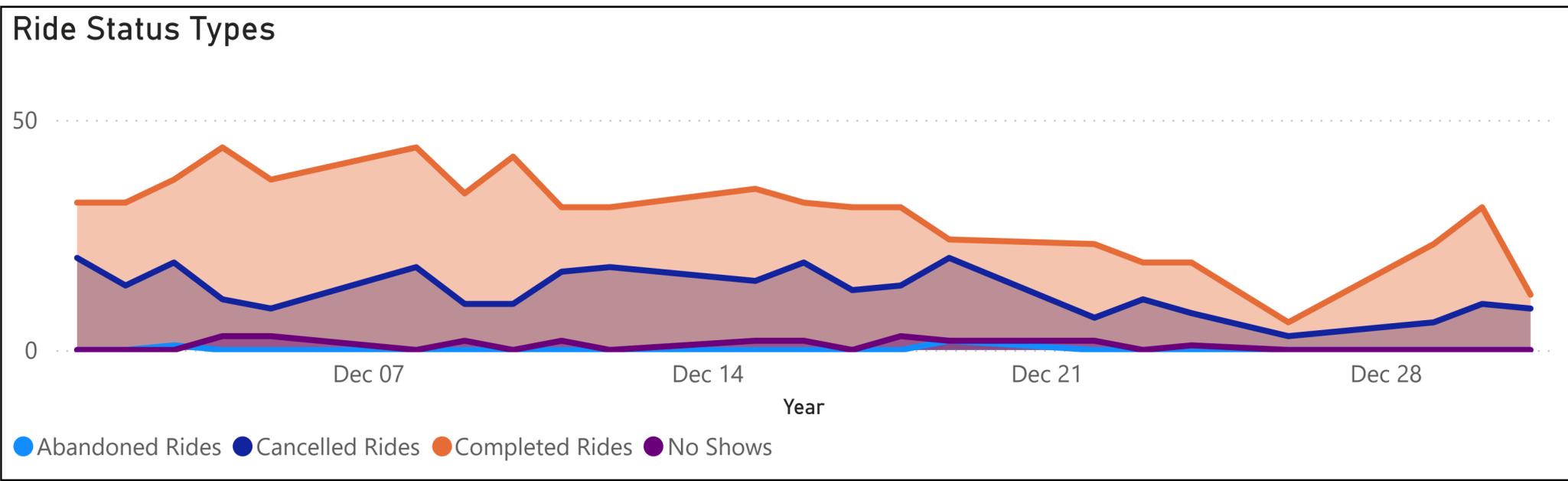
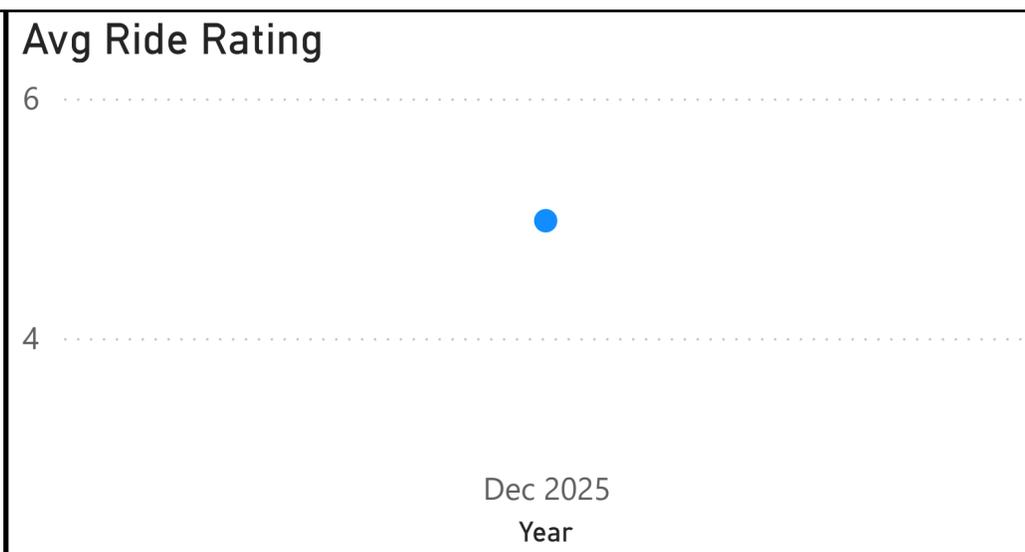
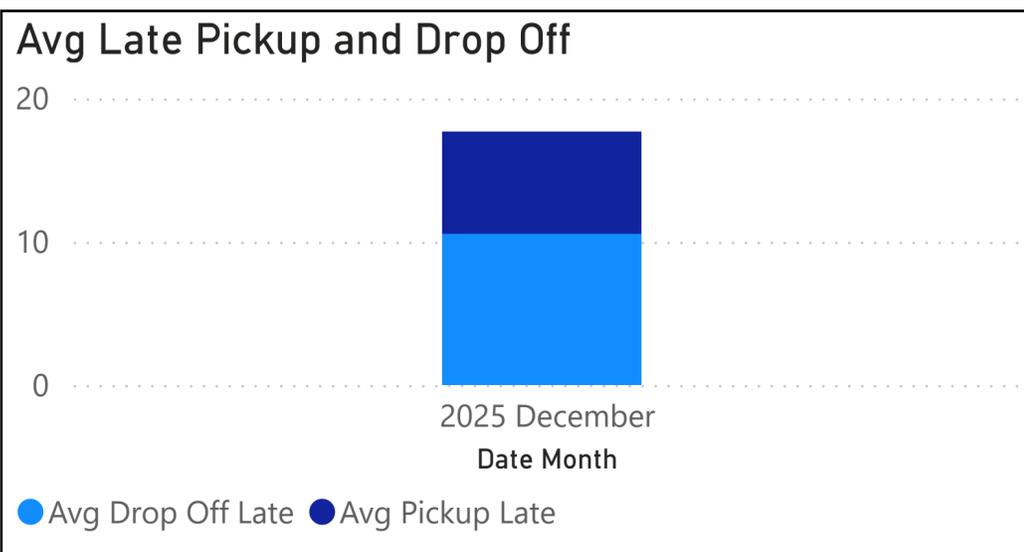
Blackfalds

ServiceDay

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Date

12/1/2025
 12/31/2025



650
Completed Rides

4.98
Avg Ride Rating

Year	2025						
Month	December						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	10.56	7.11	4.98	3	281	650	22
Total	10.56	7.11	4.98	3	281	650	22

Program
 Blackfalds

ServiceDay

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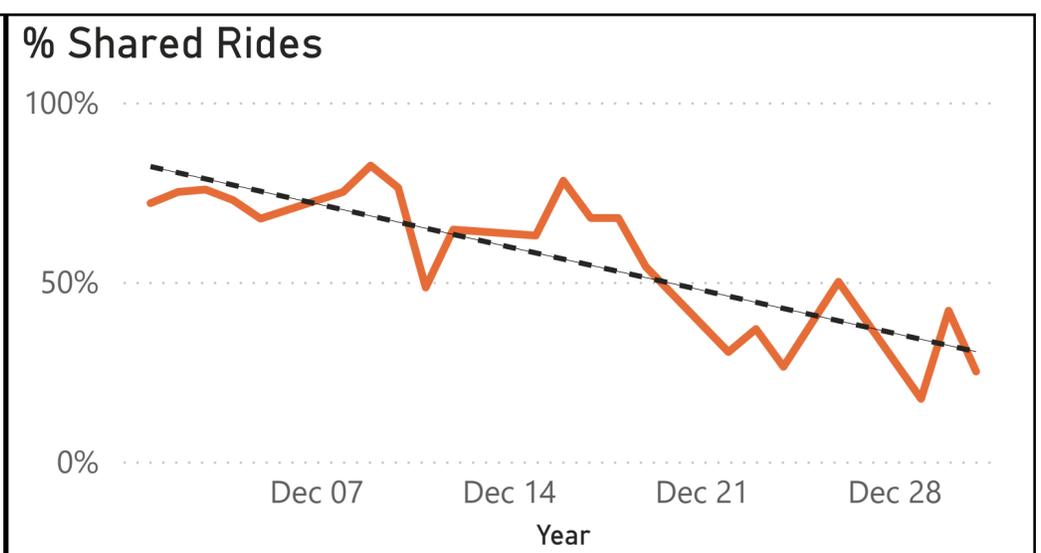
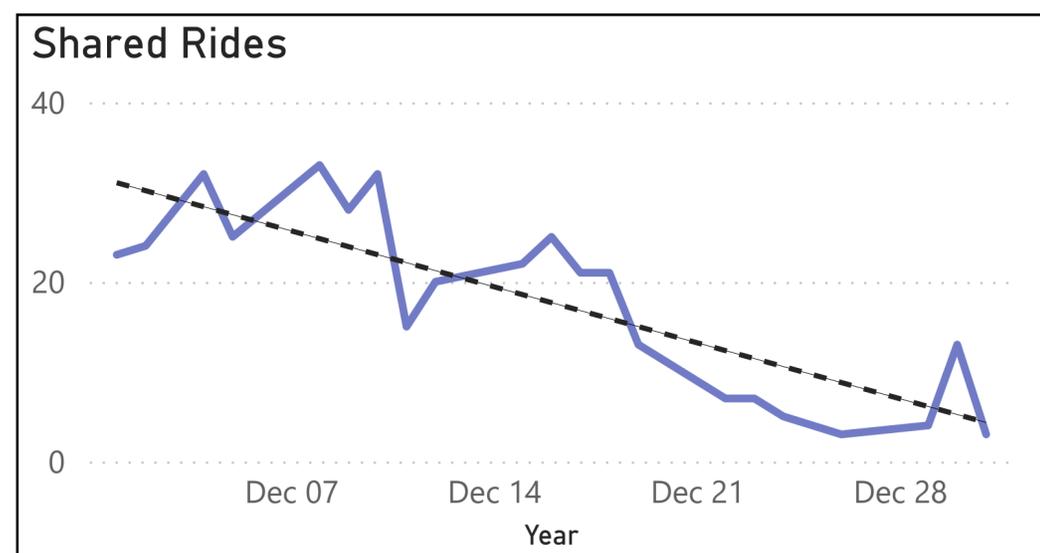
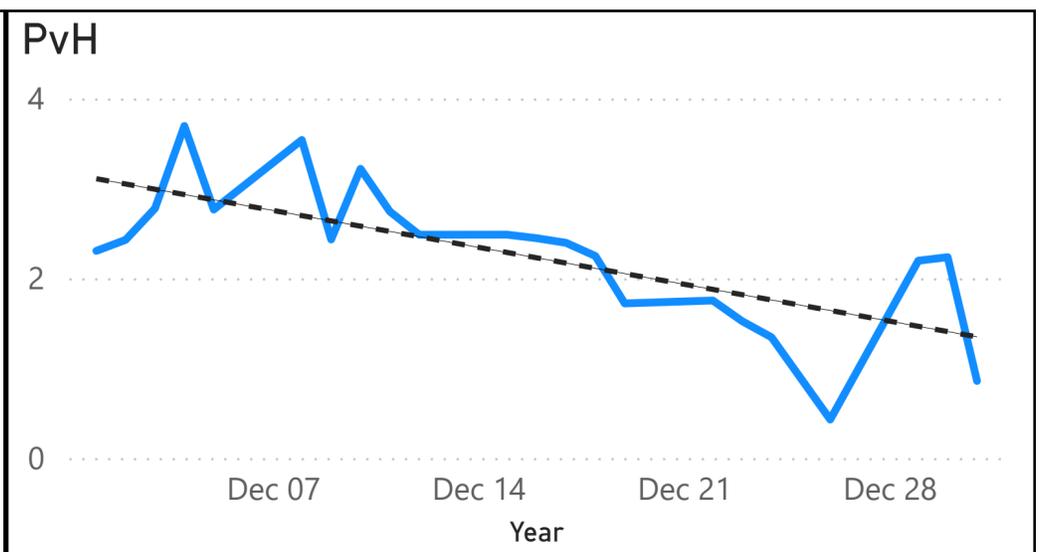
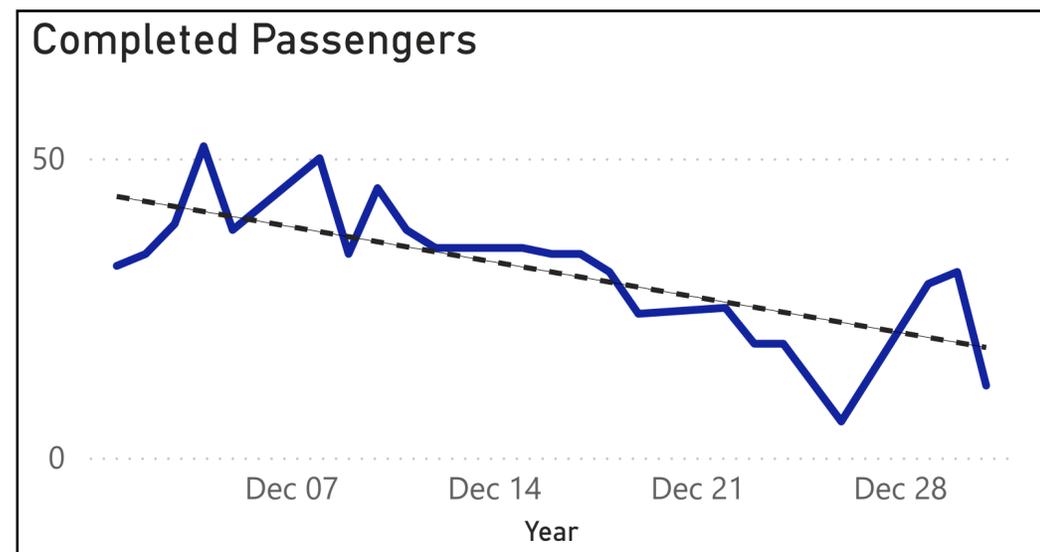
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696
Completed Passengers

2.27
PvH

404
Shared Rides

62.15%
% Shared Rides



Year	2025			
Month	December			
Program	Completed Rides	Shared Rides	% Shared	PvH
Blackfalds	650	404	62.15%	2.27
Total	650	404	62.15%	2.27

Program

Blackfalds

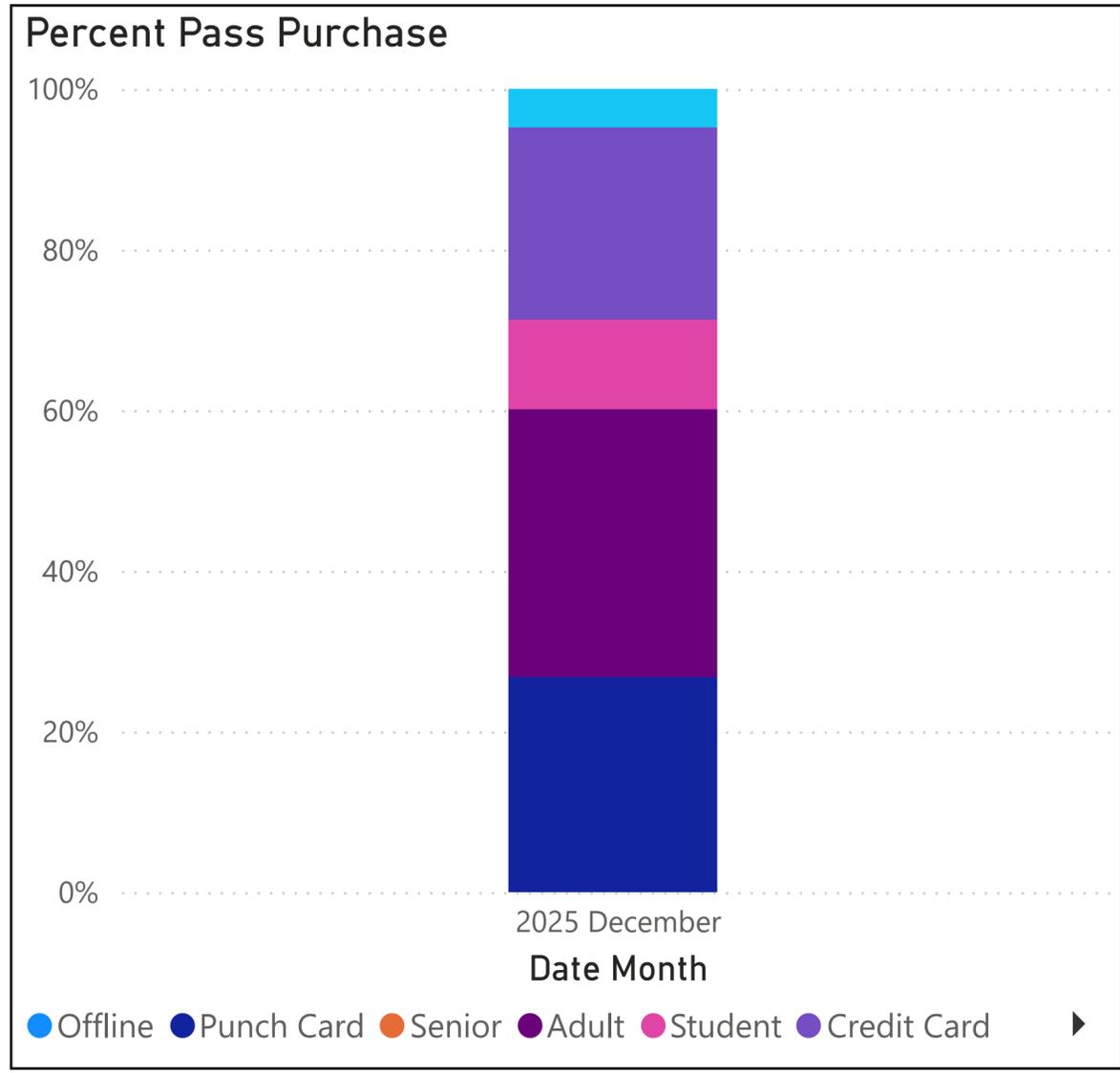
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Date

12/1/2025

12/31/2025



Date	Offline	Punch Card	Senior	Adult	Student	Credit Card
2025-12-01	0	5	0	13	5	9
2025-12-02	0	6	0	9	7	7
2025-12-03	0	7	0	12	5	11
2025-12-04	0	12	0	16	5	10
2025-12-05	0	11	0	14	4	7
2025-12-08	0	13	0	12	1	13
2025-12-09	0	8	0	9	6	11
2025-12-10	0	10	0	16	5	9
2025-12-11	0	10	0	8	5	6
2025-12-12	0	13	0	9	1	6
2025-12-15	0	11	0	7	6	9
2025-12-16	0	6	0	6	1	8
2025-12-17	0	4	0	10	0	4
2025-12-18	0	4	0	7	1	4
2025-12-19	0	4	0	3	2	1
2025-12-22	0	1	0	4	0	0
2025-12-23	0	2	0	3	0	0
Total	0	129	0	160	54	115

Year	2025												
Month	December												
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	
Blackfalds	0%	20%	0%	25%	8%	18%	0%	0%	0%	0%	4%	0%	
Total	0%	20%	0%	25%	8%	18%	0%	0%	0%	0%	4%	0%	

Program

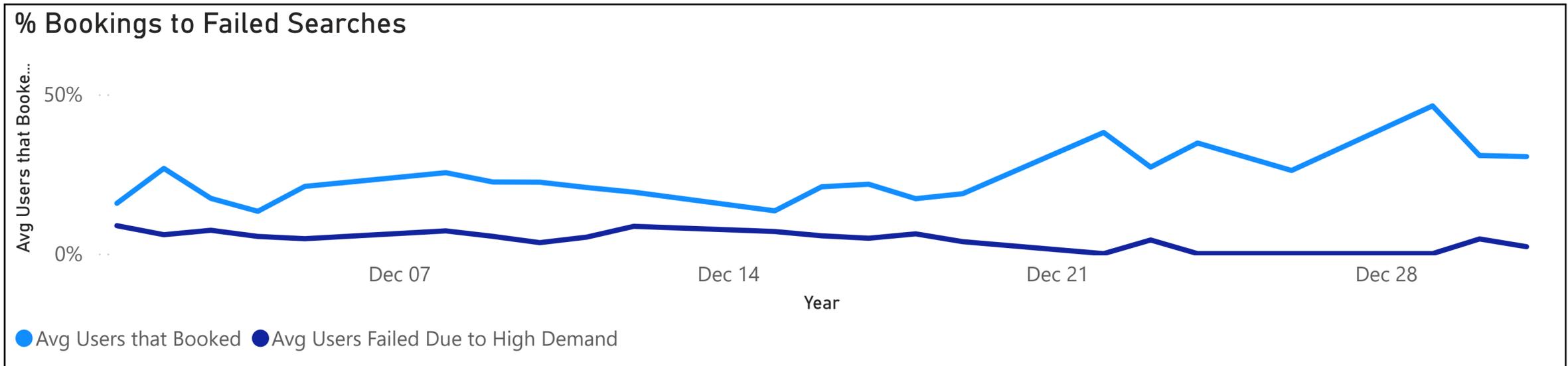
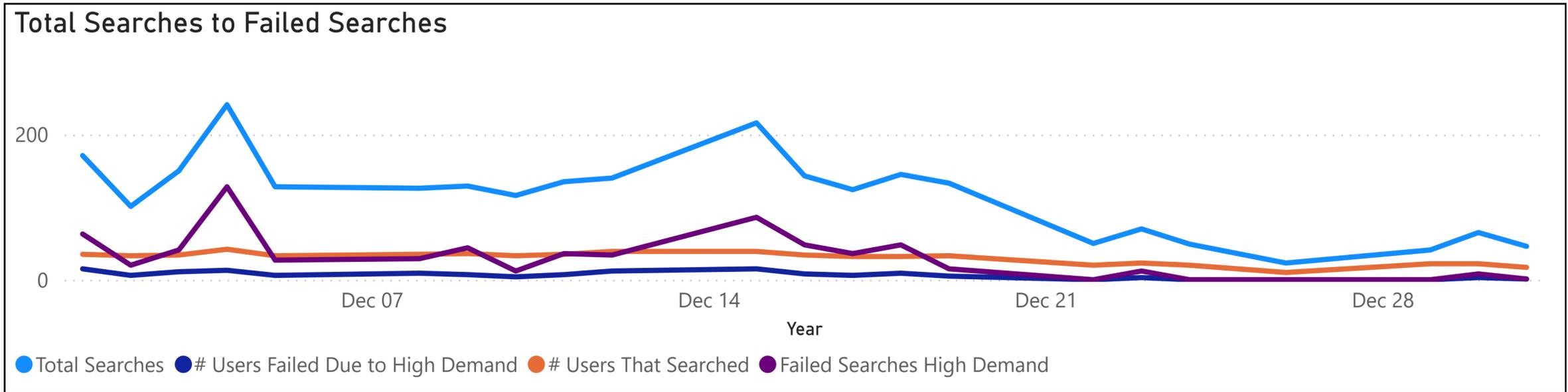
Blackfalds

ServiceDay

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Date

12/1/2025
 12/31/2025



Year	2025				
Month	December				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	2542	140	659	21%	6%
Total	2542	140	659	21%	6%

Program

Blackfalds

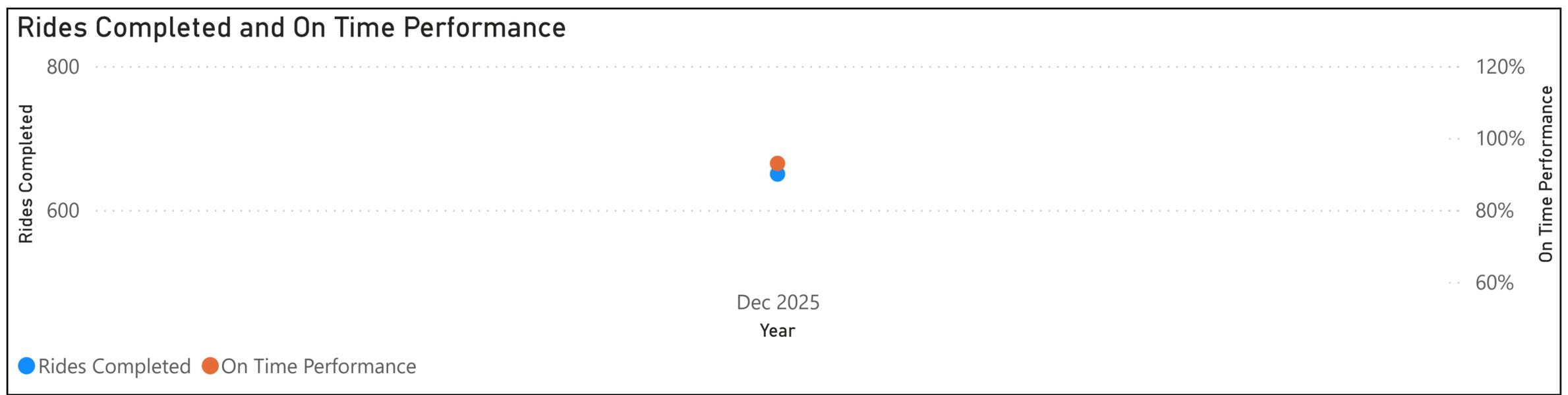
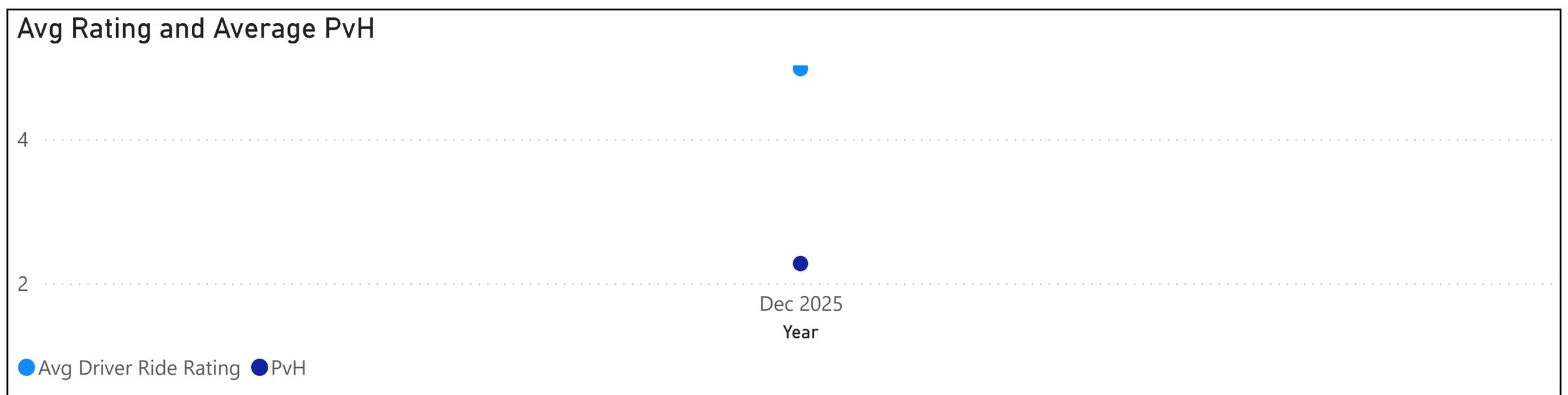
ServiceDay

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Date

12/1/2025
 12/31/2025

92.92%
 On Time Performance



Year	2025				
Month	December				
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	
Blackfalds	650	4.98	2.27	92.92%	
Total	650	4.98	2.27	92.92%	

Program

Blackfalds

ServiceDay

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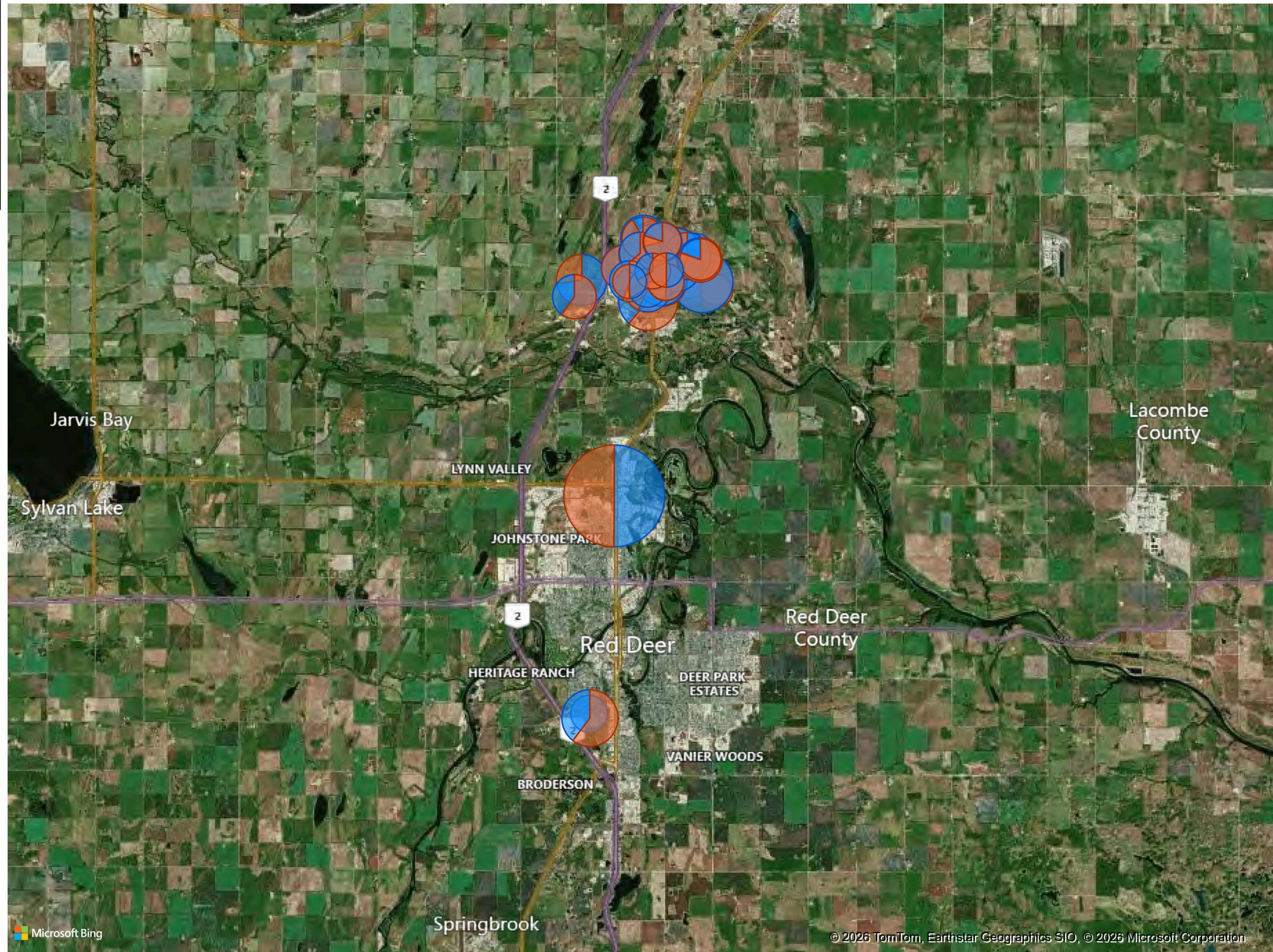
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12/31/2025



● Dropoff ● Pickup



Program

Blackfalds

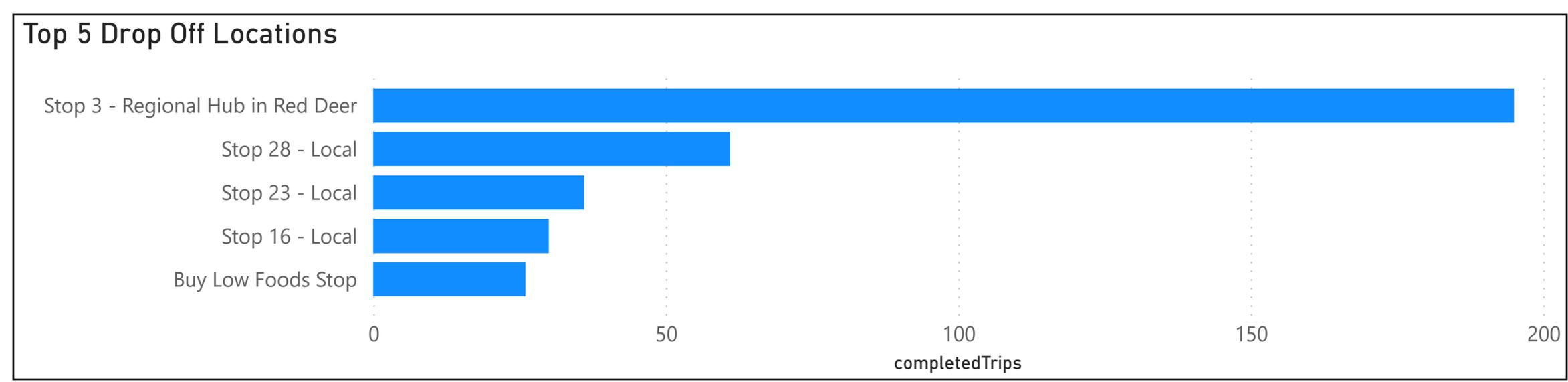
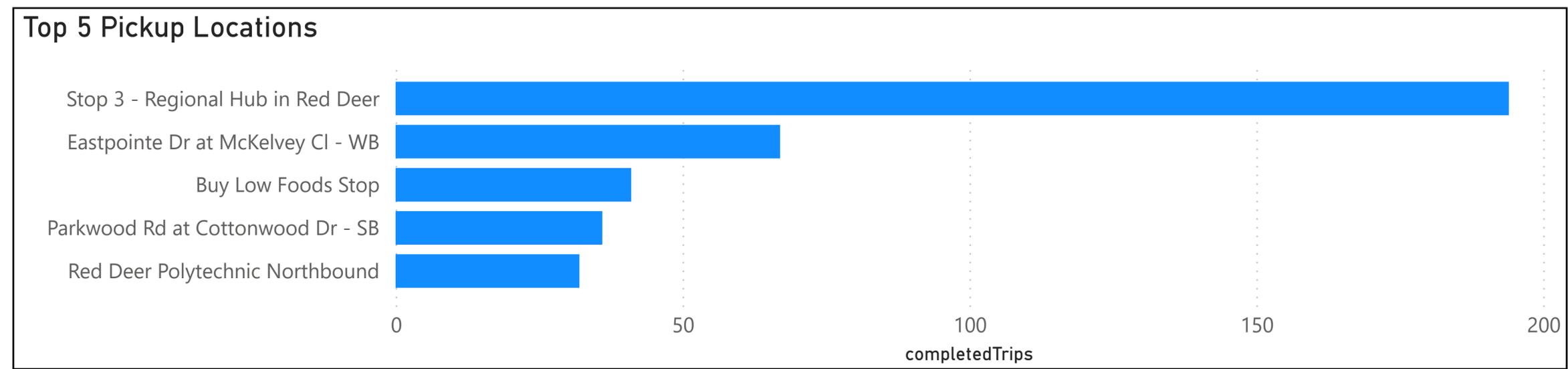
ServiceDay

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Date

12/1/2025

12/31/2025



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	195	194	389
Eastpointe Dr at McKelvey CI - WB	7	67	74
Stop 28 - Local	61	13	74
Buy Low Foods Stop	26	41	67
Red Deer Polytechnic Northbound	21	32	53
Parkwood Rd at Cottonwood Dr - SB	12	36	48
Stop 16 - Local	30	17	47
Stop 23 - Local	36	8	44
Family Builders	24	9	33
Total	650	650	1300

Program

Blackfalds

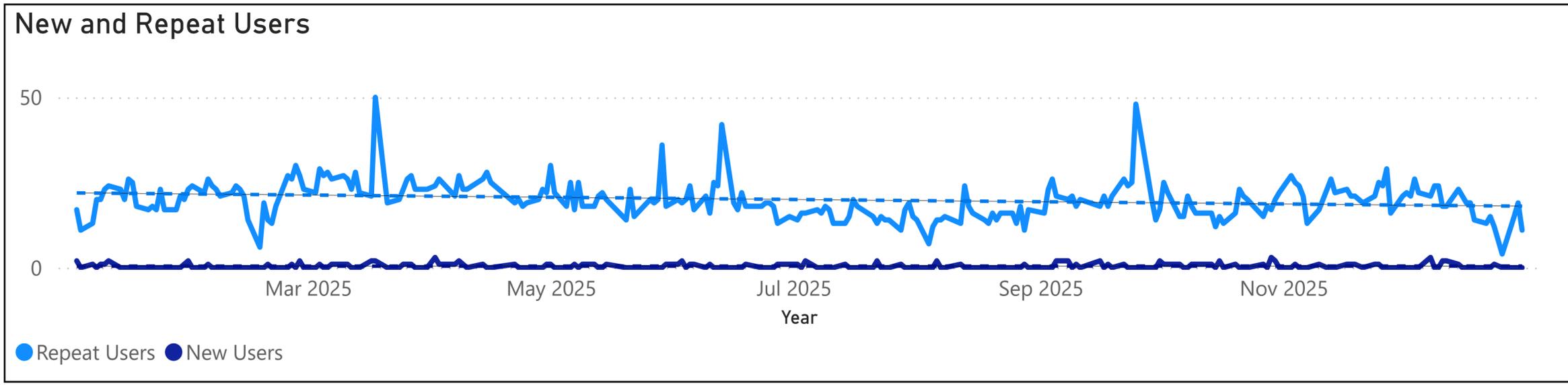
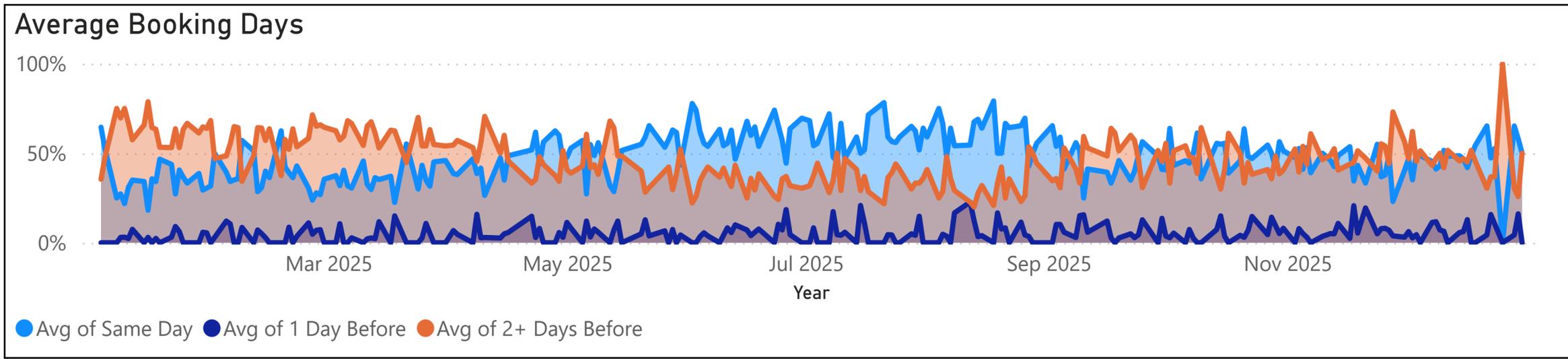
ServiceDay

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Date

1/1/2025
 12/31/2025

12.46
 Avg Actual Trip Duration (min)



Year	2025			February				
Month	January			February				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before
Blackfalds	35.4%	2.5%	62.0%	10	437	36.2%	4.8%	62.0%
Total	35.4%	2.5%	62.0%	10	437	36.2%	4.8%	62.0%

Program

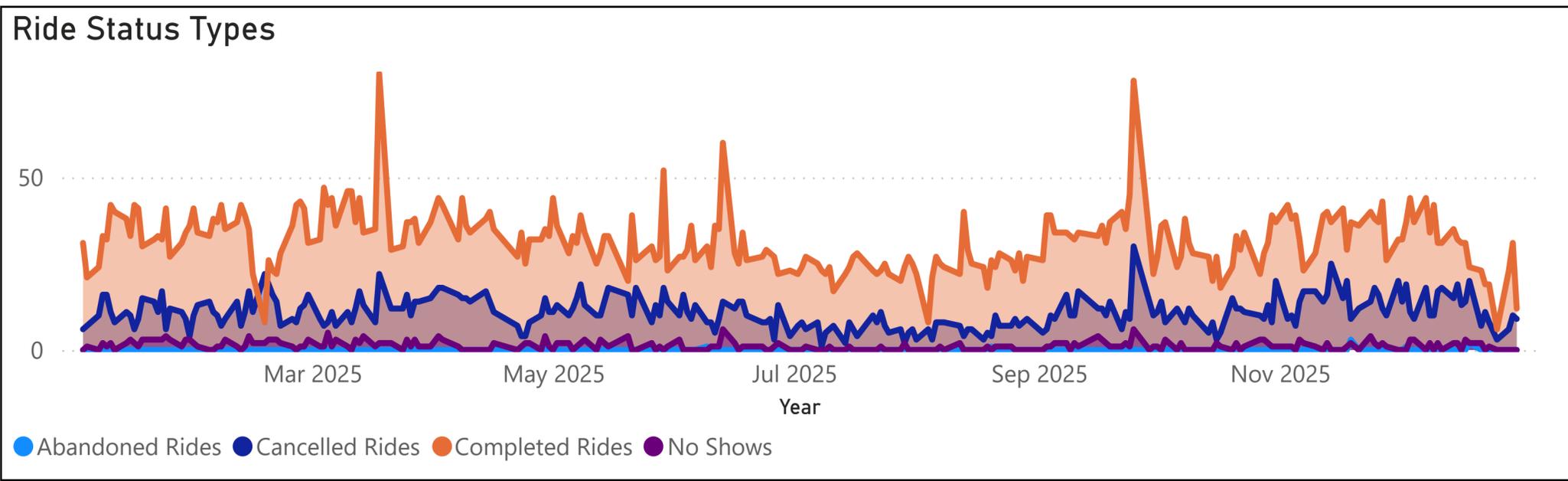
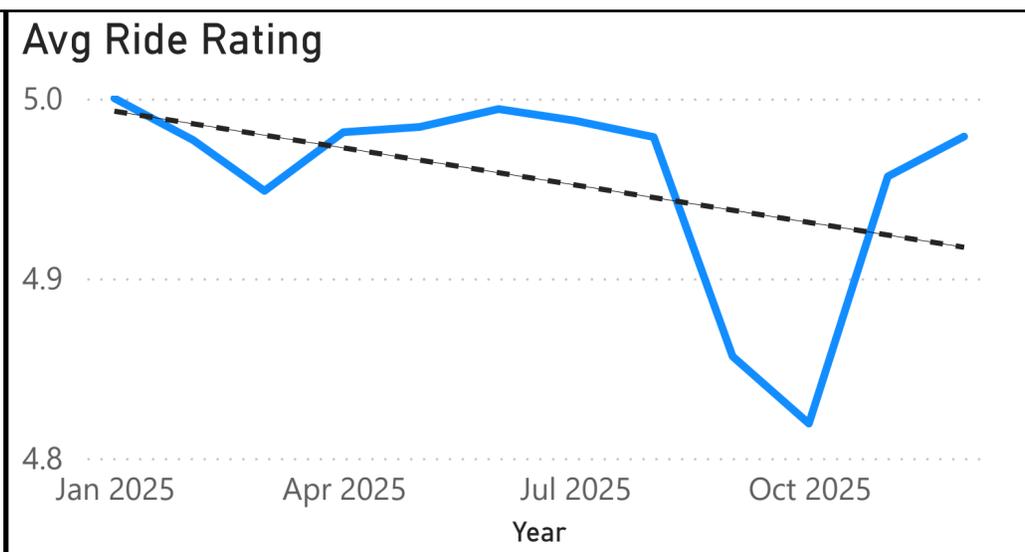
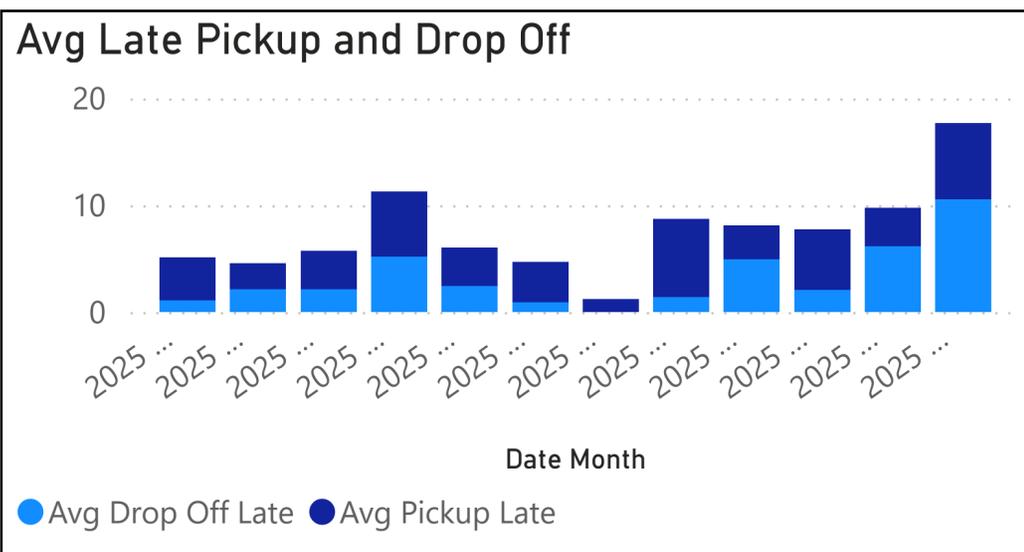
Blackfalds

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Date

1/1/2025
 12/31/2025



Year	2025						
Month	January						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	1.13	3.98	5.00	0	232	748	43
Total	1.13	3.98	5.00	0	232	748	43

7495
Completed Rides

4.95
Avg Ride Rating

Program
 Blackfalds

ServiceDay

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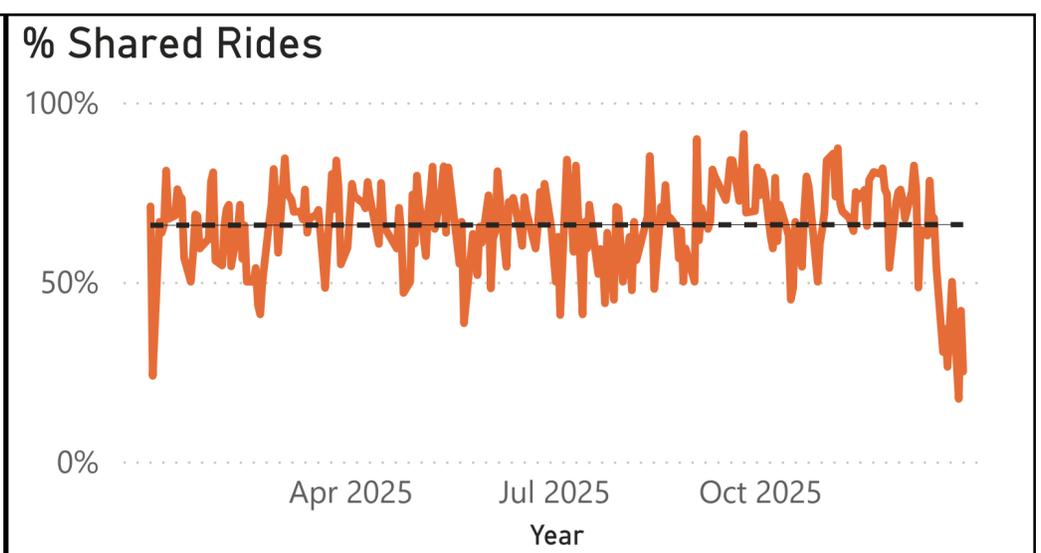
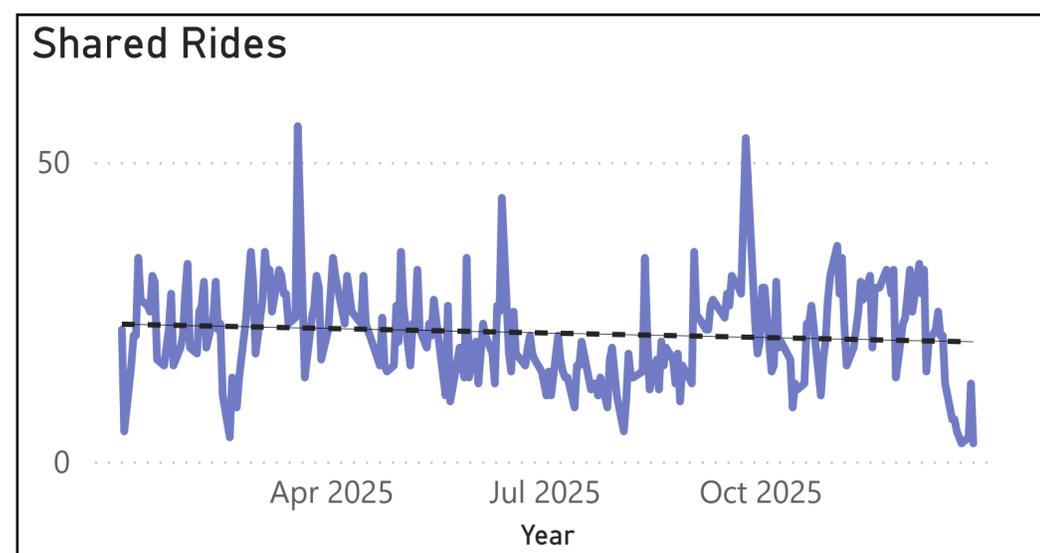
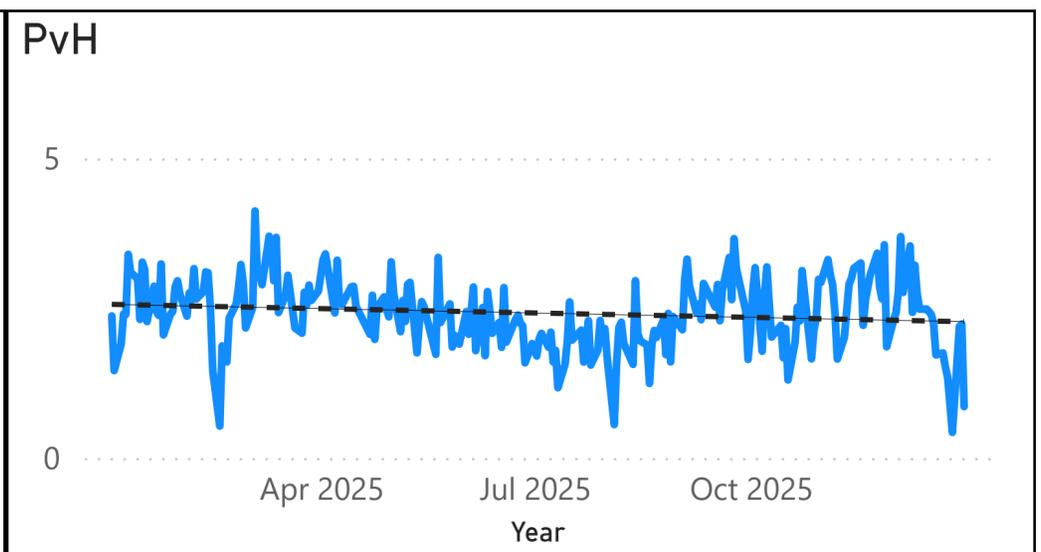
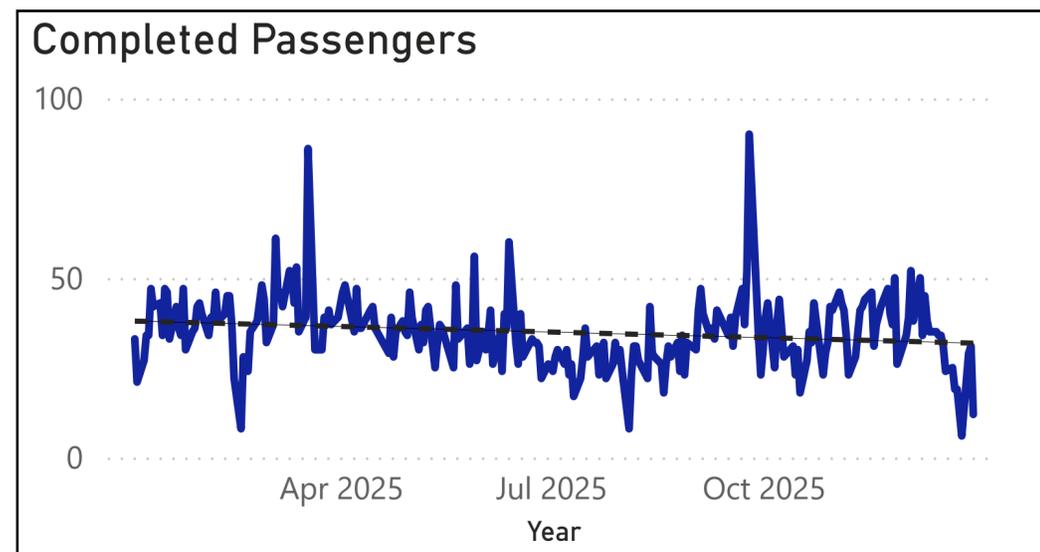
Date

8239
 Completed Passengers

2.42
 PvH

5059
 Shared Rides

67.50%
 % Shared Rides



Year	2025				February				March	
Month	January				February				March	
Program	Completed Rides	Shared Rides	% Shared	PvH	Completed Rides	Shared Rides	% Shared	PvH	Completed Rides	
Blackfalds	748	496	66.31%	2.61	660	416	63.03%	2.41	762	
Total	748	496	66.31%	2.61	660	416	63.03%	2.41	762	

Program

Blackfalds

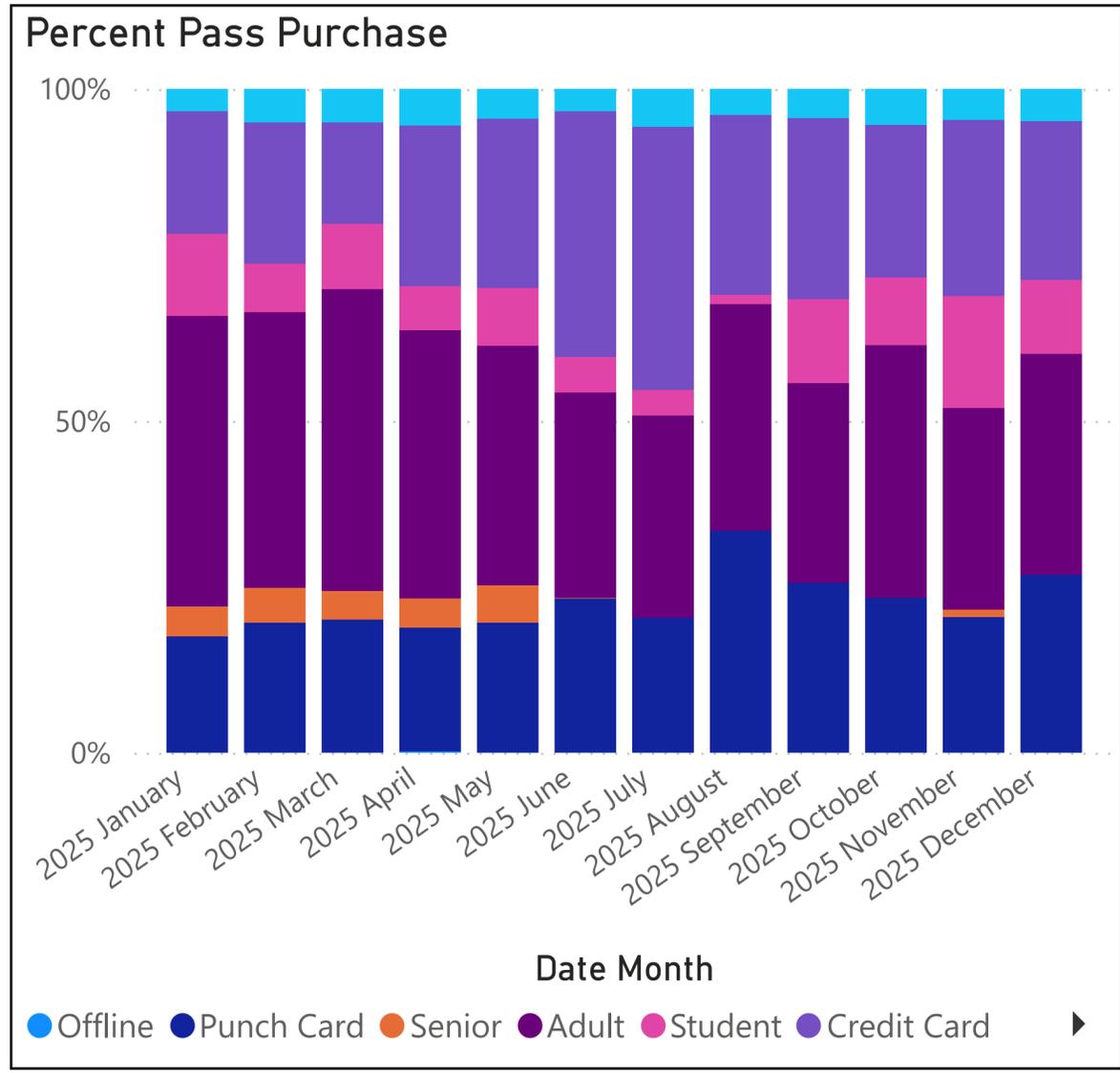
ServiceDay

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Date

1/1/2025

12/31/2025

Date	Offline	Punch Card	Senior	Adult	Student	Credit Card
2025-01-02	0	3	2	8	0	14
2025-01-03	0	4	2	7	0	4
2025-01-06	0	5	2	7	7	3
2025-01-07	0	7	1	13	5	7
2025-01-08	0	7	1	14	6	3
2025-01-09	0	6	3	17	9	6
2025-01-10	0	3	1	14	7	13
2025-01-13	0	10	1	17	6	4
2025-01-14	0	5	0	17	7	4
2025-01-15	0	8	3	16	7	8
2025-01-16	0	11	1	14	7	6
2025-01-17	0	9	3	14	2	1
2025-01-20	0	4	1	15	5	7
2025-01-21	0	6	1	19	3	4
2025-01-22	0	4	1	17	3	7
2025-01-23	0	13	3	17	4	3
2025-01-24	0	3	0	15	2	5
Total	1	1614	169	2685	675	1846

Year	2025													
Month	January						February							
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	Avg Offline	Avg Punch Card
Blackfalds	0%	18%	5%	44%	12%	18%	0%	0%	0%	0%	3%	0%	0%	2%
Total	0%	18%	5%	44%	12%	18%	0%	0%	0%	0%	3%	0%	0%	2%

Program

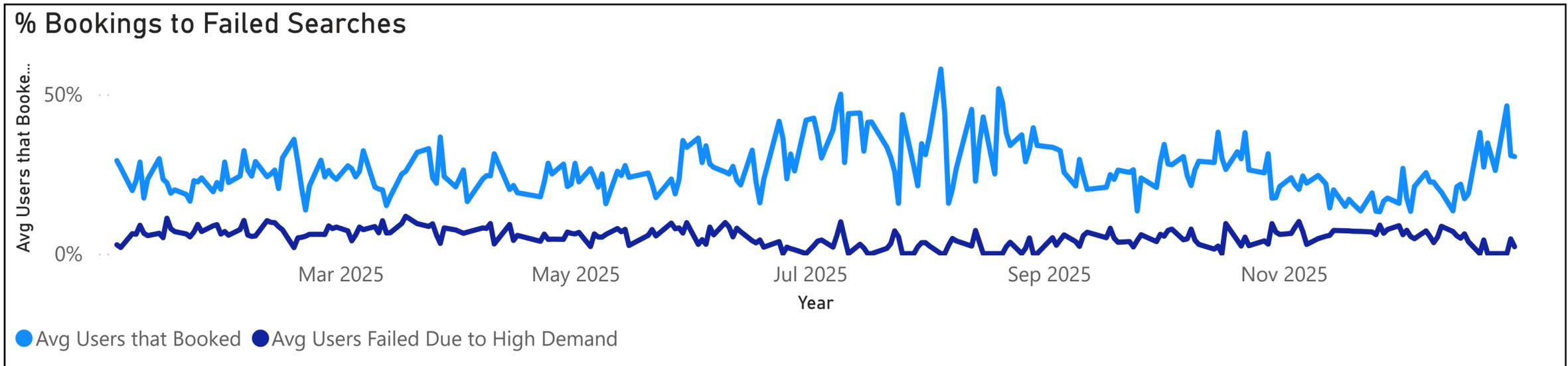
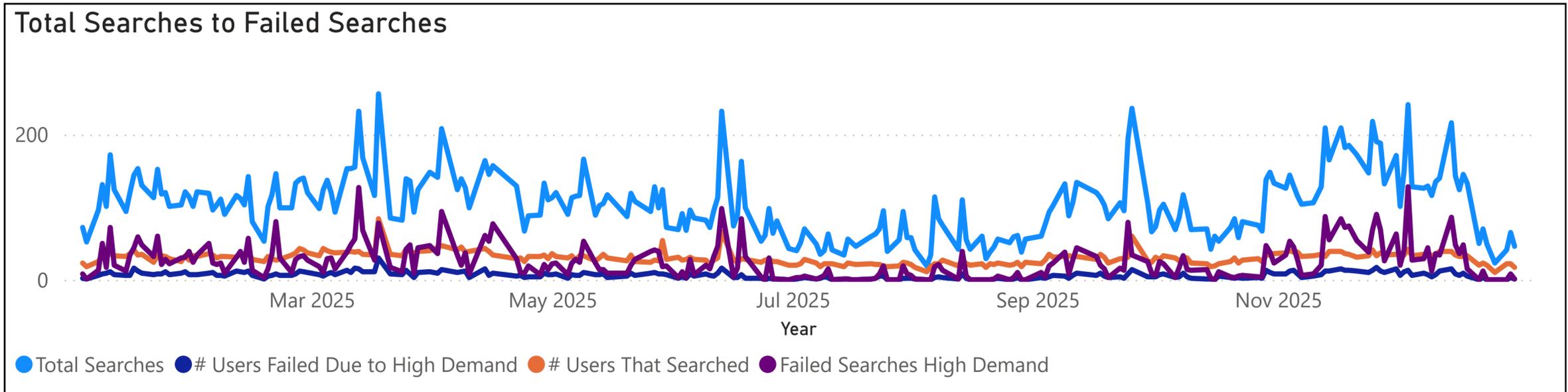
Blackfalds

ServiceDay

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2025
12/31/2025



Year	2025				
Month	January				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	2553	175	682	22%	7%
Total	2553	175	682	22%	7%

Program

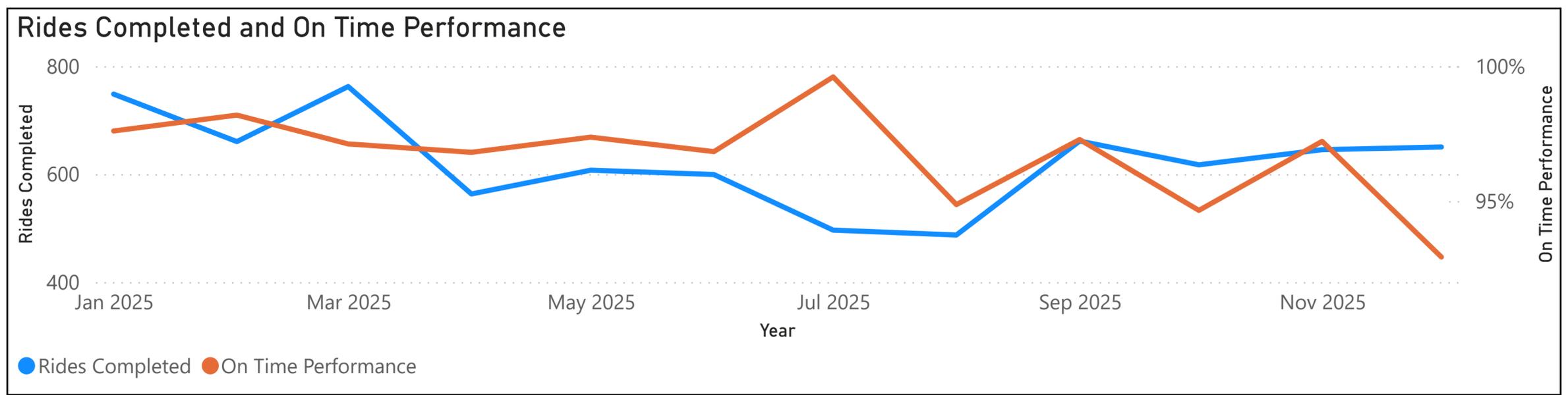
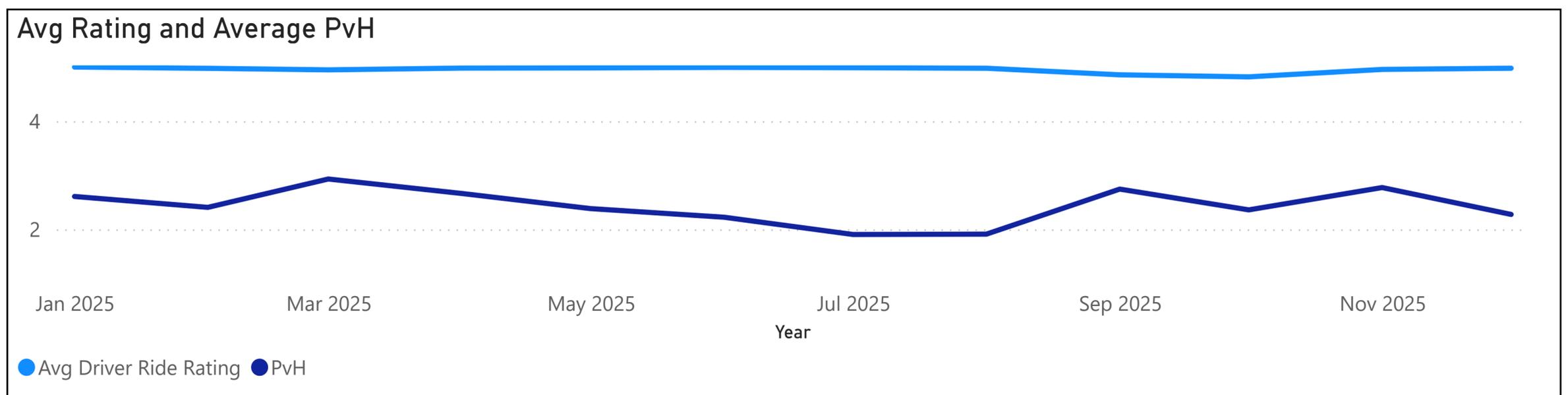
Blackfalds

ServiceDay

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 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2025
 12/31/2025



96.70%
On Time Performance

Year	2025				February			
Month	January				February			
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance
Blackfalds	748	5.00	2.61	97.59%	660	4.98	2.41	98.59%
Total	748	5.00	2.61	97.59%	660	4.98	2.41	98.59%

Program

Blackfalds

ServiceDay

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

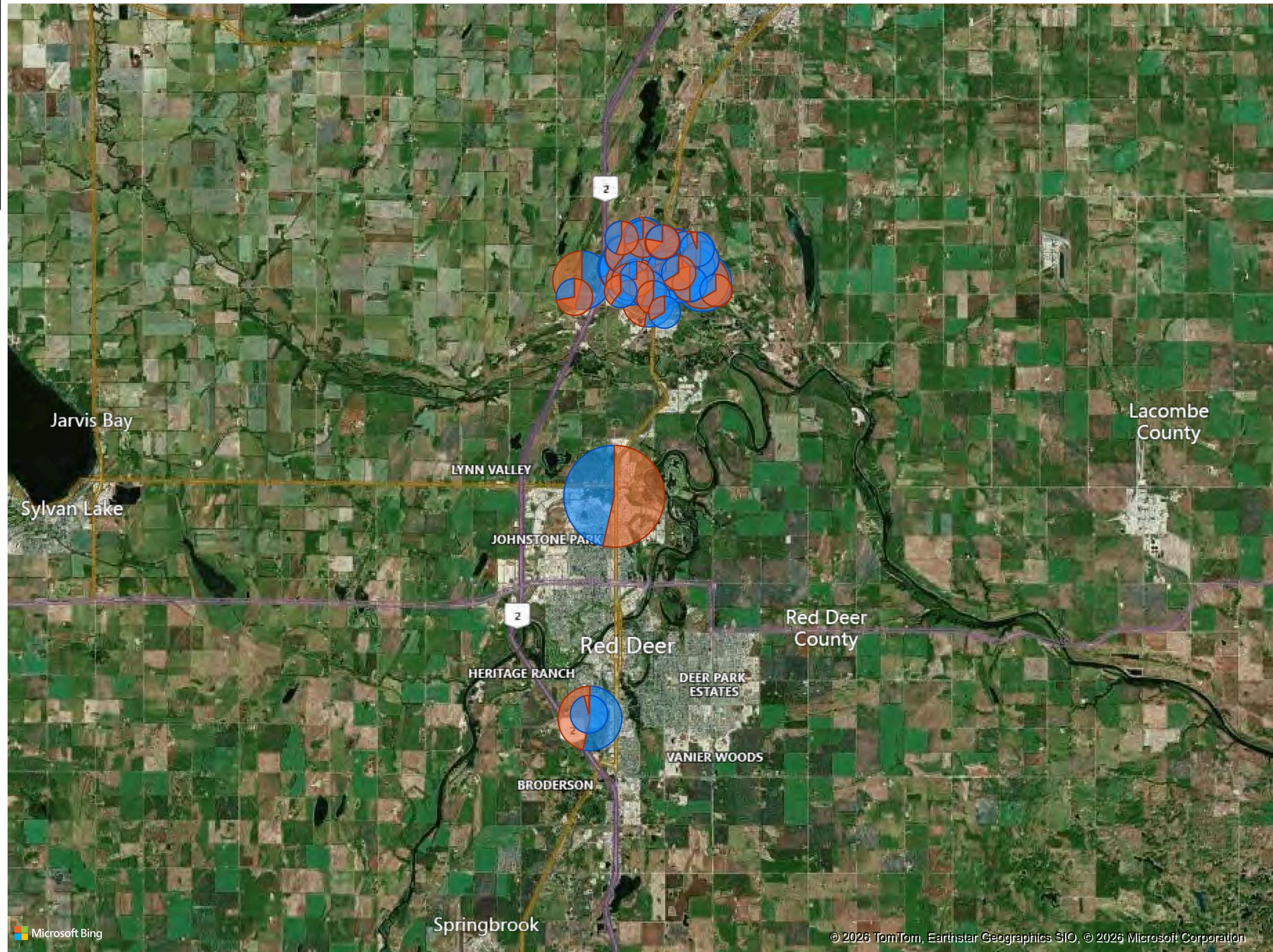
Date

1/1/2025

12/31/2025



● Dropoff ● Pickup



Program

Blackfalds

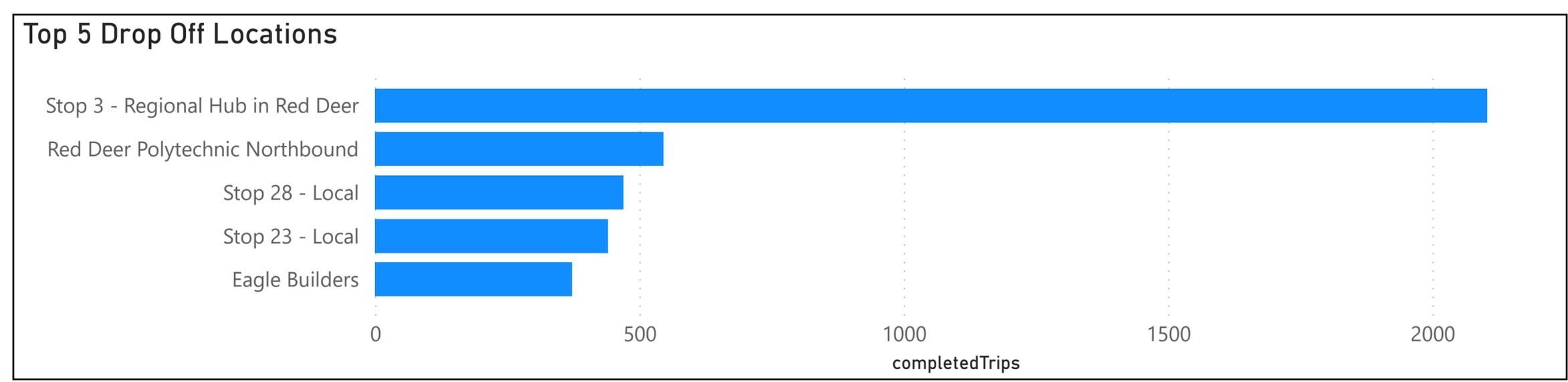
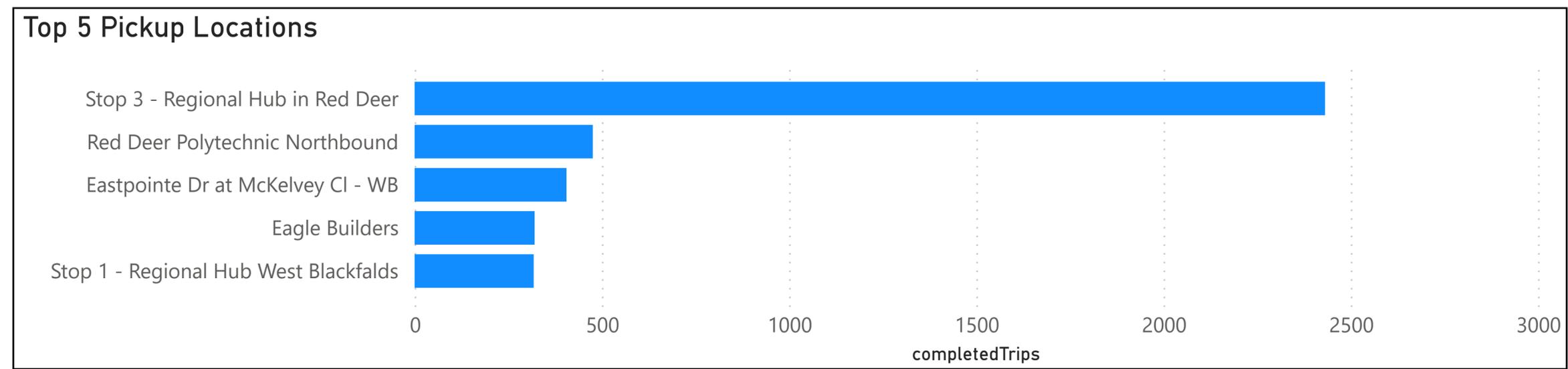
ServiceDay

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2025

12/31/2025



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	2104	2431	4535
Red Deer Polytechnic Northbound	546	475	1021
Stop 28 - Local	470	236	706
Eagle Builders	373	320	693
Stop 1 - Regional Hub West Blackfalds	192	318	510
Stop 23 - Local	440	45	485
Eastpointe Dr at McKelvey CI - WB	59	405	464
Womacks Rd at Blackfalds Skateboard Park	136	297	433
Riv Low Foods Stop	223	202	425
Total	7495	7495	14990

MEETING DATE: February 24, 2026

PREPARED BY: Eric Collins, GIS Technologist

SUBJECT: **BOLT KPI Report Information – January 2026**

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds, and Lacombe as well as local bus service within Blackfalds and Lacombe. This partnership continued until August of 2020, when the City of Lacombe opted out. The Town then procured a service contractor, purchased a wheelchair-accessible van, and finalized an on-demand service model (“BOLT 2.0”). The service operates five days a week (6:00 a.m. – 8:00 p.m.) connecting local destinations and regional hubs, including the Kingston Hub in Red Deer, Red Deer Polytechnic, and Eagle Builders.

In late 2025, the new service provider changed reporting practices, and some statistics are not available at the time of this report.

The new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

<https://www.blackfalds.ca/p/bolt-local-transit>

DISCUSSION

The first page of this report outlines the **JANUARY** statistics and associated mapping, while the remainder of the pages identify the trending comparison over the first month of 2026. Data dates are highlighted in the white box on the left side of each sheet for reference.

In January, BOLT completed **770 rides** for **805 passengers**, reflecting a strong start to 2026 and a clear increase in monthly demand compared to December. Ridership remained steady throughout the month, with no significant disruptions or anomalies.

Pooling efficiency remained high in January, with **63.8% of rides shared**, slightly above December’s level. Passengers per Vehicle Hour (**PVH**) averaged **2.94**, representing a **notable increase** from December’s **2.27** and indicating strong operational efficiency throughout the month.

Service quality remained strong in January. The average ride rating was **4.96/5**, with **one abandoned ride** and **31 no-shows** recorded for the month. On-time performance was consistently high, with **96.36% of trips meeting pickup and drop-off OTP standards**, demonstrating reliable winter operations despite seasonal weather conditions.

The Regional Hub in Red Deer remained the top pickup and drop-off location in January, with **397 total trips**. Red Deer Polytechnic returned to the second-highest position with **106 trips**, reflecting the resumption of post-holiday travel. Other consistently used stops included Buy Low Foods (**69 trips**).

Rider feedback in January was overwhelmingly positive, with multiple 5-star comments highlighting driver friendliness, helpfulness, and reliability. One complaint was received regarding a child's missed pickup during extreme cold weather, which resulted in a 1-star rating. Overall, rider sentiment remained strongly positive throughout the month.

Booking behaviour in January showed a balanced mix of spontaneous and planned travel. **42.6% of trips were booked same-day**, while **49.9% were booked two or more days in advance**, and **7.5% were booked one day prior**. This distribution reflects a stable blend of commuter use and flexible trip planning as regular travel patterns resumed after the holiday period.

High-demand periods continued to generate some booking pressure in January, with **211 failed searches out of 3,027 total searches (7%)**. This level of unmet demand is consistent with seasonal patterns and reflects concentrated pressure during peak travel windows. We will continue monitoring these trends as 2026 ridership patterns develop.

The January dataset provided by the service contractor does not include numeric time-of-day or hourly demand information. Peak-hour analysis will resume if this data becomes available in future reporting cycles.

Compared to December, January saw a **15.6% increase in passengers**, an **18.5% increase in completed rides**, a **7.3% improvement in shared-ride efficiency**, and a **20.3% rise in PVH**, marking a clear and significant uptick in system usage as 2026 began. January also delivered the **strongest pooling efficiency since fall 2025**, the **highest PVH** we've seen in almost a year, exceptionally **reliable winter OTP**, and the lowest abandoned-ride count in six months which are all clear indicators of a system operating at a high level of efficiency and stability.

ATTACHMENTS

- *January 2026 monthly report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Monthly Program KPI Summary

Blackfalds											
Program	Month	Passengers Completed	Rides Completed	Shared Rides Percent	Avg Shared Fare Occupancy	Avg Ride Rating	1-2 Star Ratings with Comments Percent	# Abandoned Rides	Pickup OTP	Dropoff OTP	Passengers Per Vehicle Hour (PVH)
Blackfalds	Total	805	770	67%	2.7	4.96	0%	11	98%	99%	2.73
	2026-01	805	770	67%	2.7	4.96	0%	1	N/A	N/A	2.73
	2025-12	696	650	62%	2.1	4.98	0%	3	99%	98%	2.27
	2025-11	738	682	74%	2.9	4.93	0%	3	99%	98%	3.05
	2025-10	722	649	67%	2.7	4.84	0%	0	97%	98%	2.58
	2025-09	787	724	75%	2.8	4.90	0%	0	99%	99%	2.94
	2025-08	557	505	63%	2.6	4.98	0%	1	96%	99%	2.08
	2025-07	597	523	62%	2.7	4.98	0%	0	100%	100%	2.13
	2025-06	663	594	66%	2.7	4.97	0%	1	98%	99%	2.51
	2025-05	701	628	66%	2.6	4.98	0%	0	98%	99%	2.62
	2025-04	781	729	67%	2.8	4.94	0%	3	97%	98%	2.93
	2025-03	898	806	70%	2.8	4.96	0%	0	98%	99%	3.35
	2025-02	709	660	61%	2.7	4.95	0%	0	99%	99%	2.79
2025-01	826	748	65%	2.7	4.97	0%	0	98%	100%	2.95	

Program

Blackfalds

ServiceDay

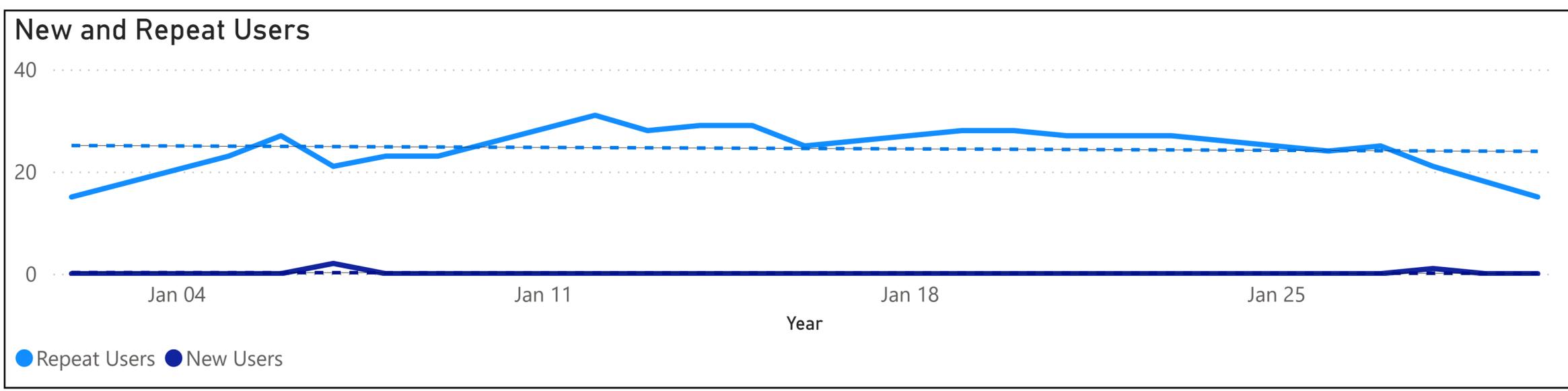
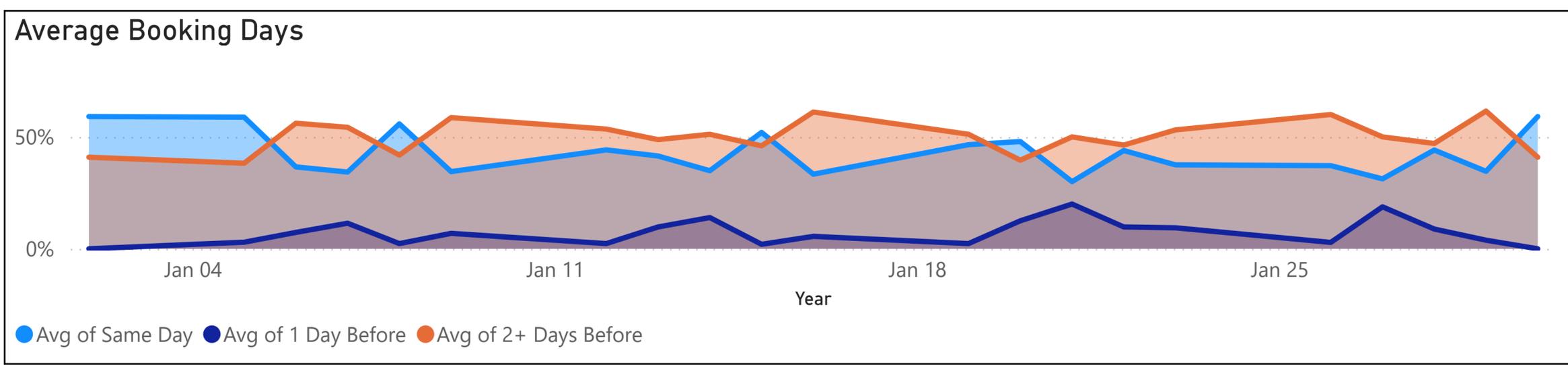
Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2026

1/31/2026

12.35
 Avg Actual Trip Duration (min)



Year	2026				
Month	January				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	42.6%	7.5%	49.9%	3	514
Total	42.6%	7.5%	49.9%	3	514

Program

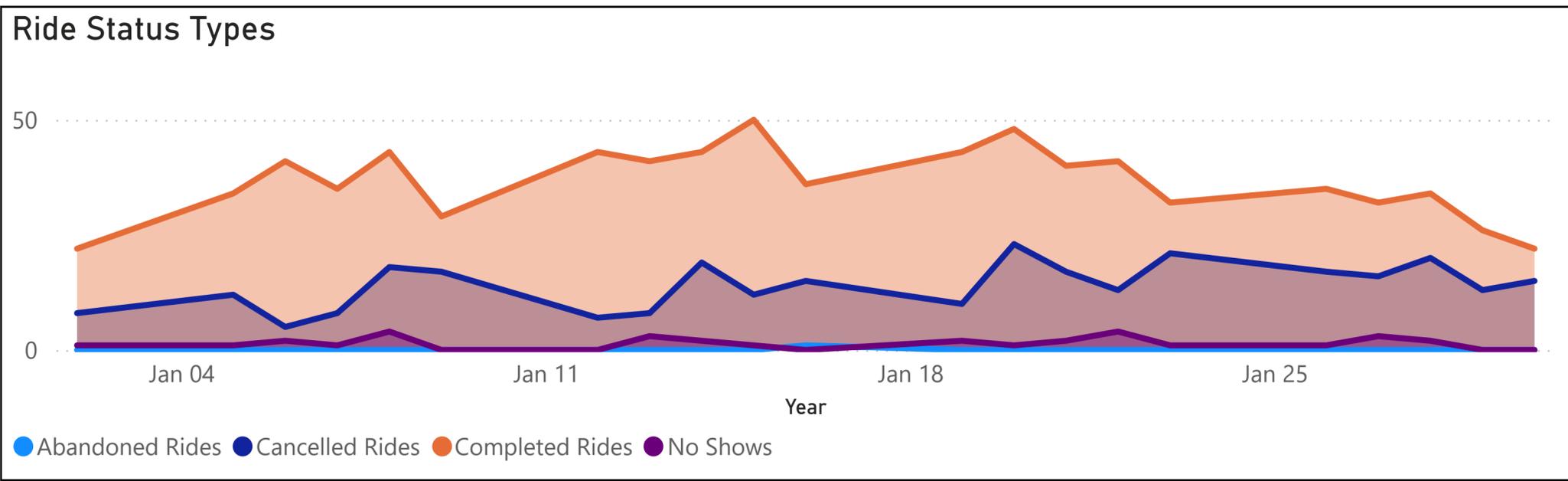
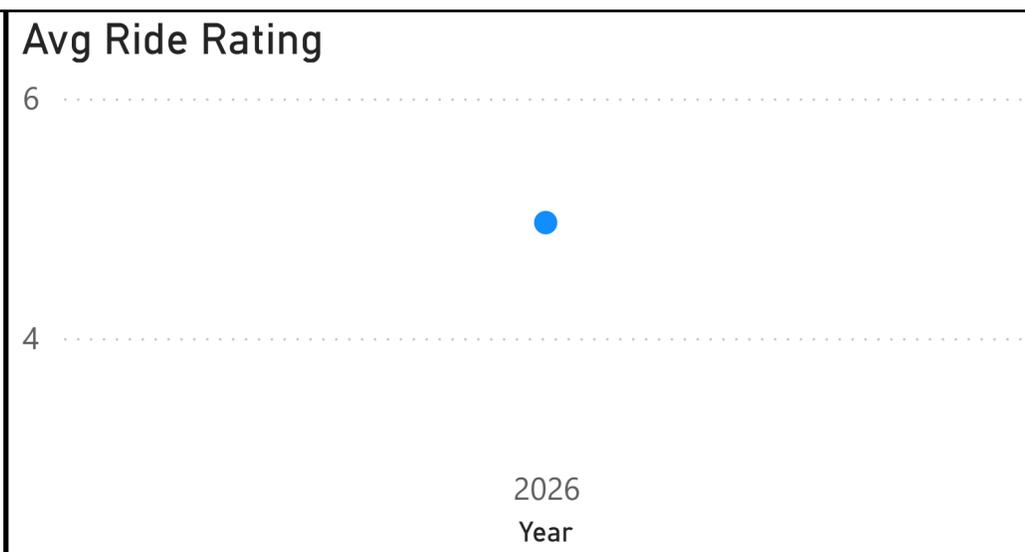
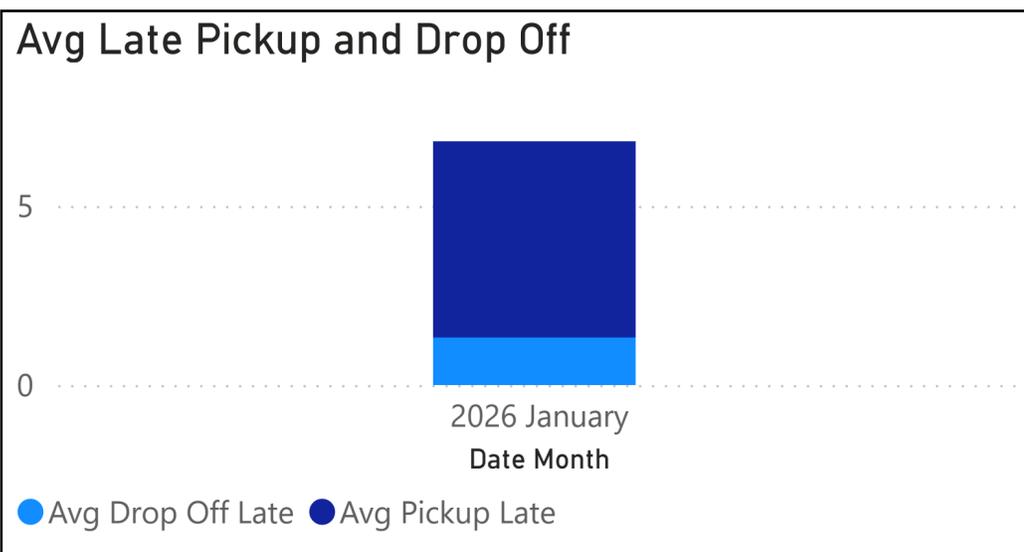
Blackfalds

ServiceDay

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2026
 1/31/2026



770
Completed Rides

4.96
Avg Ride Rating

Year	2026						
Month	January						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	1.34	5.46	4.96	1	294	770	31
Total	1.34	5.46	4.96	1	294	770	31

Program
 Blackfalds

ServiceDay

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

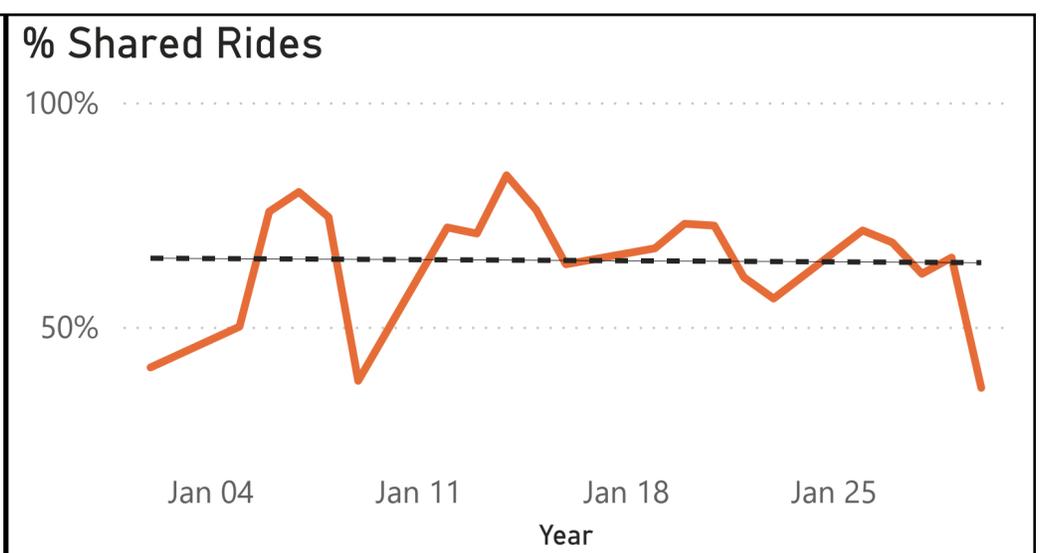
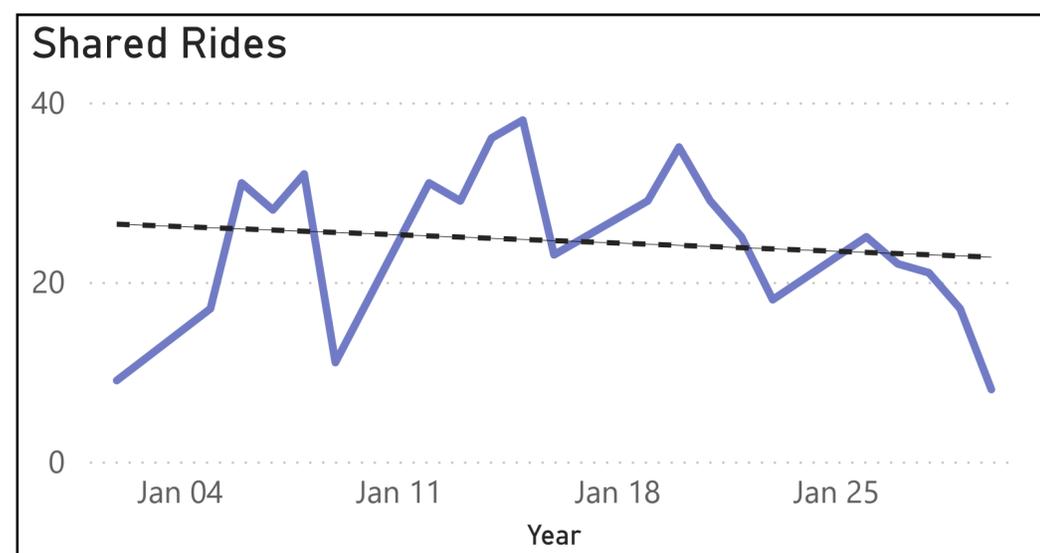
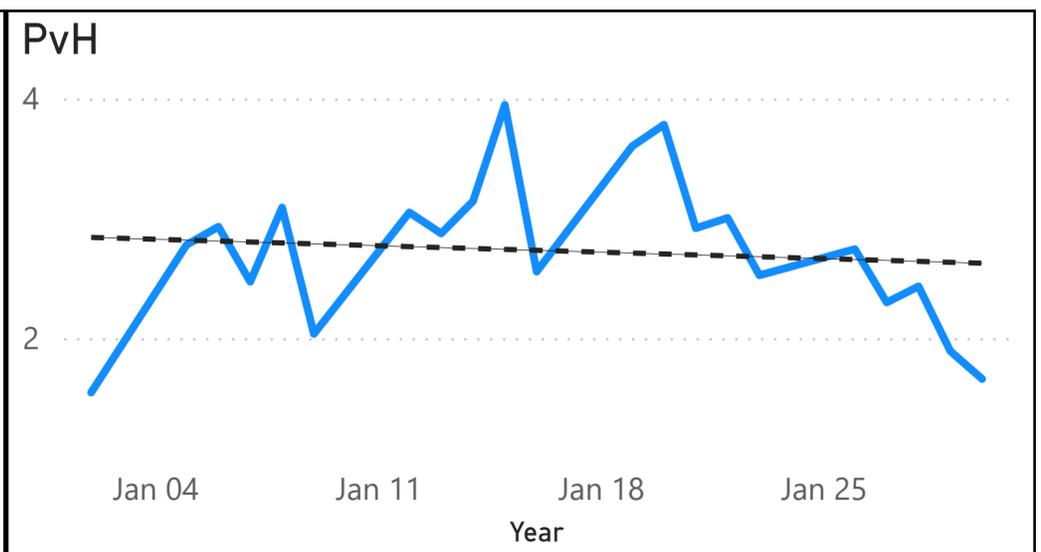
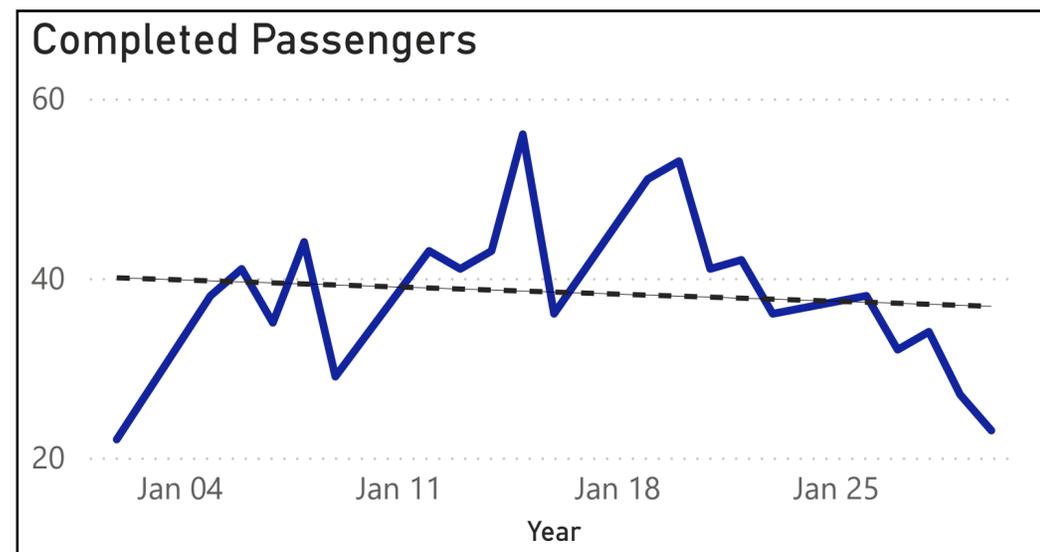
Date

805
Completed Passengers

2.73
PvH

514
Shared Rides

66.75%
% Shared Rides

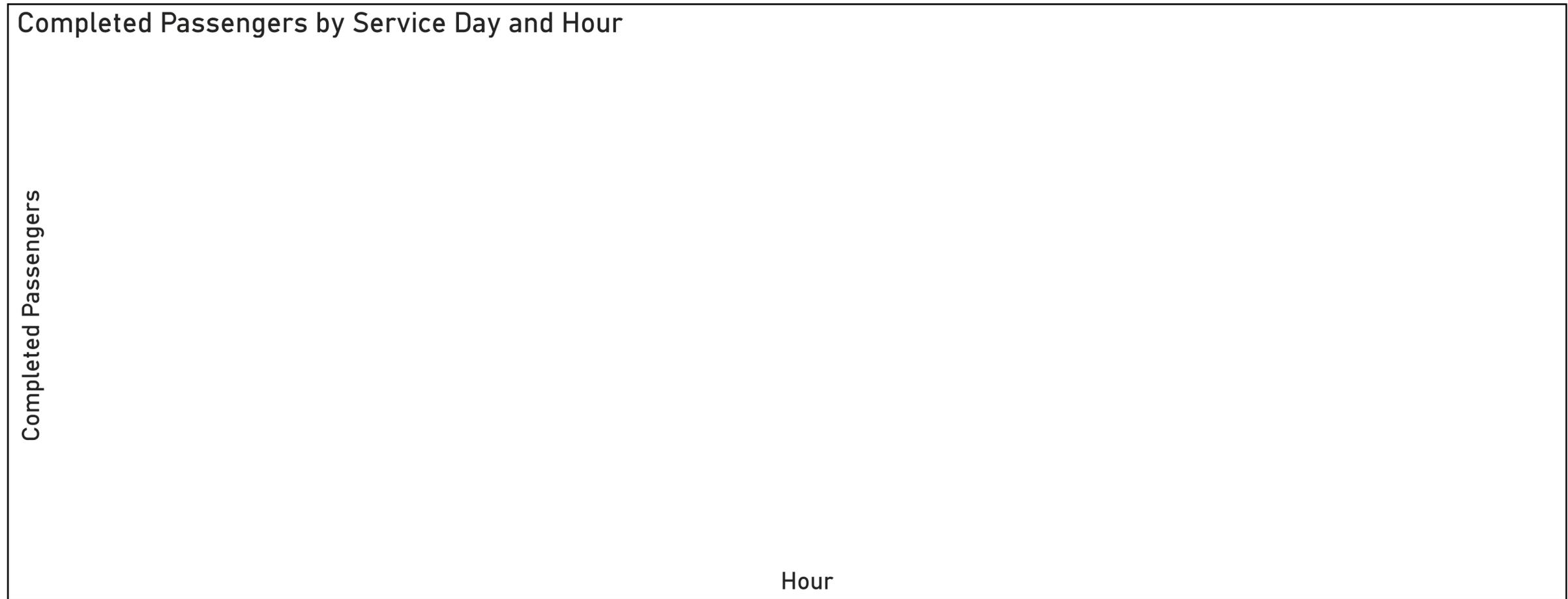


Year	2026			
Month	January			
Program	Completed Rides	Shared Rides	% Shared	PvH
Blackfalds	770	514	66.75%	2.73
Total	770	514	66.75%	2.73

Program
 Blackfalds

ServiceDay	Date
<input type="checkbox"/> Sun	<input type="text" value="1/1/2026"/>
<input type="checkbox"/> Mon	<input type="text" value="1/31/2026"/>
<input type="checkbox"/> Tue	
<input type="checkbox"/> Wed	
<input type="checkbox"/> Thu	
<input type="checkbox"/> Fri	
<input type="checkbox"/> Sat	

ServiceDay	Day Total
Hour Total	



Program

Blackfalds

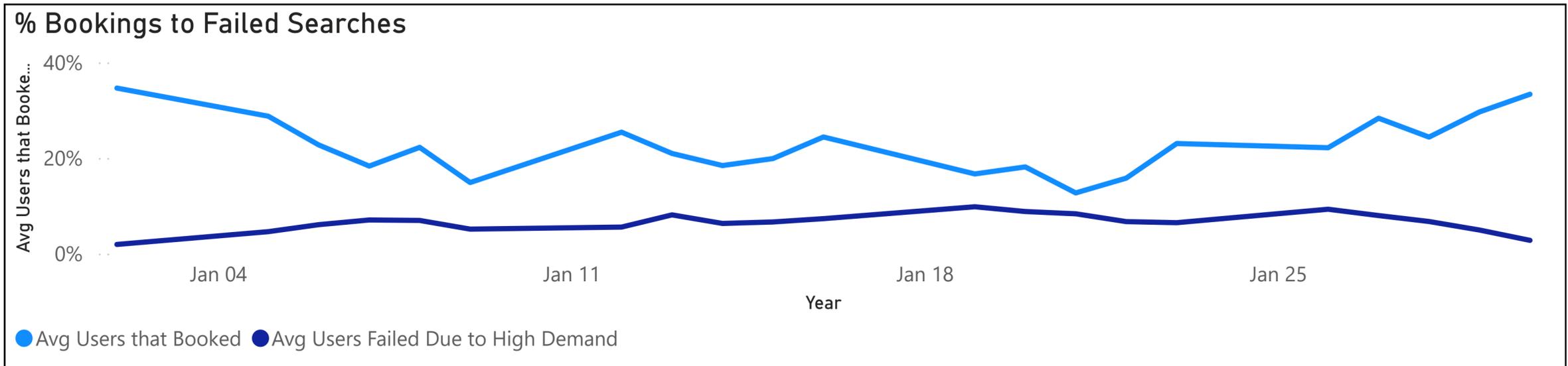
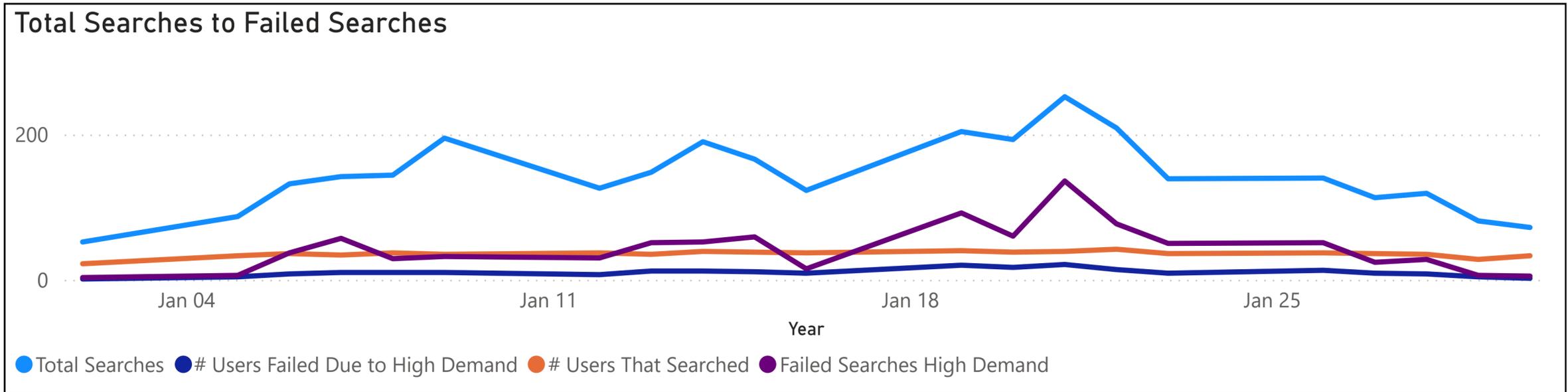
ServiceDay

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2026

1/31/2026

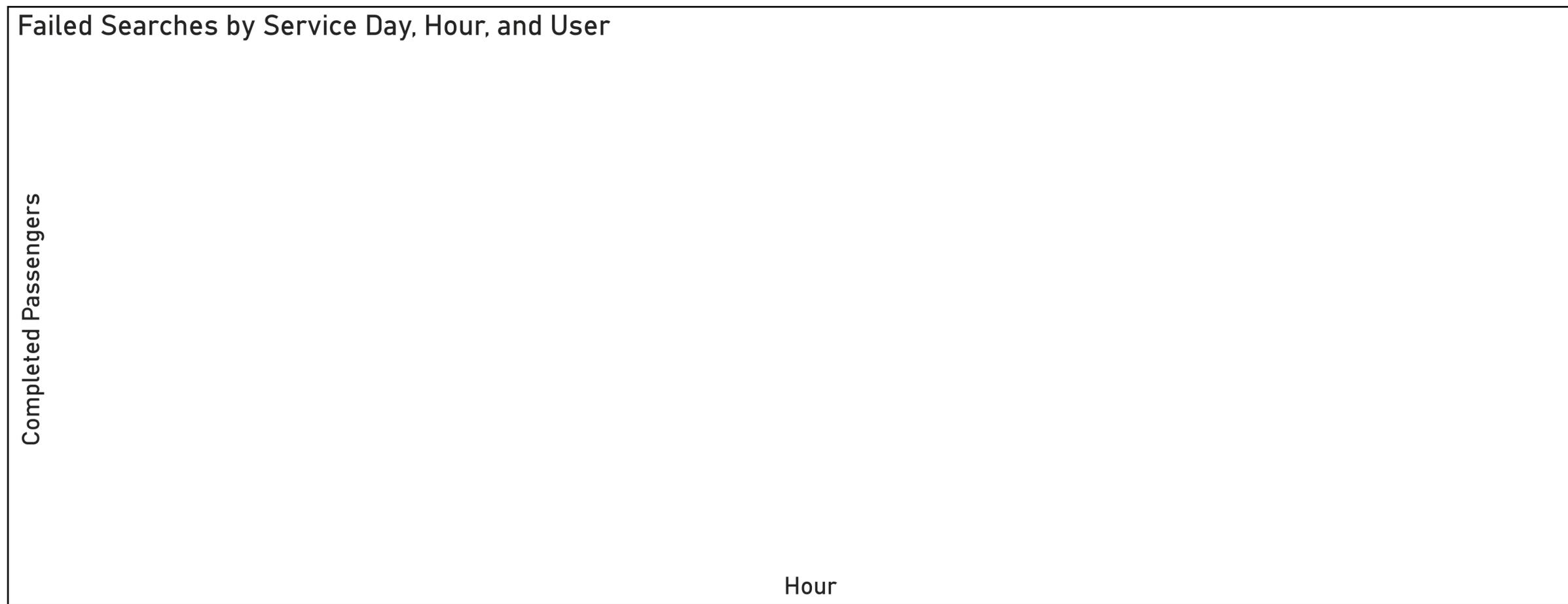


Year	2026				
Month	January				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	3027	211	747	21%	7%
Total	3027	211	747	21%	7%

Program
 Blackfalds

ServiceDay	Date
<input type="checkbox"/> Sun	<input type="text" value="1/1/2026"/>
<input type="checkbox"/> Mon	<input type="text" value="1/31/2026"/>
<input type="checkbox"/> Tue	
<input type="checkbox"/> Wed	
<input type="checkbox"/> Thu	
<input type="checkbox"/> Fri	
<input type="checkbox"/> Sat	

ServiceDay	Day Total
Hour Total	



Program

Blackfalds

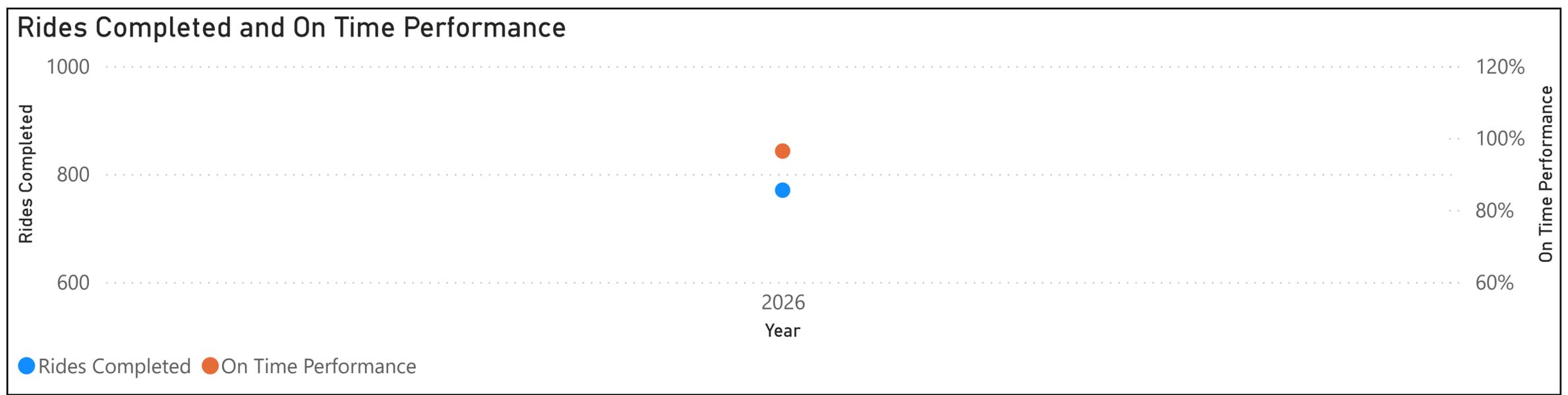
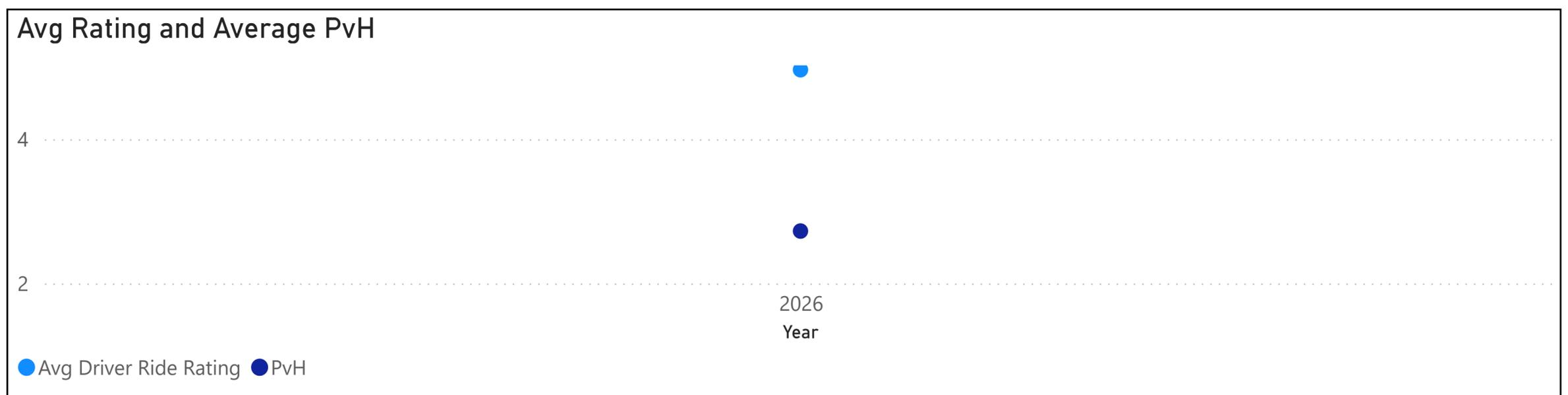
ServiceDay

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2026
1/31/2026

96.36%
On Time Performance



Year	2026				
Month	January				
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	
Blackfalds	770	4.96	2.73	96.36%	
Total	770	4.96	2.73	96.36%	

Program

Blackfalds

ServiceDay

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

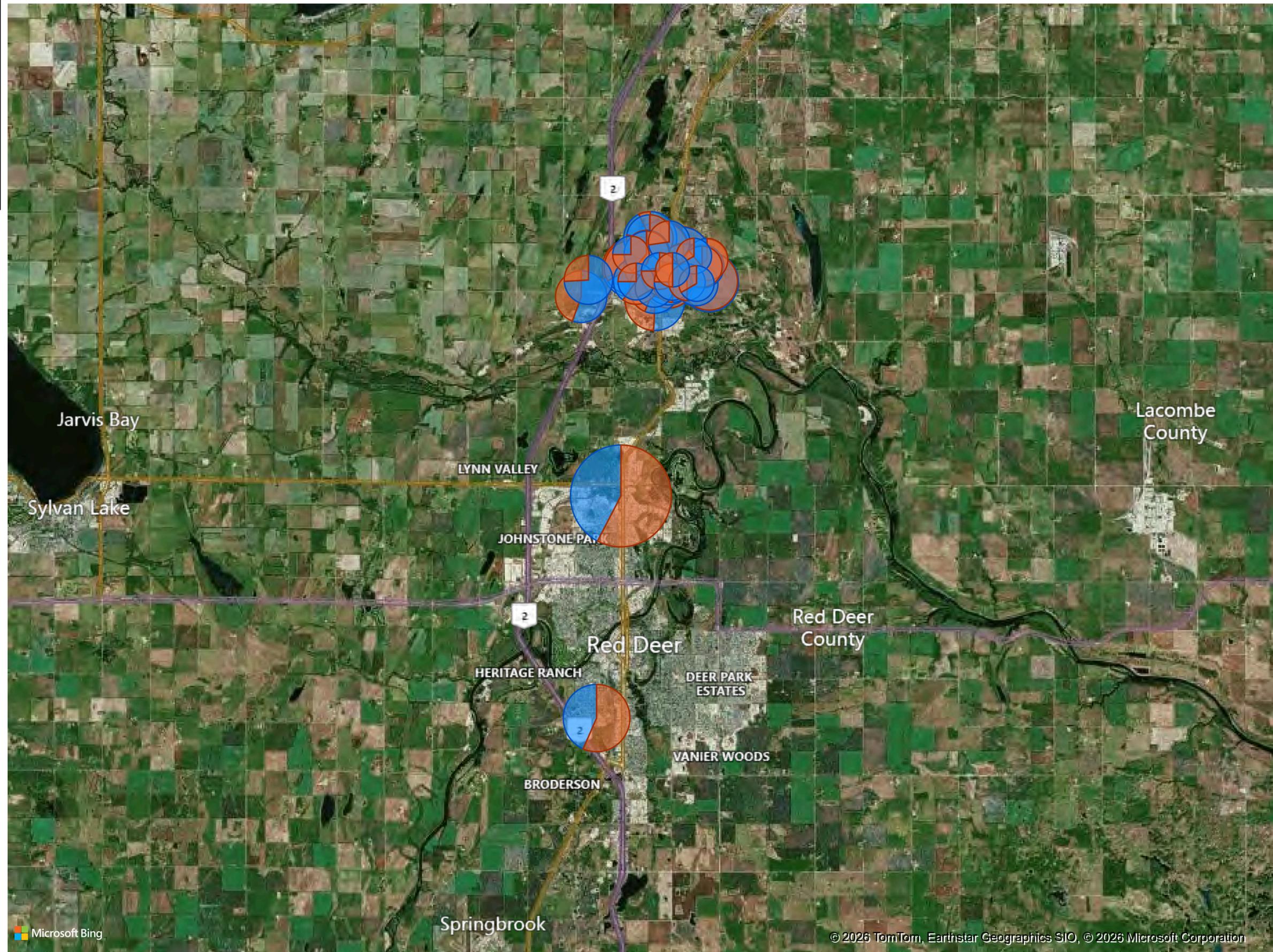
Date

1/1/2026

1/31/2026



● Dropoff ● Pickup



Program

Blackfalds

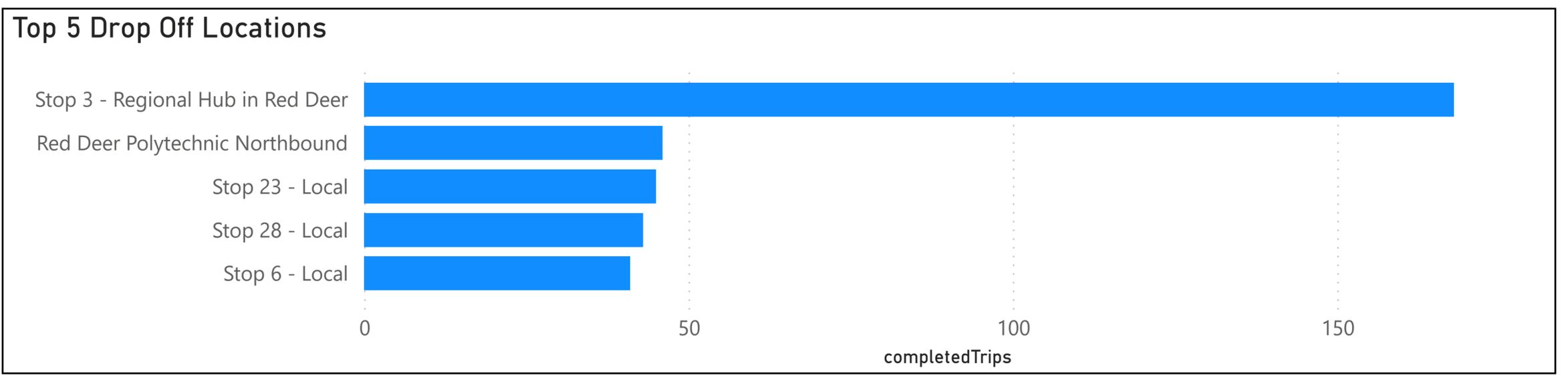
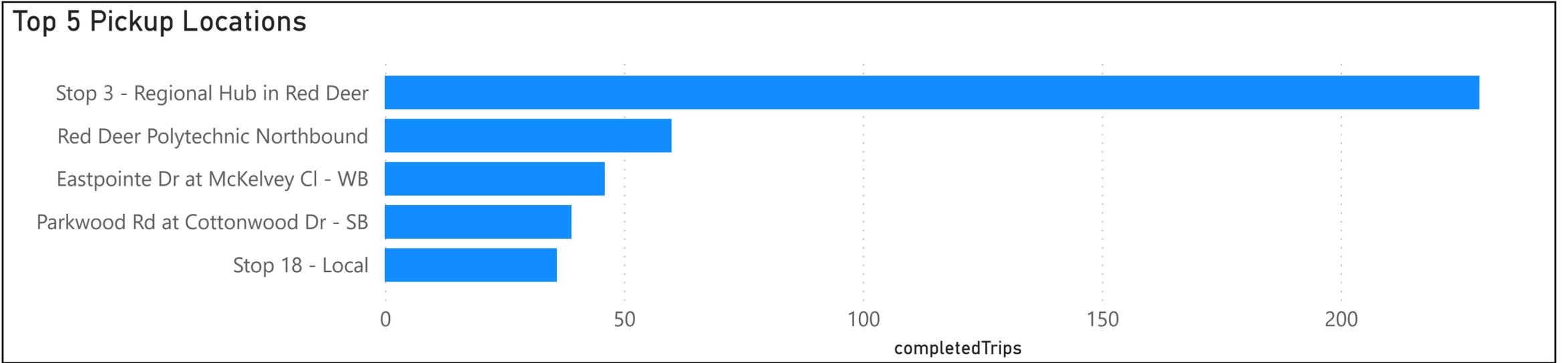
ServiceDay

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Date

1/1/2026

1/31/2026



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	168	229	397
Red Deer Polytechnic Northbound	46	60	106
Buy Low Foods Stop	35	34	69
Stop 28 - Local	43	22	65
Stop 6 - Local	41	18	59
Eastpointe Dr at McKelvey CI - WB	11	46	57
Parkwood Rd at Cottonwood Dr - SB	13	39	52
Stop 23 - Local	45	7	52
Stop 16 - Local	27	24	51
Total	770	770	1540

MEETING DATE: February 24, 2026

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

SUBJECT: **Whistle Cessation Safety Improvements at South Street**

BACKGROUND

The Whistle Cessation Study was received as information by Council in 2024. However, no action was taken under the 2025 budget to move forward with Whistle Cessation at the time.

DISCUSSION

The Whistle Cessation report is attached for Council's information. It is noted that at the time when the report was completed, the new pedestrian 3 metre trail was not in place. With the addition of the Trail, to meet Whistle cessation standards, a flashing pedestrian signal arm will need to be installed along the pathway. Further, if we would like to remove the wooden siding from the roadway and repair the roadway, there will have to be consideration to relocate the existing southern roadway crossing arm to align with CPKC's requirements. We would also have to pay for the removal for the track, raise the roadway and pave it. The fencing would also still need to be required between the existing fencing on the southeast side of the tracks.

See the updated markup version of Table 5 with draft recommendations provided for details.

ATTACHMENTS

- *2024 Whistle Cessation Report*
- *Updated Table 5 Safety Improvements*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Blackfalds Whistle Cessation Study

Final Report

Town of Blackfalds



WATT CONSULTING GROUP
August 6, 2024

WATT CALGARY
1300 – 736 6th Ave SW
Calgary, AB T2P 3T7
403-273-9001



BLACKFALDS WHISTLE CESSATION STUDY

Tanner Vollema, EIT
Transportation Engineer-in-Training
Author

Niki Burkinshaw, P.Eng.
Senior Transportation Planning Engineer
Reviewer

<p>PERMIT TO PRACTICE WATT CONSULTING GROUP LTD.</p> <p>RM Signature _____</p> <p>RM APEGA ID #: <u>251987</u></p> <p>Date: <u>August 7, 2024</u></p> <p>PERMIT NUMBER: P003818</p> <p>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</p>
--

Prepared For: Town of Blackfalds
Date: August 6, 2024
Our File No: 4168.T01

WATT CALGARY
1300 – 736 6th Ave SW
Calgary, AB T2P 3T7
403-273-9001



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1.0 INTRODUCTION

1.1 Background and Scope

Watt Consulting Group Ltd was retained by the Town of Blackfalds to examine the feasibility of eliminating whistling at three crossings located in the Town of Blackfalds (Town) as well as the Township Road 400 crossing just north of the Town boundary. To determine what improvements are required at the subject crossings to meet the whistling cessation requirements specified in Section 104 of the Grade Crossings Regulations (GCR) and Appendix D of the Grade Crossing Standards (GCS), the project team completed the following tasks:

- Conducted compliance reviews of the railway crossings; and
- Identified engineering and/or enforcement countermeasures with the potential to mitigate the identified non-conformities and deficiencies at the crossings.

The review of the at-grade railway crossings was conducted using the following regulations, standards, and guidelines:

- Grade Crossings Handbook
- Grade Crossings Regulations (GCR) – required
- Grade Crossing Standards (GCS) – cited by the GCR
- Manual of Uniform Traffic Control Devices for Canada (MUTCDC)

The rail agencies' data (e.g., volume of railway traffic, maximum train speed, and crossing mileage) were obtained from Canadian Pacific Kansas City (CPKC) Rail, who is the rail authority.

To support this study, a site inspection was conducted on January 29, 2024. Daily vehicular / pedestrian traffic counts were conducted at each crossing between January 23 and 26, 2024.



1.2 Study Area

The study area consisted of a total of four grade crossings along a CPKC railway corridor. The crossings reviewed consisted of the following:

1. Womacks Road (Leduc Subdivision Mile 12.03)
2. Short Street (Leduc Subdivision Mile 11.35)
3. EBC Pedestrian Crossing (Leduc Subdivision Mile 12.18)
4. Township Road 400 (Leduc Subdivision Mile 13.54)

The location of each crossing is shown in **Figure 1**.



Figure 1: Study Crossing Locations



1.3 Report Structure

This report is organized in the following sections:

- **Safety deficiencies and remedial measures:** lists the deficiencies and safety issues identified during the field investigations and the associated remedial measures for the subject crossings to meet the prevailing standards and regulations. Note that each crossing has a separate safety deficiencies and remedial measures section.
- **Whistle Cessation Requirements:** identifies the required improvements to achieve whistle cessation at the crossings.
- **Action plan:** provides clear implementation plan that translate the technical findings into implementable sets of prioritized action items with associated budget level cost estimates and responsible parties.



2.0 WOMACKS ROAD CROSSING

The crossing on Womacks Road (Leduc Subdivision, Mile 12.03) is a single-track crossing operated by CPCK Rail with Womacks Road being a paved, undivided urban 2-lane collector roadway with daily volumes of 7,300 vpd and a 40 km/h posted speed limit. The warning devices include Railway Crossing Ahead signs and a flashing lights, bell, and gates (FLB&G) warning system that includes overhead flashing lights. An aerial view of the crossing is shown in **Figure 2**.



Figure 2: Womacks Rd Crossing Aerial Photo

2.1 Sight Distances

2.1.1 Stopping Sight Distance

The calculated minimum stopping sight distances (SSD) for the Womacks Road crossing is based on an approaching driver having an unobstructed view of the warning system at the crossing, using the SSD formula provided in Section 7.2 of the Grade Crossing Standards.



The calculated Womacks Road crossing minimum SSD is 63.5m based on a design speed of 50 km/h (posted speed of 40 km/h). The observed SSD for the westbound approach is 130m while the eastbound approach SSD exceeds 300m; therefore, the SSD for both approaches exceed the minimum requirements. This is consistent with the recommendation from Transport Canada that sight distances above and beyond the minimum requirements be provided for increased safety.¹

2.1.2 Sight Distance Along the Railway

The sight distance along the railway ($D_{STOPPED}$) is the minimum distance a driver or pedestrian must be able to see approaching railway equipment from the stopped position at the crossing. As the Womacks Road crossing includes a pedestrian crossing, $D_{STOPPED}$ distances were calculated separately for vehicles and pedestrians. The Womacks Road crossing required minimum $D_{STOPPED}$ distances for vehicles were calculated to be 205m at the westbound and eastbound stop position. The Womacks Road crossing required minimum $D_{STOPPED}$ distances for pedestrians were calculated to be 180m and 225m at the westbound and eastbound stop positions respectively.

The actual $D_{STOPPED}$ distances for westbound and eastbound vehicles and pedestrians looking right and left from stopped positions were at least 400m, exceeding the minimum $D_{STOPPED}$ distances required by the GCS.

2.2 Compliance Deficiencies and Remedial Measures

During the on-site inspection, WATT confirmed all applicable sections of the GCR that the crossing must satisfy. **Table 1** specifies deficiencies or non-compliant items identified at the crossing with a recommended remedial measure to ensure regulatory compliance.

Grade Crossing Angle: The Grade Crossing Handbook Article 6 stipulates the requirements that new grade crossings be constructed so that the angle between the centre line of the roadway and the railway be between 70 and 110 degrees for passive warning systems and between 30 and 150 degrees for crossings with active warning systems when the train speed is more than 25km/h (15 mph). This standard also applies to existing grade crossings when changes are made to the crossing in order to improve

¹ From the Transport Canada website <https://www.tc.gc.ca/eng/railsafety/railsafety-978.html>



safety. The angle between the roadway and the railway at the Womacks Road grade crossing was observed to be 60 degrees. As there is an active warning system (FLB&G) in place, no additional measures are recommended due to the crossing angle.

Intersecting Roads within 30 m: The Grade Crossing Handbook Article 11 stipulates the requirements that new grade crossings be constructed so that no part of an intersecting road or entrance way is closer than 30m to the nearest rail of the grade crossing when the train speed is more than 25km/h (15 mph). If an intersection is within 30m of a railway crossing, a traffic signal with interconnection to the railway warning system can be used to allow for the close proximity of the intersection.

There is a T-intersection 30m east of the crossing, which is the minimum separation required. Eastbound vehicles are able to freely turn right and will not impede traffic flow, unless a pedestrian is in the crosswalk across the south leg of the intersection. As the minimum 30m distance requirement is met, no additional measures are recommended.

Warning Signage / Paint Markings: The MUTCDC specifies that Railway Crossing Ahead warning signs be placed 50m ahead of the stop bar for a 40km/h road. The eastbound sign is placed appropriately; however, the westbound sign is placed only 25m ahead of the stop bar. The westbound Railway Crossing Ahead sign is placed such that drivers turning onto Womacks Road from Gregg St will see the sign after they turn. Therefore, relocating the sign is not recommended.

There are double stop-bars on both approaches, and an X pavement marking located appropriately (10m) after the eastbound Railway Crossing Ahead sign. There is no X paint marking on the westbound approach, though it was shown in the design drawings when the crossing was constructed. So, the X pavement markings may have worn off or may have been missed being installed. Installing the missing X is recommended.

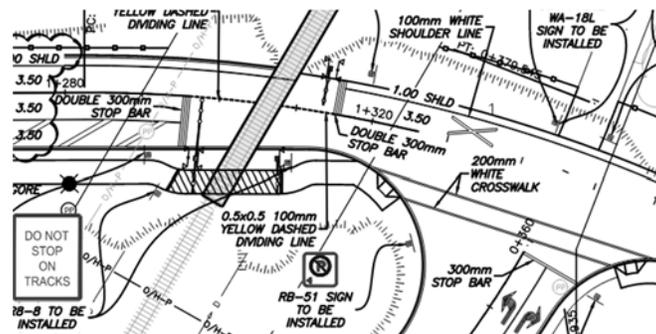


Figure 3: Womacks Rd & Gregg St Design Pavement Markings



Pedestrian Crossing: A 3m multi-use pathway is located on the south side of Womacks Road and is separated by a grass boulevard approximately 4m in width. The pathway includes a separate active warning system (FLB&G) as well as “Do Not Stop On Tracks” signs and painted gore markings between the gates.

Table 1: Deficiencies and Remedial Measures (Womacks Rd Crossing)

Observations / Deficiencies	Remedial Measures
Sight Distances	
The SSD and D _{STOPPED} distances exceed the GCS guidelines.	No remedial measures recommended.
Signs and Road Markings	
Westbound Railway Crossing Ahead warning sign is placed 25m from the stop bar (instead of 50m specified by MUTCDC) in order to catch Gregg St traffic. There is no westbound X paint marking. Stop bars and eastbound X paint markings are heavily faded.	Sign placement is appropriate, no changes are recommended. Westbound X paint marking should be added. Existing stop bars and eastbound X paint marking should be reapplied.
Road Geometry	
Crossing is skewed (60 degrees). Additionally, the Gregg St intersection is 30m from the crossing.	Active warning system (FLB&G) is already in place. No additional mitigations are recommended.
Pedestrian / Cycling Facilities	
Separated multi-use pathway has FLB&G system. “Do Not Stop on Tracks” signage and painted gore markings between the gates.	No remedial measures are recommended.
Warning System	
FLB&G system, including separate FLB&G system on pedestrian pathway crossing in place.	No remedial measures recommended.
Crossing Surface	
Concrete crossing surface; good condition.	No remedial measures recommended.
Trespassing	
Fencing on both sides of the railway south of crossing. North of the crossing, fencing in place on west side of railway and dense brush / trees on east side of railway. No evidence of trespassing was observed.	No remedial measures recommended.



2.3 Whistle Cessation Requirements

Whistle cessation requirements are specified in Section 104 of the GCR and Appendix D of the GCS. The minimum requirement to achieve whistle cessation at the Womacks Road crossing as per the GCR and GCS is a crossing warning system with FLB&G (Flashing Lights, Bell, and Gate). The pedestrian pathway also requires a separate FLB&G active warning system.

Currently the road crossing is equipped with an FLB&G active warning system, including overhead flashing lights. The pedestrian crossing includes a separate FLB&G active warning system. **Therefore, the Womacks Road crossing meets the requirements for whistle cessation.**



3.0 SOUTH STREET CROSSING

The crossing on South Street (Leduc Subdivision, Mile 11.35) previously functioned as two-track crossing operated by CPCK Rail; however, the spur line does not appear to be in use, and the tracks and ties have been removed north and south of the crossing. South Street is a paved, undivided urban 2-lane collector roadway with daily volumes of 1,250 vpd and a 50 km/h posted speed limit. The warning devices include Railway Crossing Ahead signs and a flashing lights, bell, and gates (FLB&G) warning system. Note that although the crossing is currently a two-track crossing, one of the tracks appears to be currently being decommissioned, with removal of the ties and tracks being undertaken on either side of the crossing. An aerial view of the crossing is shown in **Figure 4**.



Figure 4: South Street Crossing Aerial Photo



3.1 Sight Distances

3.1.1 Stopping Sight Distance

The calculated minimum stopping sight distances (SSD) for the South Street crossing is based on an approaching driver having an unobstructed view of the warning system at the crossing, using the SSD formula provided in Section 7.2 of the Grade Crossing Standards.

The calculated South Street crossing minimum SSD is 83.0m based on a design speed of 60 km/h (posted speed of 50 km/h). The SSD for the westbound approach is 250m while the eastbound approach SSD exceeds 500m; therefore, the SSD for both approaches exceed the minimum requirements. This is consistent with the recommendation from Transport Canada that sight distances above and beyond the minimum requirements be provided for increased safety.²

3.1.2 Sight Distance Along the Railway

The minimum $D_{STOPPED}$ at the South Street Crossing (the minimum sight distance along the railway that a driver must be able to see from the stopped position) was calculated at 286m for the westbound approach and 333m for the eastbound approach.

The actual $D_{STOPPED}$ distances for westbound and eastbound vehicles looking right and left from stopped positions were at least 400m, exceeding the minimum $D_{STOPPED}$ distances required by the GCS.

3.2 Compliance Deficiencies and Remedial Measures

During the on-site inspection, WATT confirmed all applicable sections of the GCR that the crossing must satisfy. **Table 2** specifies deficiencies or non-compliant items identified at the crossing with a recommended remedial measure to ensure regulatory compliance.

Grade Crossing Angle: The Grade Crossing Handbook Article 6 stipulates the requirements that new grade crossings be constructed so that the angle between the centre line of the roadway and the railway be between 30 and 150 degrees for crossings with active warning systems when the train speed is more than 25km/h (15

² From the Transport Canada website <https://www.tc.gc.ca/eng/railsafety/railsafety-978.html>



mph). The angle between the roadway and the railway at the South Street grade crossing was observed to be 40 degrees. As there is an active warning system (FLB&G) in place, no additional measures are recommended due to the crossing angle.

Intersecting Roads within 30 m: The Grade Crossing Handbook Article 11 stipulates the requirements that new grade crossings be constructed so that no part of an intersecting road or entrance way is closer than 30 metres to the nearest rail of the grade crossing when the train speed is more than 25km/h (15 mph). There are no intersections within 30m of the South Street crossing; the nearest intersections are the Blackfalds Dog Park access, located 125m west of the crossing, and East Railway Street, located 110m east of the crossing.

Warning Signage / Paint Markings: The MUTCDC specifies that Railway Crossing Ahead warning signs be placed 50m ahead of the stop bar for a 50km/h road. There are Railway Crossing Ahead signs in both directions; the westbound sign is placed 50m ahead of the stop bar while the eastbound sign is placed 70m ahead of the stop bar. The eastbound sign is easily visible to oncoming drivers and no other signs are between the warning sign and the crossing; therefore, the existing placement is acceptable and does not require relocation.

There are double stop-bars and X paint markings located appropriately on both approaches. The paint markings are in good condition.

Crossing Surface: The main line crossing surface is concrete and in good condition. The spur line crossing is wood and in fair condition. The spur line does not appear to be in use, and the tracks and ties have been removed north and south of the crossing (as of the date of the site visit). It is recommended that the remnant tracks and wood crossing be removed and the road surface re-instated with an asphalt surface and appropriately-sloped tie-ins. From past repairs to the crossing, the current roadway surface was observed to be rough with a notable elevation difference between the main crossing and the spur line – this should be repaired.

Trespassing: No pedestrian infrastructure exists near to the crossing. The adjacent land uses are agricultural / industrial. No desire lines or evidence of trespassing was observed. No trespassing is expected to occur.

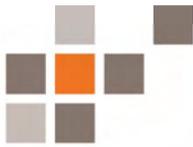


Table 2: Deficiencies and Remedial Measures (South St Crossing)

Observations / Deficiencies	Remedial Measures
Sight Distances	
The SSD and D _{STOPPED} distances exceed the GCS guidelines.	No remedial measures recommended.
Signs and Road Markings	
“Railway Crossing Ahead” warning sign placement is appropriate. Double stop bars and X marking in place and in good condition on both approaches.	No remedial measures recommended.
Road Geometry	
Crossing is skewed (40 degrees).	Active warning system (FLB&G) is already in place. No additional mitigations are recommended.
Crossing Surface	
Concrete crossing surface on main line is in good condition. The wood crossing surface on the discontinued spur line is in fair condition.	Recommended to remove remnant spur line tracks and wooden crossing; replace with repaired asphalt road surface, with tie-ins appropriately graded.
Trespassing	
No pedestrian infrastructure exists near to the crossing. The adjacent land uses are agricultural / industrial. No desire lines or evidence of trespassing was observed. No trespassing is expected near the crossing.	No remedial measures recommended.

3.3 Whistle Cessation Requirements

Whistle cessation requirements are specified in Section 104 of the GCR and Appendix D of the GCS. The minimum requirement to achieve whistle cessation at the South Street crossing as per the GCR and GCS is a crossing warning system with FLB&G (Flashing Lights, Bell, and Gate).

Currently the road crossing is equipped with an FLB&G active warning system.

Therefore, the South Street crossing meets the requirements for whistle cessation.



4.0 EAGLE BUILDERS CENTRE PEDESTRIAN CROSSING

The Eagle Builders Centre (EBC) pedestrian crossing (Leduc Subdivision, Mile 12.18) is a single-track crossing operated by CPCK Rail with the pathway being a 3m wide asphalt multi-use pathway. A 24-hr count of the pathway observed 86 pedestrians used the crossing (however, the count was conducted on January 24/25, 2024, and it is likely that pedestrian volumes may be significantly higher outside of the winter months). The crossing is equipped with a flashing lights, bell, and gates (FLB&G) active warning system. An aerial view of the crossing is shown in **Figure 6**.



Figure 6: EBC Pedestrian Crossing Aerial Photo



4.1 Sight Distances

4.1.1 Stopping Sight Distance

The calculated minimum stopping sight distances (SSD) for the South Street crossing is based on an approaching driver having an unobstructed view of the warning system at the crossing, using the SSD formula provided in Section 7.2 of the Grade Crossing Standards. There is no specific formula noted for trail crossings compared to roadway crossings.

TAC's Geometric Design Guide indicates that cyclists may ride at speeds of 12 to 20 km/h and notes to design based on a speed of 30 km/h (this would be typical of cyclist speeds on urban pathways, while those cyclists riding "road bikes" on roadways may travel at higher speeds). The calculated South Street crossing minimum SSD is 31.2m based on a design speed of 30 km/h. Note that this calculation is for vehicles which are expected to have a much longer braking distance compared to bikes.

While there is a curve immediately before both the eastbound and westbound crossing locations, which serves to slow cyclists and other faster trail users (e.g. e-scooters), the crossing is visible for more than the minimum calculated SSD for both approaches.

4.1.2 Sight Distance Along the Railway

The sight distance along the railway ($D_{STOPPED}$) is the minimum distance a driver or pedestrian must be able to see approaching railway equipment from the stopped position at the crossing. The required minimum $D_{STOPPED}$ distances for pedestrians at the EBC pedestrian crossing were calculated to be 165m and 185m at the westbound and eastbound stop positions respectively. The actual $D_{STOPPED}$ distances for westbound and eastbound pedestrians looking right and left from stopped positions were at least 500m, exceeding the minimum $D_{STOPPED}$ distances required by the GCS.

4.2 Compliance Deficiencies and Remedial Measures

During the on-site inspection, WATT confirmed all applicable sections of the GCR that the crossing must satisfy. **Table 3** specifies deficiencies or non-compliant items identified at the crossing with a recommended remedial measure to ensure regulatory compliance.



Warning Signage / Paint Markings: There are no Railway Crossing Ahead signs on either approach to the crossing. The *Manual of Uniform Traffic Control Devices for Canada* (MUTCDC) does not specify spacing distances for pedestrian signage; it is recommended to place these signs 50m ahead of the crossing (equivalent to the spacing for a 30km/h roadway) – though it is noted this distance may need to be shortened due to the trail geometry approaching the crossing. These signs should be smaller signs, consistent with typical trail signage, rather than standard roadway signage sizes.

There are ‘Do Not Stop On Tracks’ signs placed ahead of the warning system. There are no stop bars present; however, there is painted gore on each approach that begins prior to each gate and serves to instruct pedestrians on where to stop and to stay clear of the gates when in operation.

Trespassing: To the north of the crossing, there is fencing placed on both sides of the track between the pedestrian crossing and the Womacks Road crossing. South of the tracks, fencing is installed on the east side of the tracks for at least 400m; fencing is also in place south of the pedestrian pathway from the crossing west to Westwood Drive. There were no desire lines or other evidence of trespassing observed during the site visit. No trespassing is expected to occur.

Table 3: Deficiencies and Remedial Measures (EBC Pedestrian Crossing)

Observations / Deficiencies	Remedial Measures
Sight Distances	
The SSD $D_{STOPPED}$ distances exceed the GCS guidelines in both directions.	No remedial measures recommended.
Signs and Road Markings	
There are no Railway Crossing Ahead warning signs on either approach. ‘Do Not Stop On Tracks’ signage and painted gore marking are present on each approach.	Recommended to install (trail-sized) Railway Crossing Ahead warning signs approx. 50m ahead of each approach.
Trespassing	
Fencing on both sides of the railway north of the crossing and on the east side of the railway south of the crossing. Fencing also in place on the south side of the path from the crossing west to Westwood Drive. No trespassing is expected.	No remedial measures recommended.



4.3 Whistle Cessation Requirements

Whistle cessation requirements are specified in Section 104 of the GCR and Appendix D of the GCS. The minimum requirement to achieve whistle cessation at the EBC pedestrian crossing as per the GCR and GCS is a crossing warning system with FLB&G (Flashing Lights, Bell, and Gate).

Currently the crossing is equipped with an FLB&G active warning system. **Therefore, the EBC pedestrian crossing meets the requirements for whistle cessation.**



5.0 TOWNSHIP ROAD 400 CROSSING

The crossing on Township Road 400 (Leduc Subdivision, Mile 13.54) is a single-track crossing operated by CPOK Rail. The crossing is a single-track crossing on a two-lane paved asphalt road. Township Road 400 is a paved, undivided rural 2-lane roadway with daily volumes of 510 vpd and a 100 km/h posted speed limit. Township Road 400 is within the County of Lacombe's jurisdiction. The warning devices include Railway Crossing Ahead signs and a FLB&G (flashing lights, bell, and gates) warning system. An aerial view of the crossing is shown in **Figure 7**.



Figure 7: Township Road 400 Crossing Aerial Photo

5.1 Sight Distances

5.1.1 Stopping Sight Distance

The calculated minimum stopping sight distances (SSD) for the Township Road 400 crossing is based on an approaching driver having an unobstructed view of the warning system at the crossing, using the SSD formula provided in Section 7.2 of the Grade Crossing Standards. Township Road 400 provides access to agricultural land, therefore it is expected that larger trucks servicing these lands will use the road. Therefore, a WB-20 design vehicle was used for sight distance calculations.

The calculated Womacks Road crossing minimum SSD is 220m on both the westbound and eastbound approach. The SSD for the eastbound and westbound approach exceed 300m – though it is noted that the Township Road 400 and Highway 2A intersection is located approximately 150 m west of the rail crossing. The SSD for both approaches exceed the minimum requirements.



5.1.2 Sight Distance Along the Railway

The minimum D_{STOPPED} at the Township Road 400 Crossing (the minimum sight distance along the railway that a driver must be able to see from the stopped position) was calculated at 330m for the westbound and eastbound approaches.

The actual D_{STOPPED} distances for westbound vehicles at the stopped position exceeded 350m and 500m to the left and right respectively. The actual D_{STOPPED} distances for eastbound vehicles at the stopped position exceeded 500m and 350m to the left and right respectively.

5.2 Compliance Deficiencies and Remedial Measures

During the on-site inspection, WATT confirmed all applicable sections of the GCR that the crossing must satisfy. **Table 4** specifies deficiencies or non-compliant items identified at the crossing with a recommended remedial measure to ensure regulatory compliance.

Grade Crossing Angle: The Grade Crossing Handbook Article 6 stipulates the requirements that new grade crossings be constructed so that the angle between the centre line of the roadway and the railway be between 30 and 150 degrees for crossings with active warning systems when the train speed is more than 25km/h (15 mph). This standard also applies to existing grade crossings when changes are made to the crossing in order to improve safety. The angle between the roadway and the railway at the Township Road 400 grade crossing was observed to be 80 degrees. As there is an active warning system (FLB&G) in place, no additional measures are recommended due to the crossing angle.

Intersecting Roads within 30 m: The Grade Crossing Handbook Article 11 stipulates the requirements that new grade crossings be constructed so that no part of an intersecting road or entrance way is closer than 30 metres to the nearest rail of the grade crossing when the train speed is more than 25km/h (15 mph). If an intersection is within 30m of a railway crossing, a traffic signal with interconnection to the railway warning system can be used to allow for the close proximity of the intersection. The removal of intersections within 30m of railway crossings is not required for existing grade crossings but it is suggested that they be reviewed and may be required to install



additional flashing light units to warn vehicles on intersecting roads or entrance ways. Alternatively, signalization of adjacent intersections may also be undertaken.

There are two private accesses located 25m west of the crossing. These accesses provide access to agricultural fields and will have very low traffic volumes. As the intersecting roads are private accesses, mitigation measures such as additional signalization and/or additional light units beyond the existing FLB&G active warning system are not recommended.

Warning Signage / Paint Markings: The MUTCDC specifies that Railway Crossing Ahead warning signs be placed 140m ahead of the stop bar for a 100km/h road. The westbound Railway Crossing Ahead sign is currently placed 220m ahead of the crossing.

The westbound Railway Crossing Ahead warning sign should be relocated to 140m ahead of the railway crossing stop bar, The eastbound Railway Crossing Sign is adequately placed due to the location of the Highway 2A intersection; however, the sign was observed to be missing a fastener and as a result was hanging upside down on the sign post at the time of the site visit.

There are double stop-bars and X paint markings on both approaches. The westbound X marking is placed 10m ahead of the existing Railway Crossing Ahead sign (210m ahead of the crossing). Keeping with the above recommendation to move this sign, the X marking should also be relocated along with the sign and placed 10m west of the relocated Railway Crossing Ahead sign (or 130m ahead of the crossing).

Additionally, there is a Stop Ahead warning sign placed 100m before the crossing (and 250m ahead of the stop sign at the Township Road 400 / Highway 2A intersection) along with 'Stop Ahead' stencil markings painted on the road surface adjacent to the sign. The Stop Ahead sign and stencil may cause drivers to incorrectly believe that the rail crossing is stop-controlled, and they may stop unexpectedly at the rail crossing. It is noted that the 'Stop Ahead' sign would normally be required to be placed 140m in advance of the stop bar at the Highway 2A intersection, but this would place it on or immediately following the rail crossing which is not feasible and explains the placement of the sign east of the rail line.

With the above recommendation to move the Railway Crossing Ahead warning sign should to 140m in advance of the rail crossing stop bar, it is further recommended that the 'Stop Ahead' sign be relocated to 50m west of the relocated Railway Crossing Ahead warning sign, consistent with the MUTCDC's sign spacing recommendations.



The related 'Stop Ahead' paint markings should either be relocated with the sign or removed (as they are supplementary to the sign itself).

Trespassing: The crossing is located in rural agricultural area. No pedestrian infrastructure is located near the crossing. No desire lines or evidence of trespassing was observed. No trespassing is expected.

Table 4: Deficiencies and Remedial Measures (Twp Rd 400 Crossing)

Observations / Deficiencies	Remedial Measures
Sight Distances	
The SSD and D _{STOPPED} distances exceed the GCS guidelines.	No remedial measures recommended.
Signs and Road Markings	
Westbound Railway Crossing Ahead warning sign is placed 220m ahead of the stop bar (instead of 140m specified by MUTCDC). WB X marking is at existing Railway Crossing Ahead sign (210m ahead of crossing). Stop Ahead warning sign and stencil markings placed 100m ahead of rail crossing (250m from stop control at Highway 2A intersection facing WB traffic).	Relocate WB Railway Crossing Ahead sign to 140m in advance of crossing. Relocate X marking to 10m west of relocated Railway Crossing Ahead sign. Relocate Stop Ahead warning sign to 50m west of relocated Railway Crossing Ahead sign. Relocate Stop Ahead pavement markings with sign (or remove).
Crossing Surface	
Concrete crossing surface; good condition.	No remedial measures recommended.
Trespassing	
Crossing is located in rural agricultural area. No pedestrian infrastructure is located near the crossing. No desire lines or evidence of trespassing was observed. No trespassing is expected.	No remedial measures recommended.



5.3 Whistle Cessation Requirements

Whistle cessation requirements are specified in Section 104 of the GCR and Appendix D of the GCS. The minimum requirement to achieve whistle cessation at the Township Road 400 crossing as per the GCR and GCS is a crossing warning system with FLB&G (Flashing Lights, Bell, and Gate).

Currently the road crossing is equipped with an FLB&G active warning system.

Therefore, the Township Road 400 crossing meets the requirements for whistle cessation.



6.0 LANSDOWNE AVENUE / EAST RAILWAY STREET FENCING

An existing area of concern for people trespassing on the rail right-of-way is where Lansdowne Avenue and East Railway Street run parallel to the rail line, as illustrated in Figure 8.



Figure 8: Area of Trespassing Concern



There are existing fences along the east side of the rail line, but a gap exists and areas where people appear to be crossing the rail line are visible in aerial photos. The Town is looking to mitigate the risk of continued pedestrian crossings of the rail line and is in the early stages of planning and may install a fence within the gap area.

Installing the proposed fence on the east side of rail line is the preferred location to fully close the gap. However, this would require the cooperation of private landowners and/or require land purchase.

Alternatively, a fence could be installed on the west side of the rail line. If this is the option that moves forward, it is recommended to overlap the east and west fences a sufficient distance to deter people from walking around the ends. It would be proposed that a minimum 100m overlap be provided. This option would also require some cooperation of private landowners and/or require land purchase, though not for the full length of the proposed fence.



7.0 ACTION PLAN

Based on the identified remedial measures and recommended improvements, an implementation strategy was developed for the four railway crossings included in the study, in order to achieve regulatory compliance and whistle cessation:

- **Table 5** identifies minimum remedial measures to achieve regulatory compliance.
- **Table 6** identifies minimum remedial measures to achieve whistle cessation.

The approximate costs (low, medium, high) and the party responsible for implementing the remedial measures are provided in each table. The cost classification used is as follows:

- Low: less than \$500
- Medium: \$500 to \$5,000
- High: more than \$5,000

Table 5: Required Remedial Measures

Crossing Location	Remedial Measure	Relative Cost	Responsible Party
Womacks Rd Crossing	Add westbound X paint marking and refresh existing paint markings (stop bars and eastbound X paint markings).	Low	Town
South St Crossing	Remove remnant tracks and wooden crossing surface, replace with repaired asphalt driving surface with appropriate grade tie-ins.	High	CPCCK
EBC Pedestrian Crossing	Install Railway Crossing Ahead warning signs on each approach (smaller signs consistent with trail signage).	Low	Town
Township Rd 400 Crossing	Relocate existing WB Railway Crossing Ahead warning sign to 140m ahead of crossing. Relocate WB painted X marking to 10m west of relocated Railway Crossing Ahead sign.	Low	County
	Relocate existing WB Stop Ahead warning sign to 50m west of relocated Railway Crossing Ahead sign. Relocate or remove 'Stop Ahead' stencil road markings.	Low	County



Table 6: Required Whistle Cessation Measures

Crossing Location	Remedial Measure	Relative Cost	Responsible Party
All Crossing Locations	All study crossings have FLB&G active warning systems. No remedial measures required for whistle cessation.	N/A	N/A

In addition to required remedial measures listed above, as discussed in **Section 6.0** of this report, the Town is in the early stages of planning and may install a fence in the gap where Lansdown Avenue and East Railway Street run parallel to the rail line and an existing concern about pedestrian trespass exists.



Appendix A – Photos at Crossings

LOCATION 1: WOMACKS ROAD



Photo 1A - Womacks Road – Eastbound Approach Warning Sign



Photo 1B - Womacks Road - Eastbound Approach and Signage



Photo 1C - Womacks Road - Eastbound Approach facing North



Photo 1D - Womacks Road - Pedestrian Crossing Paint Markings



Photo 1E - Womacks Road - Crossing Surface facing East



Photo 1F - Womacks Road - Crossing Surface facing North



Photo 1G - Womacks Road - View South Along Tracks



Photo 1H - Womacks Road - No Left When Lights Flashing Sign



Photo 1I - Womacks Road - Westbound Approach



Photo 1J - Womacks Road - Damaged Warning Sign at Eastbound Pedestrian Gate



Photo 1K - Womacks Road - Eastbound Approach with Warning Signage

LOCATION 2: SOUTH STREET



Photo 2A - South Street - Eastbound Approach with Warning Sign



Photo 2B - South Street - Eastbound Approach Road Markings



Photo 2C - South Street - Eastbound Approach Stop Bar



Photo 2D - South Street - Main Line Crossing Condition Facing North



Photo 2E - South Street – Spur Line Crossing Condition Facing North



Photo 2F - South Street - Facing South Along Tracks



Photo 2G - South Street - Facing North Along Tracks



Photo 2H - South Street - Westbound Approach Including Warning Sign



Photo 2I – South Street - Westbound Approach Including Stop Bar

LOCATION 3: EBC PEDESTRIAN CROSSING



Photo 3J - EBC Pedestrian Crossing - East Side Pedestrian Path Facing North



Photo 3K - EBC Pedestrian Crossing - Westbound Control and Signage Facing Northwest



Photo 3L - EBC Pedestrian Crossing - Westbound Approach Facing West



Photo 3M - EBC Pedestrian Crossing - Facing North Along Tracks



Photo 3N - EBC Pedestrian Crossing - Facing South Along Tracks



Photo 3O - EBC Pedestrian Crossing - Crossing Surface Facing South



Photo 3P - EBC Pedestrian Crossing - Eastbound Approach Facing East

LOCATION 4: TOWNSHIP ROAD 400



Photo 4A - Township Road 400 - Facing West from Greystone Close



Photo 4B - Township Road 400 - Westbound Approach Facing West



Photo 4C - Township Road 400 - Westbound Approach Sightline Looking North



Photo 4D - Township Road 400 - Westbound Stop Bar and Obstructed Sightline North



Photo 4E - Township Road 400 - Facing North from Crossing

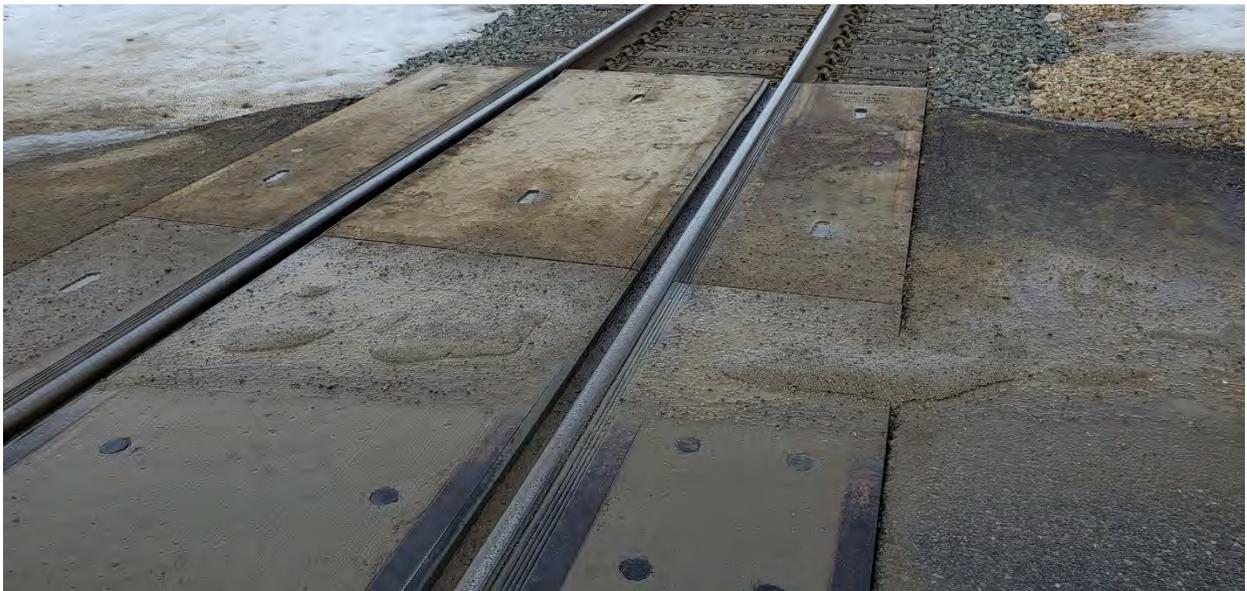


Photo 4F - Township Road 400 - Crossing Condition facing North



Photo 4G - Township Road 400 - Crossing Condition facing South



Photo 4H - Township Road 400 - Facing South from Crossing



Photo 4I - Township Road 400 - Eastbound Approach facing Southeast



Photo 4J - Township Road 400 - Eastbound Approach facing East



Photo 4K - Township Road 400 - Eastbound Approach from Highway 2A Intersection

Table 5: Required Remedial Measures

Crossing Location	Remedial Measure	Relative Cost	Responsible Party
Womacks Rd Crossing	Add westbound X paint marking and refresh existing paint markings (stop bars and eastbound X paint markings).	Low	Town
South St Crossing	Remove remnant tracks and wooden crossing surface, replace with repaired asphalt driving surface with appropriate grade tie-ins.	High	CPKC
EBC Pedestrian Crossing	Install Railway Crossing Ahead warning signs on each approach (smaller signs consistent with trail signage).	Low	Town
Township Rd 400 Crossing	Relocate existing WB Railway Crossing Ahead warning sign to 140m ahead of crossing. Relocate WB painted X marking to 10m west of relocated Railway Crossing Ahead sign.	Low	County
	Relocate existing WB Stop Ahead warning sign to 50m west of relocated Railway Crossing Ahead sign. Relocate or remove 'Stop Ahead' stencil road markings.	Low	County

Director of IPS & ESM will follow up with CPKC. Meeting and coordination will be conducted.

The same sign to be added at the south street crossing with signaled pedestrian gate Similar to Eagles Builders Center see photo below



Signalized Pedestrian gate at Eagles Builders Center , The same to be installed at the south street crossing as shown below



Signalized gate to be relocated as per the report after removing the remnant wooden track.

MEETING DATE: February 24, 2026

PREPARED BY: Sawyer Hick, FCSS Manager

SUBJECT: **Volunteer Recognition Awards 2026 Plans**

FCSS Staff are currently preparing plans to honor and celebrate our valued community volunteers. These outstanding volunteers are essential to the Town of Blackfalds, contributing through special events, community programs, local organizations, and serving on our Town boards, committees, and commissions. Volunteers remain the backbone of our community, and FCSS is committed to recognizing their dedication in a meaningful and memorable way.

For 2026, FCSS will be combining the two events, into one large, community wide celebration. This unified event will streamline planning, elevate the experience, and bring together approximately 400 volunteers, families, and community partners.

The 2026 Blackfalds Volunteer Gala will take place on May 7, during Youth Week, at the Eagle Builders Centre. The event will continue with the popular Oscar-themed celebration, creating an elevated and engaging experience for volunteers of all ages.

It is our intention to offer recognition as follows:

1. Award Selection Process

- Carol Simpson Volunteer of the Year Award (Town Council)
- Gloria House Mentor Award (FCSS Board)
- Outstanding Group Awards (FCSS Board)
- Dylan Stork Youth Ambassador Award (Town Council)
- Leaders of Tomorrow Awards (The Mayor, FCSS Youth Programmer and an FCSS Board Representative)
- Gary Kroetsch Volun-Told Award (FCSS Board Representative, a family friend and a past award recipient)

2. 2026 Blackfalds Volunteer Gala – Event Overview

The combined gala will feature an enhanced Oscar style celebration designed to make every volunteer feel like a star. Invitees will be encouraged to dress in their finest Oscar-worthy attire. The evening will include:

- A Red-Carpet entrance
- VIP lanyards
- Paparazzi
- Photo opportunities
- Light supper
- Performances by local youth singers and dancers
- Award presentations for both adult and youth categories

3. Awards presented will include:

- Carol Simpson Volunteer of the Year Award,
- Gloria House Mentor Award,
- Outstanding Group Award (adult and youth category),

-
- Gary Kroetsch Volun-Told Award.
 - Dylan Stork Youth Ambassador Award,
 - Leaders of Tomorrow (elementary, junior high and high school category), and
 - Gary Kroetsch Volun-Told Award.

4. Marketing and Promotion

All marketing efforts for the event will be conducted through the Town's regular communications channels, including:

- Blackfalds FCSS Facebook page,
- Town of Blackfalds website events calendar, and
- FCSS Volunteer Newsletter.

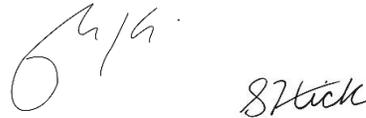
Volunteer award nominations will be accepted until March 1, 2026. If you know someone in our community who selflessly gives their time, please consider nominating them.

ATTACHMENTS

- *Blackfalds Volunteer Gala Event Poster*



Kim Isaak,
Chief Administrative Officer



Department Director/Author



PRESENTS

- THE -

Blackfalds Volunteer Gala

- IN RECOGNITION OF -

NATIONAL VOLUNTEER WEEK 2026

**THURSDAY
MAY 7**

**6:30 - 9:00 PM
DOORS OPEN: 5:30 PM**

**EAGLE BUILDERS
CENTRE**

**AWARDS
LIVE ENTERTAINMENT**

Get ready for a vibrant evening featuring a light supper (appetizers, wraps, and refreshments), dynamic live entertainment, and a red-carpet celebration honoring our incredible community champions! The evening will include presentations of the Volunteer of the Year, Mentor, Volun-Told, Outstanding Group, Leaders of Tomorrow and Youth Ambassador awards.

RSVP REQUIRED by April 7 | volunteer@blackfalds.ca | 403.885.6360



MINUTES

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Brenda Dennis – Vice Chairperson, Town of Blackfalds Councillor
Jamie Hoover – Town of Blackfalds Mayor
Kara Hubbard, Member at Large

OTHERS ATTENDING

Billie Scott, Development Officer II
Preston Weran, Director of Infrastructure and Planning Services
Gordon Lau – Stantec
Alan Forman – Stantec
Charlie MacDonald
Harpreet Kalkat

REGRETS

Alex Garcia, Member at Large

WELCOME AND CALL TO ORDER

Chairperson Sands welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:03 p.m.

APPROVAL OF AGENDA

20/25 Member Dennis moved that the Municipal Planning Commission approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

Chairperson Sands read a Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six territory.

BUSINESS

Approval of Minutes

21/25 Member Hoover moved that the Municipal Planning Commission approve the Minutes from July 22, 2025, as presented.

CARRIED UNANIMOUSLY

Application 198-25 – Accessory Suite requesting a variance of less than 10 houses between permitted accessory suites
50 Vista Trail (Lot 13, Block 4, Plan 142 3984)

Administration provided background information on the proposed development.

The Board engaged in a general discussion about the Accessory Suite, raising questions about whether its approval could impact future applications for similar suites. Administration clarified that although this particular application involves a variance for fewer than 10 houses between permitted accessory suites, any future application located within the same close would still require a variance even if it did not exceed the 10-house threshold.

22/25 MOVED by Member Hoover that the Municipal Planning Commission APPROVE Development Permit 198-25 for an accessory suite at 50 Vista Trail, subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The accessory suite shall comply with all applicable regulations of the Land Use Bylaw, except for the approved variance to the 10-dwelling separation requirement.
2. Two additional off-street parking stalls must be provided and maintained at all times for the accessory suite.

MINUTES

3. Any changes to the approved application shall require a separate permit.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY**Application 205-25 – Rear Yard Relaxation**
45 Maclean Close (Lot 13, Block 11, Plan 152 2519)

Administration provided background information on the proposed development. The Board had a general discussion.

23/25

MOVED by Member Hubbard that the Municipal Planning Commission APPROVE the application for a side yard driveway extension relaxation of 0.52 m (1.72 ft) as presented in Development Permit 151-25, located at 5558 Prairie Ridge Avenue (Lot 56, Block 6, Plan 072 06123) and subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The applicant shall ensure that the rear yard setback does not exceed 4.26 m.
2. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within this year will cause this Development Permit to expire.

Prior to Occupancy Conditions:

3. The proposed development shall be undertaken and completed in accordance with the approved plans.
4. Prior to occupancy, the applicant shall place the appropriate civic address numbers in a contrasting colour no less than 15.14 cm (6.0 in) in height on the front exterior of the dwelling.
5. Prior to occupancy, the applicant shall place an appropriate mailbox on the front exterior of the dwelling.
6. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer(s).

General Development Conditions:

7. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
8. The applicant is responsible for ensuring that no building or structure or portion thereof shall be located over municipal lands, road rights-of-way, municipal easements, registered easements or any existing or proposed infrastructure.
9. The applicant is required to submit a "Final Lot Grading Certificate" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer or Professional Technologist), acceptable to the Development Authority for approval.

MINUTES

10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth. Landscaping must conform to the requirements of the Land Use Bylaw in force at the time of approval and is required within one (1) year from construction completion.
11. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions

12. Two (2) off street parking stalls per dwelling with dimensions of no less than 2.75m (9.02ft) by 6.0m (19.69ft) in size are required. Parking stalls are to be developed as shown on the approved site plan.
13. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced as defined in the Land Use Bylaw in force.

NOTES

1. *The yellow Development Permit card must be displayed for the duration of development.*
2. *Each construction site shall have a waste container and ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes and regulations and orders affecting such development.*
4. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY**Application 207-25 – Accessory Suite requesting a variance of less than 10 houses between permitted accessory suites**
109 Aztec Crescent (Lot 44, Block 1, Plan 152 3086)

Administration provided background information on the proposed development.

24/25

MOVED by Member Hoover that the Municipal Planning Commission APPROVE Development Permit 207-25 for an accessory suite at 50 Vista Trail, subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The accessory suite shall comply with all applicable regulations of the Land Use Bylaw, except for the approved variance to the 10-dwelling separation requirement.
2. Two additional off-street parking stalls must be provided and maintained at all times for the accessory suite.
3. Any changes to the approved application shall require a separate permit.

MINUTES

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

Application 219-25 –Rear Yard and Projection Relaxation
29 Murphy Close (Lot 11, Block 5, Plan 5629 HW)

Administration provided background information on the proposed development.

25/25 MOVED by Member Dennis that the Municipal Planning Commission APPROVE Development Permit 219-25 for relaxation of the rear yard and rear yard projection for the existing Detached Dwelling and deck, at 29 Murphy Close, subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The applicant shall ensure that the rear side yard setback relaxation for the existing dwelling does not exceed 5.81 m.
2. The applicant shall ensure that the rear yard projection setback relaxation for the existing deck does not exceed 2.76 m.
3. Any changes to the approved application shall require a separate permit application.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

Application 220-25 – Landscaping Variance
5466 Vista Trail (Pt. NW 27-39-27-W4)

Administration provided background information on the proposed development.

26/25 MOVED by Member Hoover that the Municipal Planning Commission APPROVE Development Permit 220-25 for the landscaping variance at 5466 Vista Trail, subject to the following conditions being met to the satisfaction of the Development Officer:

1. The applicant shall ensure that landscaping variances do not exceed 53% for trees and 43% for scrubs.
2. Landscaping to be completed as per the approved plans.

Development Conditions:

MINUTES

3. The applicant shall ensure that the proposed development is located outside of all right of ways and maintains a minimum setback of 0.50 m from any active utility and/or access right of way.
4. The developer shall provide a letter of credit or other form of security equal to 100% of the estimated Landscaping to ensure that Landscaping is in accordance with the Land Use Bylaw and approved plans and must be received prior to a Building Permit being issued. Any changes to the plans shall require approval of the Development Authority.
5. Landscaping is to be complete by the end of the first full growing season following completion of construction. Landscaping security refund of 50% is received upon completion of the approved landscaping. Prior to receiving any additional refunds, the developer must satisfactorily complete a one (1) year maintenance period where no deficiencies exist. It is the responsibility of the developer to contact the Director of Infrastructure and Property Services to request a final inspection.
6. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
7. The applicant shall repair or reinstate, or pay for the repair or reinstatement, to original condition, any public property, street furniture, curbing, boulevard Landscaping and tree planting or any other property owned by the Town which is damaged, destroyed or otherwise harmed by Development or construction upon the site.

Ongoing Conditions:

8. The applicant is to ensure landscaping is maintained at all times.

NOTES

1. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
2. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
3. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
4. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY**ADJOURNMENT**

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:29 p.m.



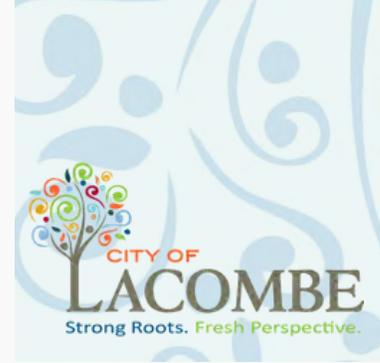
Jim Sands, Chairperson

Billie Scott, Recording Secretary/Development Officer II

Council Highlights

Monday, February 9th, 2026 Regular Meeting of Council

Council Highlights briefly outlines the decisions made by City of Lacombe Council. Residents, businesses, and stakeholders are encouraged to stay informed about Council news. Council Meetings are live-streamed on the [City's YouTube](#) channel. Official Minutes are posted at www.lacombe.ca



Quick Headlines:

Updated School Zones and Playground Zones

Contributed Asset Transfer – Len Thompson Park Playground

Funding Request- Lacombe Chamber of Commerce

Learn More!

Contributed Asset Transfer – Len Thompson Park Playground

- Council approved the transfer of the newly completed Len Thompson Park Playground into the City's asset inventory. The playground—developed in partnership with LFGA and Echo Energy—enhances recreational opportunities near the World's Largest Fishing Lure. The City will assume responsibility for inspections, maintenance, and future replacement through existing park programs.



Bylaw 506.2 – Traffic Bylaw Amendment (School & Playground Zones), Third Reading

- Council passed third reading of Bylaw 506.2 to update school and playground zone hours. The changes adjust operating times to better align with student travel patterns, especially those at Terrace Ridge School. School zones will now begin at 7:30 a.m., and playground zone hours are similarly updated for improved community safety. Signage updates will occur within the existing operating budget.

More Headlines:



Funding Request – Lacombe & District Chamber of Commerce

Council considered a \$10,000 funding request from the Lacombe & District Chamber of Commerce to support the development of a community events and business app, along with a request for up to 40 hours of complimentary LMC meeting room use. Administration had recommended a one-time \$10,000 allocation and 20 hours of no-charge meeting space, reflecting historical usage averages and facility capacity, with a trial approach for the app that would include performance reporting to evaluate long-term value. This matter has been deferred to a future Council meeting for further consideration.

Recreational Vehicle Impacting Neighbour Sightlines

- Council reviewed concerns regarding reduced sightlines caused by RVs parked on neighbouring properties. After considering several regulatory options, Council directed Administration to implement Option 1, which expands the criteria applied when considering approval of secondary accesses, and parking pads to include potential sightline impacts. This approach balances safety, administrative capacity, and fairness for residents.

Upcoming Council Meetings

- **Monday, February 23rd, 2026, at 5:30 p.m.**
- **Monday, March 9th, 2026, at 5:30 p.m.**
- **Monday, March 23rd, 2026, at 5:30 p.m.**

Your City Council



Mayor
Hibbs



Councillor
Contenti



Councillor
de Bresser



Councillor
Dykslag



Councillor
Goings



Councillor
Proud



Councillor
Span



SUCCESS GROWS HERE!

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING FEBRUARY 12, 2026

PARKING FEE EXEMPTION FOR LACOMBE COUNTY RATEPAYERS

Council approved amendments to the paid parking program at the Sandy Point Beach and Boat Launch, and the Sunbreaker Cove Boat Launch. Lacombe County ratepayers will now receive free parking for up to three vehicles per tax roll account. An information campaign will be launched to explain the details of the program.

ACCRETION RELATED ROAD CLOSURES

Council approved the road closures and consolidation of approximately 2.925 hectares adjacent to Gull Lake to facilitate land accretion of the following road plans:

- Part of 9th Avenue, Plan 2026 AJ containing 0.111 hectares
- Part of 8th Avenue, Plan 2026 AJ containing 0.064 hectares
- Parts of Lanes, Block 42, Plan 2026 AJ containing 0.056 hectares
- Lake View Walk, Plan 2026 AJ containing 2.694 hectares

AGRICULTURAL SERVICE BOARD (ASB) MEETING NOTES

Council reviewed the minutes of the January 14, 2026 Lacombe County Agricultural Service Board (ASB) meeting and approved the recommendations as follows:

- That the Wild Boar Regulation Report be received for information.
- That the presentations from Alberta Beef Producers, Western Crop Innovations and Alberta Prairie Conservation Forum be received for information.
- That the County Manager draft amendments to Policy AG(4), *Coyote Control Devices and Chemicals*, to align with the Compound 1080 Product Stewardship Program for review at a future ASB meeting.
- That the 2025 Insect Surveillance Report be received for information.
- That the 2026 Provincial Agricultural Service Board Resolutions be received for information.
- That the 2026 Agricultural Extension Activities Report be received for information.
- That the 2026 Provincial Agricultural Service Board Conference agenda be received for information.
- That the Pre-session Worksheet be received for information.

Council approved the January 14, 2026, Agricultural Service Board meeting minutes as presented.

ALBERTA LAMB PRODUCERS FUNDING REQUEST

A funding request from the Alberta Lamb Producers to support the development of Livestock Guardian Dog Best Management Practices and public education resources did not receive Council approval.



SUCCESS GROWS HERE!

PUBLIC PARTICIPATION POLICY AND GUIDEBOOK

Council approved revisions to Policy AD(40), *Public Participation*, along with an updated guidebook: *Your County, Your Conversation: How and Why You Should Get Involved in the Decision Making Process*.

CLIVE MINOR BALL 2026 RC(1) RECREATION CAPITAL FUNDING REQUEST

Council approved \$7,343 in funding for the Clive Minor Ball's Ball Diamond Scoreboard project. The funding will come from the County's Recreation Capital Assistance Reserve.

TOWN OF BLACKFALDS 2025 RC(1) RECREATION CAPITAL FUNDING REQUESTS

Council approved \$89,356 in funding to the Town of Blackfalds for 2025 projects, including the guest services area renovation project at the Abbey Centre and the new football/soccer field constructed at the Iron Ridge Secondary School Campus. The funding will come from the County's Recreation Capital Assistance Reserve.

PAUL HANKINS AND SAM HANKINS - PRESENTATION REGARDING FIRE INVOICING

Council received a presentation from Paul and Sam Hankins regarding concerns related to their fire invoice. Council directed the County Manager to prepare a report and recommendation for Council's consideration at a future meeting.

AL SCHOLING - PRESENTATION REGARDING FIRE INVOICING

Council received a presentation from Al Scholing regarding concerns related to his fire invoice. Council directed the County Manager to prepare a report and recommendation for Council's consideration at a future meeting.

PRESENTATION ON THE PARKLAND AIRSHED MANAGEMENT ZONE

Council received a presentation from Kevin Warren, Executive Director of the Parkland Airshed Management Zone Association, on the Parkland Airshed Management Zone regarding air quality monitoring in Alberta and planned 2026 initiatives.

BYLAW NO. 1455/26 SUBDIVISION PLAN CANCELLATION

Council approved all three readings to Bylaw No. 1455/26, cancelling the Plan of Consolidation registered in the Alberta Land Titles Office as Plan 242 2372 within the N 30-39-25-W4M and the S 31-39-25-W4M, returning the lands to their previous subdivision status.



SUCCESS GROWS HERE!

POLICY RC(9) COUNTY SUPPORT OF COMMUNITY PROGRAMS, EVENTS & ACTIVITIES UPDATE

Council approved the following 2026 RC(9) funding applications:

Recommended Projects Lacombe County RC(9) Grant Program 2026						
Community	Applicant	Event	Amount Requested	Eligible	New	Recommended Amount
Alix	Alix Mirror Wellness Supports Society	Family Day/Easter /Mother's Day	\$ 1,200	Y	N	\$ 1,246
Bentley	Bentley & District Ag Society	Bentley Fair and Rodeo	\$ 750	Y	N	\$ 750
Blackfalds	Town of Blackfalds	Blackfalds Day	\$ 8,561	Y	N	\$ 8,561
Clive	Village of Clive	Clive Funfest	\$ 1,186	Y	N	\$ 1,246
Eckville	Town of Eckville	Eckville Canada Day	\$ 1,200	Y	N	\$ 1,246
Lacombe	Lacombe Performing Arts Centre Foundation	Music in the Park	\$ 2,000	Y	N	\$ 1,600
Lacombe	City of Lacombe Arts Endowment Fund	Creation Station	\$ 2,200	Y	N	\$ 2,200
Lacombe	Lacombe Days Association	Lacombe Days	\$ 10,500	Y	N	\$ 9,500
Lacombe County	Friends of Mirror Library Society	May Long Children's activities	\$ 1,100	Y	N	\$ 660
Lacombe County	Mirror Jolly Senior Social Club	Seniors Week Family Bingo, Labour Day BBQ	\$ 850	Y	N	\$ 725
Lacombe County	Mirror Recreation Society	Easter/Spring Celebration	\$ 800	Y	N	\$ 600
Lacombe County	Mirror Recreation Society	Children's Halloween Party & Haunted House	\$ 800	Y	N	\$ 600
Lacombe County	Mirror Recreation Society	Christmas Celebration (Santa Day)	\$ 800	Y	N	\$ 600
Lacombe County	Mirror Association for Ball Diamonds, Campgrounds, Skating	Canada Day, Fire and Ice	\$ 1,650	Y	N	\$ 1,500
Lacombe County	Mirror & District Museum Association	May 16 - Mirror May Day (Cake/Clown)	\$ 500	Y	Y	\$ 500
Lacombe County	Tees Agricultural Society	Spring Chilli Cook-off and Bingo	\$ 500	Y	N	\$ 500
Lacombe County	Tees Agricultural Society	Christmas Concert and Carol Festival / Spring Chili and Bingo	\$ 500	Y	N	\$ 500
Lacombe County	Birch Bay Community Association	Family Day, July 1st fireworks, Beach Day BBQ	\$ 2,000	Y	N	\$ 1,474
Lacombe County	Wilson Beach Estates	Christmas Parade, Easter Egg Hunt and Community Supper	\$ 1,000	Y	N	\$ 750
Lacombe County	Ellis Bird Farm	Canada Day, Blue Bird Festival, Bug Jamboree	\$ 3,000	Y	N	\$ 1,500
SV of Birchcliff	SV of Birchcliff	Summer Celebration	\$ 500	Y	N	\$ 623
SV of Gull Lake	Gull Lake Community League	Family Day, Canada Day , Christmas Pot Luck	\$ 1,300	Y	N	\$ 623
SV of Sunbreaker Cove	SV of Sunbreaker Cove	Sunbreaker Cove Regatta	\$ 500	Y	N	\$ 623
SV of Half Moon Bay	SV of Half Moon Bay	July 1st Canada Day	\$ 500	Y	N	\$ 623
			\$ 43,897			\$ 38,750

**Next Regular Council Meeting is
February 26, 2026 – 9:00 a.m.**

**Next Committee of the Whole Meeting is
April 7, 2026 – 9:00 a.m.**

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

February 4, 2026

Good day,

As we begin a new year, I would like to take the opportunity to share an update on the work the Alberta RCMP is doing to support safe, resilient communities across the province.

Like you, and the communities you serve, crime remains a primary concern for the Alberta RCMP. We recognize the significant impacts crime has on residents, businesses, and overall community well-being. Policing in Alberta presents unique and real challenges, including vast geographic areas, long response distances, and a relatively small number of repeat offenders who cause a disproportionate amount of harm. Addressing these challenges requires responses that are intelligence-led, fiscally responsible, and built on strong partnerships.

We remain focused on addressing crime through continual reassessment of operational approaches, responsible deployment of resources, and close collaboration with municipal and community partners. We also recognize the significant cost of policing for communities and remain committed to ensuring available resources are deployed strategically and efficiently to deliver effective policing services to Albertans.

As part of this commitment, we are investing in modernization initiatives, including the development of the Real-Time Operations Centre, the expansion of the Emergency Response Team, increased investigative capacity and resources focused on working in partnership with communities and government on prevention initiatives and address the root causes of crime.

I want to highlight for you some of the initiatives we have underway, some of the results we've realized and some of the opportunities we remain focused on.

Despite fiscal pressures, we continue to focus resources where they will have the greatest impact. One of our key strategies is concentrating on the relatively small number of offenders responsible for the greatest harm across the province through tracking and prioritizing the Top 100 offenders. Using data compiled from RCMP and municipal police services across Alberta our Strategic Research and Analysis Unit, has assessed nearly 100,000 unique offenders and ranked them to identify those causing the most significant harm. This intelligence directly informs the work of Crime Reduction Units located across the province that can be deployed where and when emerging crime trends demand to target those offenders causing the most harm. These units work in close coordination with local detachments and partner agencies, including municipal police services and Alberta Sheriffs.

We have countless examples of successful operations targeting property crime offenders across Alberta where significant seizures of stolen property including vehicles, ATV's heavy construction equipment, and copper wire, have been recovered and offenders have been arrested to face prosecution. This includes well coordinated investigations involving teams of investigators located strategically throughout the four districts working in concert and utilizing sophisticated investigative techniques and tools including the leveraging of cutting-edge surveillance assets from our federal RCMP partners.

We know that addiction to illicit drugs is a huge driver of the types of crime that victimize Albertans. To that end, we have also utilized enhanced investigative resources to compliment local detachments in combatting the drug trade in communities across the province. We have made significant seizures of fentanyl, methamphetamines, cocaine and illegal firearms in numerous investigations across the province. These successes impact the availability of these harmful drugs through disruption of supply and act as a deterrent by holding accountable those who are profiting from the distribution of substances that deprive Albertans of their safety and security.

We are embracing technology to make policing more effective, efficient, and safer for both the public and police. The policing landscape is changing; yesterday's solutions won't solve today's challenges. As such, modern policing requires that frontline officers be supported by layers of expertise, coordination, and technology. The Real-Time Operations Centre does exactly that and is a critical component of police modernization. Operating twenty-four hours a day, seven days a week, the Real-Time Operations Centre provides operational support to every Alberta RCMP officer in the province. It enhances officer and public safety, coordinates specialized resources, and ensures informed decision-making during complex and evolving incidents. For our officers, the Real-Time Operations Centre ensures they are never working alone, regardless of location. For Alberta communities, this means every officer on their street is supported by a robust network of specialized units ready to respond at any moment. Ratepayers aren't funding just one uniformed member, but a comprehensive system of expertise and technology working behind that officer to keep their community safe.

Advanced investigative resources and practices represent another essential component of modernized policing as do resources such as the Emergency Response Teams. Emergency Response Teams are teams of highly skilled and trained individuals, bringing together experienced members, specialized tactics, advanced technology, and trained negotiators as a complete operational package, essentially bringing the right resource to the most volatile and dangerous calls. Their role is to safely resolve high-risk incidents involving armed or barricaded individuals, hostage situations and high-risk arrests. By deploying the appropriate expertise, equipment, and techniques, Emergency Response Teams have consistently led to safer outcomes for community members, suspects, and police officers. Demand for these specialized responses has increased significantly, with a sixty-one per cent increase in calls requiring Emergency Response Team involvement over the past four years. In response we have increased our capacity in this area enhancing overall public safety throughout the province. These specialized units place the Alberta RCMP on the leading edge of modern policing in Canada and directly support community safety. Combined with the dedication of our employees and the partnership of the communities we serve, these efforts have helped reduce crime rates in Alberta to the lowest in five years.

We recognize that police visibility and staffing levels remain key concerns for our clients and stakeholders. We continue to focus on recruiting Albertans to serve Albertans, strengthening experienced police officer recruitment. Since April 1, 2024, we have seen 5,450 applications in Alberta and 22 Experienced Police Officers have joined the Alberta RCMP since April 1, 2025. While these recruiting numbers are encouraging, we recognize the ongoing urgency to fill vacancies which is why we continually look inward at our hiring processes to remove barriers, find efficiencies and ensure the most qualified applicants are finding their way to service in communities across Alberta as quickly as possible.

Like all police services, we experience short-term human resource pressures at frontline detachments and have developed several strategies that enable a flexible response to these pressures. We have established a Relief Team based out of Leduc and Cochrane that is comprised of 30 members who

support detachments throughout the province. Since the start of 2026, the Relief Team has deployed 34 times to various detachments in the province. In addition, we currently have 33 Reservists who are retired police officers available as and when required to deploy where the greatest needs are. This provides another option of flexible deployment of highly experienced resources.

We are continually assessing our service delivery models to ensure our resources are deployed in the most effective and efficient way. This includes assessing resource levels at detachments, monitoring our response times, reviewing and adapting our policies and piloting initiatives to improve member visibility in communities. Just recently, we approved a pilot project that leverages technology to reduce the administrative burden placed on our front-line members, so that they can spend more time engaged in proactive patrolling and community engagement.

We continually engage in consultation with our community partners and stakeholders to identify whether changes to service delivery are needed. We assess and discuss impacts with our stakeholders and prioritize flexibility to ensure we are responsive to community priorities and needs.

Municipal leadership plays a critical role in advocating for safer communities. Your collective voice—grounded in firsthand knowledge of how crime affects residents, businesses, and community well-being—is essential in advancing meaningful change related to bail practices and court capacity.

I would like to highlight some of the broader challenges we encounter in this space.

First, let me share an example of a single prolific offender whose repeated releases resulted in significant harm across multiple communities:

- In February 2025, he committed a firearm-related robbery and stole a vehicle containing a one-year-old child, receiving a 90-day sentence.
- In June 2025, he was sentenced to 21 days time served after being located in a stolen vehicle.
- In July 2025, he was arrested again in a stolen vehicle, charged with 11 offences, and released on bail with conditions.
- In September 2025, he pled guilty to theft under \$5,000 and served 30 days.
- In November 2025, he rammed an unmarked police vehicle with a stolen vehicle and was taken into custody.
- He now faces 11 charges, including failure to comply and assaulting a police officer with a weapon, and remains in custody.

This individual committed offences across Stony Plain, Spruce Grove, Parkland County, Lac Ste. Anne County, and Sturgeon County. His apprehension was the result of coordinated efforts between the Central Alberta District Crime Reduction Unit, a Community Response Team, and Parkland Detachment resources.

Examples such as this are not isolated. They demonstrate how a single prolific offender, repeatedly released back into the community, can cause significant harm to multiple municipalities in a short period of time. These cases underscore rural Albertans' concerns around repeat offending, bail, and court capacity.

We work closely with Crown Prosecutors to address repeat offending by ensuring priority offenders are supported by comprehensive bail packages that clearly outline criminal history, risk to public safety, and the broader community impacts of continued release. We also actively support the use of Community

Impact Statements, which allow communities and municipal leaders to articulate the cumulative harm crime causes beyond individual victims.

We remain compassionate toward individuals experiencing mental health challenges, addictions, and social vulnerability, and we continue to support partnerships that improve access to treatment and recovery services. This requires that adequate treatment be available and accessible. At the same time, there *are* individuals whose repeated, violent, or high-risk behaviour necessitates incarceration. Some people simply need to go to jail in order to protect the public and prevent further victimization.

Court capacity remains a significant challenge across the province, especially in rural Alberta. Limited court time, shortages of judges and clerks, and resulting delays undermine the effectiveness of the justice system. We will continue to advocate for improvements through multiple forums, consistently raising the impacts these pressures have on victims, communities, and frontline policing.

When policing data, operational experience, and municipal advocacy align, they provide a powerful foundation for justice system reform. Effective crime reduction cannot be achieved by policing alone. Long-term success depends on strong partnerships with municipalities, community organizations, government, and social service providers. We value our relationship with you and those you represent and recognize the essential role you play in shaping community safety priorities.

Modernization, fiscal responsibility, and collaboration will continue to guide our efforts. We are committed to leveraging technology, applying best practices, and deploying the right resources in the right places to support shared public safety goals.

Effective policing depends on strong partnerships, and I want to assure you that we remain committed to working closely with elected officials, municipal administrators, and community leaders to ensure policing services align with local priorities and needs. That is why I encourage you to reach out to your local Detachment Commander to discuss your policing services and explore opportunities to strengthen collaboration in support of your community priorities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Trevor Daroux', with a stylized flourish at the end.

Trevor Daroux
Deputy Commissioner
Commanding Officer Alberta RCMP

111140 - 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445



February 10th, 2026

Mayor Laura Svab,
Mayor
Blackfalds, Alberta

Dear Mayor Svab,

Please find attached the quarterly Community Policing Report for this quarter. It outlines staffing, financial information, and crime trends for the Blackfalds RCMP Detachment, and supports our commitment to transparency and ongoing collaboration with our community partners.

Through both provincial and municipal policing contracts, the RCMP serves roughly 40% of Albertans across 95% of the province, including your community. That is why it is so important that our work is centered on people — the frontline members serving your community, the support teams behind the scenes, and the Albertans who rely on us every day.

The Government of Alberta's Police Funding Model (PFM) has strengthened our ability to meet those needs. With your contributions, we have added 279 police officers, 136 directly to detachments, along with 242 civilian staff, including 77 supporting detachment operations. These investments have also enabled the development of a Real-Time Operations Centre to support frontline officers, the expansion of our drone program, enhanced investigative capacity, and the addition of a third specialized Emergency Response Team.

These resources, along with the dedication of our employees and the support of your community, have helped bring Alberta's crime rates to their lowest point in five years — and we are committed to building on this progress together.

I welcome continued conversations about your community's policing priorities and any ideas that can help us strengthen our service. Working collaboratively is essential to maintaining this forward progress, and I encourage you to reach out at any time with questions, concerns, or suggestions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Allan'.

S/Sgt. Andrew Allan
Detachment Commander
Blackfalds



Alberta RCMP - Municipal Policing Report

Detachment Information

Detachment Name

Blackfalds Detachment, Alberta

Detachment Commander

S/Sgt. Andrew Allan

Report Date

February 9, 2026

Fiscal Year

2025-26

Quarter

Q3 (October - December)

Community Priorities

Priority #1: Crime Reduction**Updates and Comments:**

This initiative is on track. Blackfalds GIS completed targeted enforcement with a warrant roundup executing multiple warrants related to prolific offenders. Blackfalds GIS assisted MCU with a search of a property related to the potential of Human Remains. Blackfalds GIS continues to work with Crown for a Fraud series. Blackfalds GIS assisted with sensitive investigations this past quarter including sexual assaults, arsons, and sudden death investigations. Blackfalds GIS continues a strong working relationship with Sylvan Lake and Innisfail GIS units. Blackfalds GIS is looking to target prolific offenders with a targets stolen vehicle operations in the upcoming quarter

Priority #2: Police / Community Relations – Police Visibility**Updates and Comments:**

Third quarter saw eight community connection events, from formal Council sessions to information sharing and community outreach. Detachment Commander did a "Coffee with a Cop" event, attended Rural Crime Watch, several Police Advisory Committee meetings, a Food Bank Charity event, formal Town Mayor and Council session, Police Committee meeting, and County industry Mutual Aid Organization meeting. General Duty non-management officer attended Police Committee meeting with Detachment Commander to continue endeavor of further consultation and information sharing and Plan goals of introductions of more officers.



Priority #3: Traffic Safety

Updates and Comments:

In the third quarter of 2025 Blackfalds RCMP concentrated it's efforts on improving traffic safety. This was accomplished by conducting joint operation with Blackfalds CPO's and Traffic member to ensure safety at intersection, school bus safety and impaired driving. There has been an increase related to drug offence related to driving. In this quarter of 2025 Blackfalds RCMP were dispatched to 986 files. These files consist of the following offences. 395 Collisions, 65 violation tickets, 13 paired drivers and 526 driving complaints from the public.

Priority #4: Mental Health

Updates and Comments:

During this quarter a focus has been placed an ensuring members are taking suitable time off. Done by balancing overtime, using leave, and enhanced by arrival of new members to take pressure off. Combined with previous quarter's endeavors of internal learning and more mental resources at the Detachment level.



Community Consultations

Consultation #1

Date

October 20, 2025

Meeting Type

Community Connection

Topics Discussed

Info sharing / Connection

Notes/Comments:

Detachment Commander Blackfalds RCMP attended "Coffee with a Cop" hosted by the McDonald's located in Red Deer County, Gas Alley, Laura Ave. Advertised by both internal and external partners. Several members of the community attended specifically to discuss crime reduction, traffic, and social issues of interest to this particular area. Other members of the public stumbled upon the event and wanted to talk about similar issues more broadly. Some youth. Some residents. Mix of local and passing through including business and employees of area.

Consultation #2

Date

October 22, 2025

Meeting Type

Meeting with Stakeholders

Topics Discussed

Crime Reduction

Notes/Comments:

Rural Crime Watch - attended by Detachment Commander. Issues focussed on their Program Delivery, admin, crime reduction strategies, planning for future events, on-line presence, recruitment, education and information sharing

Consultation #3

Date

October 27, 2025

Meeting Type

Meeting with Stakeholders

Topics Discussed

Information Sharing, Education, Reporting

Notes/Comments:

Scheduled Police Advisory Committee meeting for Provincial contract partners. Red Deer County and Lacombe County. Regular reporting on APP updates and progress, crime reports and feedback from communities. Attended by Detachment Commander and Committee members including members of the public at large.



Consultation #4

Date	Meeting Type
November 24, 2025	Meeting with Stakeholders
Topics Discussed	
Regular Reporting, Education	
Notes/Comments:	
Regular scheduled Police Advisory Committee meeting. Held at Blackfalds Detachment. Attended by Committee members, Red Deer County enforcement, Lacombe County and Red Deer County representatives, public, residents of Springbrook. Well attended. Information sharing and discussion on public safety and police matters. Attended by Detachment Commander.	

Consultation #5

Date	Meeting Type
December 6, 2025	Community Connection
Topics Discussed	
Education, Connection	
Notes/Comments:	
Detachment assisted with Blackfalds Food Bank charity Check Stop, in partnership with local peace officers. Detachment Commander assisted volunteers from food bank and peace officers with safely conducting a Charity Check Stop to raise funds for the local food bank. A very large amount of public drove through the check stop making good community connections in a positive way.	

Consultation #6

Date	Meeting Type
December 9, 2025	Meeting with Elected Officials
Topics Discussed	
Regular Reporting	
Notes/Comments:	
Detachment Commander attended Mayor and Council session for Town of Blackfalds. New Mayor and Council members. Formal presentation and introduction including information sharing on current projects and trends and Detachment updates. Short question and answer period.	



Consultation #7

Date	Meeting Type
December 10, 2025	Meeting with Stakeholders
Topics Discussed	
Regular Reporting, Education, Crime Reduction	
Notes/Comments:	
Scheduled Police Committee for the Town of Blackfalds. In attendance were Committee members, Town of Blackfalds enforcement / emergency services, public, and newly elected Council members. Well attended. Presentation by Detachment Commander on current trends, stats, Detachment updates, and information sharing. Question and answer period. Also in attendance with Detachment Commander was on-duty GD constable for introductions and part of APP initiative to have non-management attending more sessions like this.	

Consultation #8

Date	Meeting Type
December 18, 2025	Meeting with Stakeholders
Topics Discussed	
Education, Connection	
Notes/Comments:	
Detachment Commander attended pre-planned LCMAO meeting; Lacombe County Mutual Aid Organization. Attendees included Red Deer City Emergency Services, Blackfalds Municipal Emergency Services, Lacombe County Emergency Services, Lacombe City Emergency Services, the LCMAO partnerships, along with Industry Representatives from local oil, gas, and industrial companies. Emergency planning, updates, partnership building. Approximately 16+ attendees.	



Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies
Regular Members	10	9	0	1
Detachment Support	#	#	#	#

Notes:

1. Data extracted on December 31, 2025 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the ten established positions, nine officers are currently working. There is one hard vacancy.



Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q3	2025-26 Financial Plan
Detachment Working FTE Levels	8.39 FTE	8.40 FTE	8.00 FTE
Divisionally Pooled Costs (at 100%)	\$ 51,408,504	\$ 73,701,856	\$ 79,216,319
Per Capita Rate (at 100%)	\$ 179,331	\$ 244,370	\$ 246,857
Partner Share of Pooled Costs (at 70%)	\$ 1,053,317	\$ 1,436,893	\$ 1,382,398
Location-Specific Costs	\$ 44,498	\$ 85,000	\$ 121,400
Total Costs after Final Adjustments (at applicable contract share)	\$ 1,097,815	\$ 1,521,893	\$ 1,503,798

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

Comments:

As of Q3, the annual plan for Blackfalds Municipal Detachment is based on 8.40 working members.

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

Quarter 3 invoice for the 2025/26 fiscal year was distributed on January 16th ,2026.



Definitions

Municipal Operations: Human Resources Overview

Term	Definition
FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit.
2025-26 FTE Utilization Plan	Reflects the number of working FTEs planned to be in-place for the current fiscal year.
Revised Plan at Q3	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Operations: Financial Overview

Term	Definition
Fiscal Year-to-Date (YTD)	Reflect the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed.
Revised Plan at Q3	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
2025-26 Financial Plan	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
Detachment Working FTE Levels	Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year.
Divisionally Pooled Costs	<p>Reflects the total of all divisionally pooled costs for Alberta municipalities with a population below 15,000. It includes both direct and indirect costs, including but not limited to the cost categories below:</p> <ul style="list-style-type: none"> • Direct Costs: <ul style="list-style-type: none"> ○ Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay; ○ Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or ○ Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs. • Indirect Costs: <ul style="list-style-type: none"> ○ Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance); ○ Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre;



Term	Definition
	<ul style="list-style-type: none"> ○ Common IT services, including management of the Police Records and Occurrence System; ○ Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or ○ Other divisional and regional administration services.
Per Capita Rate	This is an average cost per member rate determined by pooling applicable costs for Alberta municipalities with a population below 15,000 and dividing the total by the combined working FTE level for those same municipalities.
Partner Share of Pooled Costs	Reflects the portion of the pooled costs that the Contract Partner pays.
Location-Specific Costs	<p>Reflects costs that are specific to location and are not included in the pooled per capita rate. These costs may include:</p> <ul style="list-style-type: none"> ● Accommodation-related costs, for space occupied in RCMP-owned buildings; ● Overtime pay; ● Guarding costs (e.g., with the Corps of Commissionaires); ● Isolated Post Allowances; and/or ● Public Service Employee pay.
Total Costs after Final Adjustments	Reflects the total costs of all expenditure categories including any cost adjustments.



Blackfalds Municipal Detachment Crime Statistics (Actual) October - December: 2021 - 2025

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

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		4	2	2	2	1	-75%	-50%	-0.6
Other Sexual Offences		2	3	3	0	1	-50%	N/A	-0.5
Assault		15	8	25	14	12	-20%	-14%	0.0
Kidnapping/Hostage/Abduction		1	0	1	0	0	-100%	N/A	-0.2
Extortion		0	1	1	0	1	N/A	N/A	0.1
Criminal Harassment		8	6	7	11	12	50%	9%	1.3
Uttering Threats		11	12	10	8	6	-45%	-25%	-1.4
TOTAL PERSONS		41	32	49	35	33	-20%	-6%	-1.3
Break & Enter		7	4	12	5	8	14%	60%	0.3
Theft of Motor Vehicle		11	4	9	6	6	-45%	0%	-0.8
Theft Over \$5,000		4	2	3	4	2	-50%	-50%	-0.2
Theft Under \$5,000		13	18	21	18	33	154%	83%	4.0
Possn Stn Goods		5	6	5	3	7	40%	133%	0.1
Fraud		17	8	21	15	12	-29%	-20%	-0.3
Arson		1	1	1	0	0	-100%	N/A	-0.3
Mischief - Damage To Property		19	15	12	9	21	11%	133%	-0.2
Mischief - Other		9	12	12	12	12	33%	0%	0.6
TOTAL PROPERTY		86	70	96	72	101	17%	40%	3.2
Offensive Weapons		2	3	0	6	1	-50%	-83%	0.1
Disturbing the peace		1	2	1	5	7	600%	40%	1.5
Fail to Comply & Breaches		9	1	2	2	1	-89%	-50%	-1.5
OTHER CRIMINAL CODE		2	5	0	7	9	350%	29%	1.6
TOTAL OTHER CRIMINAL CODE		14	11	3	20	18	29%	-10%	1.7
TOTAL CRIMINAL CODE		141	113	148	127	152	8%	20%	3.6



Blackfalds Municipal Detachment Crime Statistics (Actual) October - December: 2021 - 2025

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

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	3	0	N/A	-100%	0.3
Drug Enforcement - Trafficking		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	0	0	3	0	-100%	-100%	0.1
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	1	2	0	1	-50%	N/A	-0.3
TOTAL FEDERAL		3	1	2	3	1	-67%	-67%	-0.2
Liquor Act		4	0	1	1	1	-75%	0%	-0.5
Cannabis Act		1	1	0	1	1	0%	0%	0.0
Mental Health Act		25	25	23	31	19	-24%	-39%	-0.6
Other Provincial Stats		36	22	27	38	46	28%	21%	3.6
Total Provincial Stats		66	48	51	71	67	2%	-6%	2.5
Municipal By-laws Traffic		1	2	2	1	5	400%	400%	0.7
Municipal By-laws		10	17	17	9	14	40%	56%	0.0
Total Municipal		11	19	19	10	19	73%	90%	0.7
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		4	1	2	3	0	-100%	-100%	-0.6
Property Damage MVC (Reportable)		51	54	59	30	32	-37%	7%	-6.2
Property Damage MVC (Non Reportable)		7	3	7	5	10	43%	100%	0.8
TOTAL MVC		62	58	69	38	42	-32%	11%	-6.0
Roadside Suspension - Alcohol (Prov)		8	14	10	7	7	-13%	0%	-0.9
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		95	72	80	113	132	39%	17%	11.5
Other Traffic		0	2	1	0	0	N/A	N/A	-0.2
Criminal Code Traffic		3	4	12	8	6	100%	-25%	1.0
Common Police Activities									
False Alarms		12	16	8	18	17	42%	-6%	1.2
False/Abandoned 911 Call and 911 Act		3	1	2	6	5	67%	-17%	0.9
Suspicious Person/Vehicle/Property		42	24	27	65	48	14%	-26%	5.3
Persons Reported Missing		3	2	5	5	2	-33%	-60%	0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		60	34	35	25	46	-23%	84%	-3.7
Form 10 (MHA) (Reported)		0	0	3	1	0	N/A	-100%	0.1

Subject: National Police Federation | Contract Policing Commitment

From: Maryanne King <mking@npf-fpn.com>
Sent: February 18, 2026 10:40 AM
To: info <info@blackfalds.com>
Cc: info <info@blackfalds.com>
Subject: National Police Federation | Contract Policing Commitment

Dear Mayor Svab,

On behalf of the National Police Federation (NPF), we are pleased to share that the Federal Minister of Public Safety has confirmed once again the Government of Canada's ongoing commitment to RCMP contract policing in provinces and municipalities beyond 2032.

Please see a [statement from the NPF](#) highlighting the significance of this confirmation and the certainty it provides to contract partners for public safety planning purposes going forward.

The NPF has been actively working with all levels of government to demonstrate our Members' world-class policing service and to seek clarity on the future of contract policing beyond 2032. This confirmation is welcome news, verifying the expert local policing services the RCMP provides which provinces and municipalities can continue to rely on in the years ahead.

Should you have any questions or like additional information, please feel free to contact the NPF at GVTRelations@npf-fpn.com.

Sincerely,

Maryanne King

Advisor, Government Relations | Conseiller, relations gouvernementales

Pronouns: She/Her

National Police Federation | Fédération de la Police Nationale

(587) 672-0695

npf-fpn.com

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE**



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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MEETING DATE: February 24, 2026
PRESENTED BY: Edie Harris – Optimist Club of Blackfalds
SUBJECT: **Toddler Park Proposal**

BACKGROUND

Edie Harris, representing the Optimist Club of Blackfalds, will request Council's consideration regarding a toddler park proposal initiative in the Town.

ATTACHMENTS

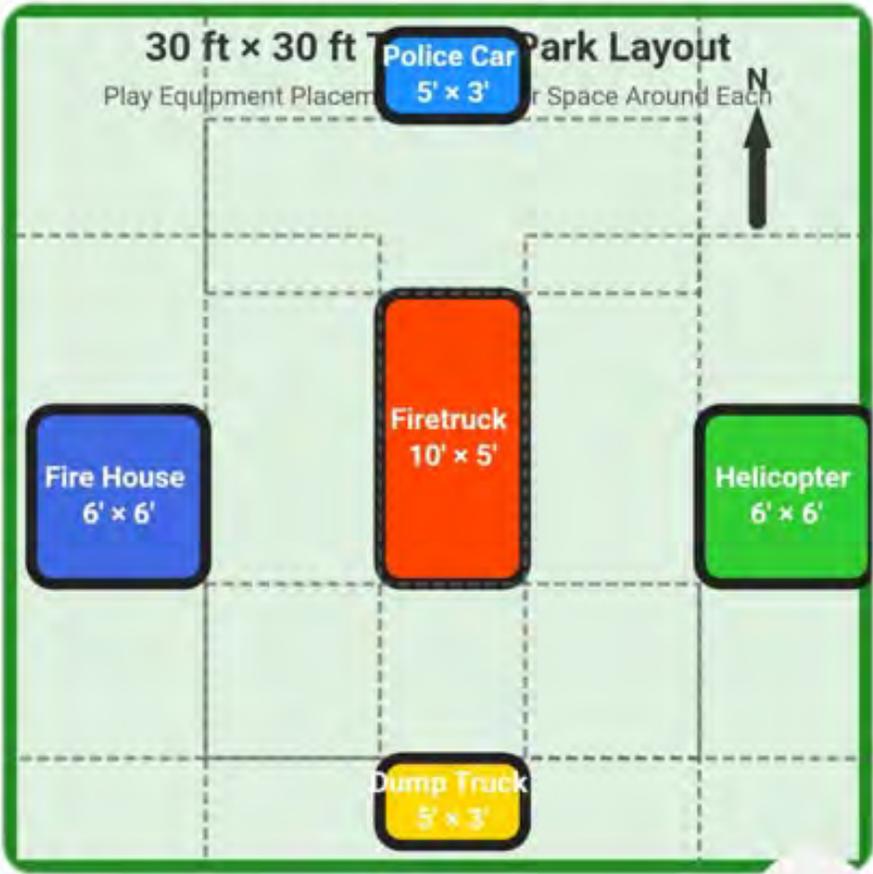
- *Optimist Club of Blackfalds Toddler Playground Draft Outline*

APPROVALS



Kim Isaak,
Chief Administrative Officer

This is not a professional layout, rather a picture we have in our mind of what pieces of equipment may look like. We also plan on putting sensory items in the park.



Centennial Park Option 1 and 2



Toddler Park Chuckwagon Park



Prairie Ridge Avenue Playground



MEETING DATE: February 24, 2026

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Optimist Club of Blackfalds Playground Project**

BACKGROUND

At the February 4, 2026, Recreation, Culture and Parks Board Meeting, the Optimist Club of Blackfalds presented a fundraising initiative to develop a toddler playground in the community. During the meeting, Councillor Hanson suggested that the Club consider applying to Kal's RePlay Fund to support the playground surfacing component. The funding program requires an address and square footage of the proposed project as part of the application and the grant deadline is February 28, 2026.

DISCUSSION

The need for additional toddler-focused playground spaces in Blackfalds was discussed at the January 27, 2026, Regular Council Meeting. The Optimist Club has been exploring opportunities to support such a project, and the availability of Kal's RePlay fund presents a timely opportunity to advance this initiative.

To complete the grant application, the Optimist Club requires confirmation of the playground's proposed location and size. Four potential sites have been identified:

- Centennial Park – West of the existing playground
- Centennial Park – Southwest of the existing playground
- McKay Ranch – West of the existing playground
- Prairie Ridge Park – East of the existing playground

The proposed playground footprint is 30 feet by 30 feet (900 square feet). Administration has reviewed the suggested locations and confirms that all four sites can accommodate the proposed playground size. Should Council support the project, Administration will work with the Optimist Club to finalize the preferred location and provide the necessary documentation for the grant submission. Administration will continue to support the Optimist Club as they refine the project and engage with relevant community stakeholders following the grant submission.

FINANCIAL IMPLICATIONS

There are no financial implications identified at this time. Any future financial considerations would be brought forward for Council's review and approval as the project progresses.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council provide a letter of support to the Optimist Club of Blackfalds for their application to Kal's RePlay Fund, identifying Prairie Ridge Park – East of the existing playground as the proposed site for the toddler playground.

ALTERNATIVES

- a) That Council provide a letter of support to the Optimist Club of Blackfalds for their application to Kal's RePlay Fund, identifying Centennial Park – West of the existing playground as the proposed site for the toddler playground.
- b) That Council provide a letter of support to the Optimist Club of Blackfalds for their application to Kal's RePlay Fund, identifying Centennial Park – Southwest of the existing playground as the proposed site for the toddler playground.
- c) That Council provide a letter of support to the Optimist Club of Blackfalds for their application to Kal's RePlay Fund, identifying McKay Ranch Park – West of the existing playground as the proposed site for the toddler playground.
- d) That Council refer the Optimist Club of Blackfalds Playground Project item to Administration for more information.

ATTACHMENTS

- *Optimist Club of Blackfalds Toddler Playground Draft Outline*

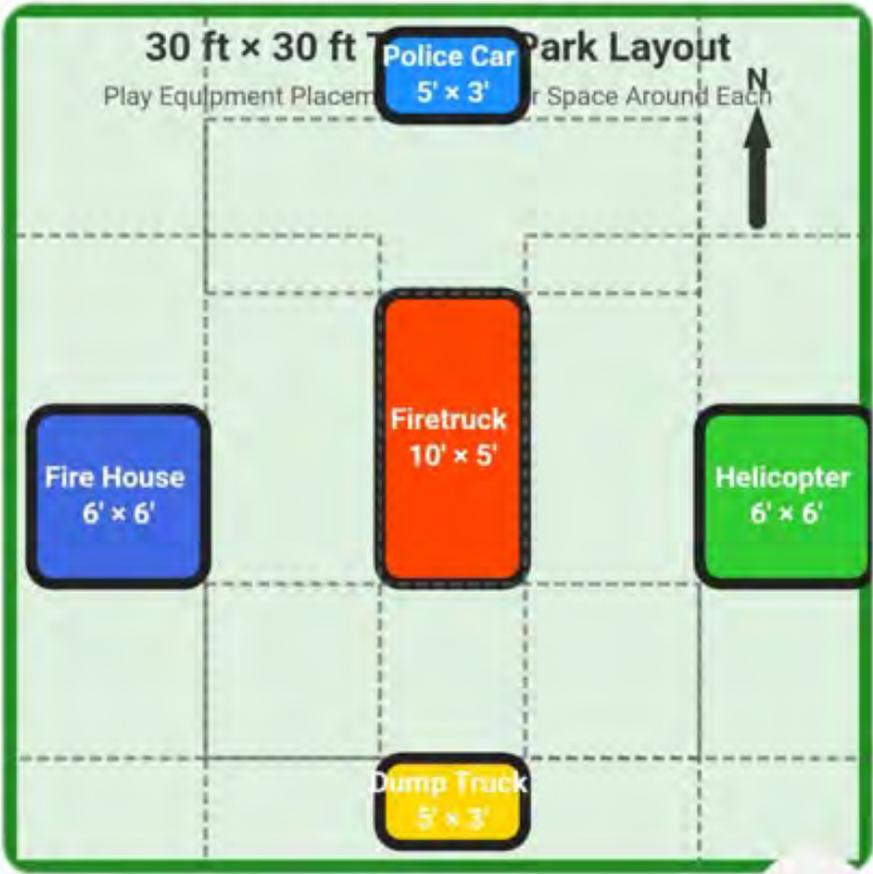
APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

This is not a professional layout, rather a picture we have in our mind of what pieces of equipment may look like. We also plan on putting sensory items in the park.



Centennial Park Option 1 and 2



Toddler Park Chuckwagon Park



Prairie Ridge Avenue Playground



MEETING DATE: February 24, 2026

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1349.26 - Taxi Business Bylaw Amendment**

BACKGROUND

The Town's Taxi Business Bylaw was adopted in 2013 and has been identified for a comprehensive review later on in 2026 in the Planning & Development Department Workplan. The Department acknowledges a comprehensive review is needed because the Bylaw has outdated requirements and does not consider ridesharing services like Uber.

The implementation of the Taxi Business Bylaw has not been a major challenge to date because historically we only had one (1) Taxi company authorized to work in Town. Last year, there was another Taxi company that was picking up clients in Blackfalds, so the Department has been working with them to get their proper authorizations in place. Several of the drivers for the Taxi company are not able to adhere to Section 19(j) of the Bylaw which requires a ten (10) year drivers abstract from the Province of Alberta. The drivers have not been in Canada for ten (10) years and therefore are unable to meet this requirement.

DISCUSSION

The current Taxi Business Bylaw is based off The City of Red Deer's Taxi regulations. This was done due to the proximity of the Town to The City as it is assumed many of the same Taxi companies and drivers will be active in both communities and consistency in regulations is desirable.

The City of Red Deer underwent a comprehensive review of their bylaw in 2024 and is now requiring a 3-year driver's abstract along with several other updates Administration is eager to build into our Bylaw.

As currently written, the Town is unable to issue a Taxi Business License to several drivers of this cab company. Since reducing the ten (10) year drivers' abstract requirement was already an amendment contemplated to bring forward, the Department wanted to take this quick amendment forward to accommodate these drivers.

The amending Bylaw is provided in Attachment 1 of this report. The proposed change under Bylaw - 1349.26 is shown below in track changes:

<p>vehicle under the laws of the Province of Alberta;</p> <p>(j) a copy of the applicant's current driving abstract from the Motor Vehicles Branch of the Solicitor General's Office for the Province of Alberta, said abstract to contain a ten-year <u>three (3) year</u> driving record;</p>
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FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council considers the following motions:

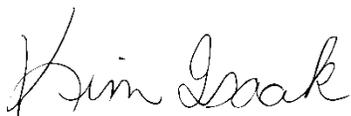
1. That Council give First Reading to Bylaw 1349.26 - Taxi Business Bylaw Amendment, as presented.
2. That Council give Second Reading to Bylaw 1349.26 - Taxi Business Bylaw Amendment, as presented.
3. That Council give unanimous consent to move to and consider Third Reading of Bylaw 1349.26 - Taxi Business Bylaw Amendment.
4. That Council give Third Reading to Bylaw 1349.26 - Taxi Business Bylaw Amendment, as presented.

ALTERNATIVES

- a) That Council refer Bylaw 1349.26 Taxi Business Bylaw Amendment for amendments or additional information.

ATTACHMENTS

- *Draft Bylaw 1349.26 Taxi Business Bylaw Amendment*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND TAXI BUSINESS BYLAW 1158/13

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (“**MGA**”), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending the Taxi Business Bylaw to reduce the number of years required for a driver’s abstract.

WHEREAS, pursuant to Sections 7 and 8 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, Council may pass bylaws for municipal purposes, including the following matters:

- a) the safety and protection of people;
- b) transportation and transportation systems;
- c) business and business activities; and
- d) licensing.

WHEREAS, Council may generally pass bylaws to regulate or prohibit businesses, deal with any business activity, and provide for any system of licences;

WHEREAS, Council deems it advisable to generally regulate the Taxi business in the Town of Blackfalds, including the number of taxis, licensing, as well as rates and fares;

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

PART 1 – TITLE

1.1 That this Bylaw shall be cited as the “**Taxi Business Bylaw Amendment**”.

PART 2 – AMENDMENT

2.1 That Section 19 Licensing of Taxi Drivers, subsection (j) be amended by removing “...ten year...” and replacing it with “...three (3) year...”

PART 3 – DATE OF FORCE

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

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

DRAFT

MEETING DATE: February 24, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

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

SUBJECT: **Bylaw 1350.26 - Natural Gas Franchise Fee Bylaw**

BACKGROUND

The Town of Blackfalds has maintained a formal agreement with ATCO Gas and Pipelines Ltd. for the provision of natural gas distribution within the Municipality since 1949. This agreement grants ATCO authority to install and operate its natural gas distribution system within municipally owned roadways, right-of-ways, and other lands under municipal control.

The current agreement in place with ATCO gas is set to expire on February 28, 2026; however, it remains in effect beyond that date until it is either renewed or formally terminated.

DISCUSSION

On December 9, 2025, Council received a presentation from ATCO Gas representatives outlining the Franchise Agreement and the renewal process. The proposed agreement maintains the franchise fee paid to the Town of Blackfalds at the maximum of 35%, which has remained unchanged since 2010.

The renewal process requires Town Council to formally pass a bylaw. After First Reading is approved a copy of the bylaw is forwarded to the appropriate ATCO Gas representative to begin preparing the Notice of Application. Following this, the Town must ensure that notice is provided to as many utility customers as reasonably possible, in addition to meeting the advertising requirement of the *Municipal Government Act*. Once these steps are completed, Council may proceed with final readings of the bylaw, after which the agreement will be formally executed.

FINANCIAL IMPLICATIONS

The Municipality is responsible for the costs associated with notification and advertising. The 2026 budget anticipates that the Town will receive franchise fees in the amount of \$1,012,000. (2026 forecast)

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council supports the ongoing relationship with ATCO Gas and Pipelines Ltd. to deliver natural gas to customers within the Town of Blackfalds.
2. That Council give First reading to Bylaw 1350.26 – Natural Gas Franchise Fee Bylaw, as presented.

ALTERNATIVES

- a) That Council refer Bylaw 1350.26 - Natural Gas Franchise Fee Bylaw back to Administration for more information.

ATTACHMENTS

- *Draft Bylaw 1350.26 – Franchise Fee Bylaw*
- *Draft ATCO Gas Franchise Agreement, as Schedule “A” to Bylaw 1350.26*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH NATURAL GAS FRANCHISE FEES

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (“MGA”), being Chapter M 26. of the Revised Statutes of Alberta, 2000 and amendments thereto, to authorize the Mayor and Chief Administrative Officer to execute an agreement with ATCO Gas and Pipelines Ltd., to renew an agreement with, and to confer a franchise on the company to deliver natural gas to customers within the Municipality.

WHEREAS, pursuant to Section 7(f) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, Municipal Council deems it necessary and expedient to pass such a Bylaw.

WHEREAS, the Company has requested a franchise be granted to provide natural gas services to customers within the Municipality.

WHEREAS, it is deemed that such an agreement would be of benefit to customers within the Municipality.

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Natural Gas Franchise Fee Bylaw**”.
- 1.2 That Schedule “A” shall form part of this Bylaw.

PART 2 – ESTABLISHMENT

- 2.1 That the Mayor and Chief Administrative Officer be authorized to sign the agreement which is attached to and forming part of this Bylaw and marked as Schedule “A” between the Municipality and the Company to renew an agreement with and to confer a franchise on the Company to deliver natural gas services with the Municipality of Blackfalds.

PART 3 - DATE OF FORCE

- 3.1. That this Bylaw shall come into effect, upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon the date on which it is finally read and passed.

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

DRAFT

**Bylaw 1350.26 - Schedule "A"
Franchise Agreement**

NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

2026

BETWEEN:

TOWN OF BLACKFALDS

- AND -

ATCO GAS AND PIPELINES LTD.

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NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT

BETWEEN

TOWN OF BLACKFALDS, a municipality located
in the Province of Alberta (the “Municipality”)

OF THE FIRST PART

– and –

ATCO GAS AND PIPELINES LTD., a
corporation having its head office at the City of
Edmonton, in the Province of Alberta (the
“Company”)

OF THE SECOND PART

WHEREAS by Agreement dated October 13, 1949, made between the Company and the Municipality a franchise was granted to the Company to supply natural gas to the Municipality and its inhabitants, for a period of twenty (20) years;

WHEREAS by Agreement dated August 11, 1969, the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Agreement dated February 26, 1980, the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Agreement dated April 13, 1982, the Agreement was amended;

WHEREAS by Agreement dated November 27, 1990, the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Agreement dated April 13, 2004, the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS by Agreement made effective March 23, 2016, the Agreement was renewed and extended for a period of ten (10) years;

WHEREAS the Municipality desires to grant and the Company, collectively the “Parties”, desires to obtain an exclusive franchise to provide Natural Gas Distribution Service within the Municipal Service Area on the terms and conditions herein contained;

NOW THEREFORE in consideration of the mutual covenants and promises herein contained, the Parties hereby agree as follows:

1) Definitions and Interpretation

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement will have the meanings attributed to them as follows:

- a) “**Agreement**” means this Natural Gas Distribution System Franchise Agreement;
- b) “**Alternative Course of Action**” shall have the meaning set out in paragraph 14 (c);
- c) “**Commission**” means the Alberta Utilities Commission (AUC) as established under the *Alberta Utilities Commission Act* (Alberta);
- d) “**Company**” means the Party of the second part to this Agreement and includes its successors and permitted assigns;
- e) “**Construct**” means constructing, reconstructing, upgrading, extending, relocating, or removing any part of the Natural Gas Distribution System;
- f) “**Consumer**” or “**Consumers**” as the text may require, means any individual, group of individuals, firm or body corporate, including the Municipality, with premises or facilities located within the Municipal Service Area from time to time that are provided with Natural Gas Distribution Service by the Company pursuant to the Company’s Delivery Tariff;
- g) “**Core Services**” means all those services set forth in Schedule “A” of this Agreement;
- h) “**Delivery Tariff**” means the rates and Terms and Conditions of service approved by the Commission from time to time on an interim or final basis, as the case may be, for the Company to deliver Natural Gas to the Consumer;
- i) “**Electronic Format**” means any document or other means of communication that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any other computer-related means that have similar capabilities for creation, recording, transmission or storage;
- j) “**Extra Services**” means those services set forth in Schedule “B” that are requested by the Municipality for itself or on behalf of its citizens and provided by the Company in accordance with paragraph 7 of this Agreement;
- k) “**First Subsequent Term**” shall have the meaning set out in paragraph 3(a);
- l) “**GUA**” means the *Gas Utilities Act* (Alberta);
- m) “**Initial Term**” means the initial term of this Agreement as set out in paragraph 2;

- h) “**Intended Time Frame**” shall have the meaning set out in paragraph 14 (c);
- ho) “**Maintain**” means to maintain and keep in good repair any part of the Natural Gas Distribution System;
- hp) “**Major Work**” means any Work to Construct or Maintain the Distribution System that costs more than one hundred thousand (\$100,000) dollars;
- hq) “**MGA**” means the *Municipal Government Act* (Alberta);
- hr) “**Modified Plans**” shall have the meaning set out in paragraph 14 (c)(ii);
- hs) “**Municipality**” means the Party of the first part to this Agreement;
- ht) “**Municipal Compensation**” shall have the meaning set out in paragraph 20;
- hu) “**Municipal Service Area**” means the geographical area within the legal boundaries of the Municipality where the Company has been granted rights hereunder in connection with, among other matters, Natural Gas Distribution Service, as altered from time to time;
- hv) “**Municipal Property**” means all property, including lands and buildings, owned, controlled or managed by the Municipality within the Municipal Service Area;
- hw) “**Natural Gas**” means a combustible mixture of hydrocarbon gases;
- hx) “**Natural Gas Distribution Service**” means the delivery of Natural Gas in accordance with the Company’s Delivery Tariff;
- hy) “**Natural Gas Distribution System**” means any facilities owned by the Company which are used to provide Natural Gas Distribution Service within the Municipal Service Area, and without limiting the generality of the foregoing, will include all mains, pipes, conduits, valves and all other installations used and required for the purpose of delivering Natural Gas to the Consumer within the Municipal Service Area and includes any Natural Gas transmission lines owned by the Company within the Municipal Service Area;
- hz) “**NOVA Gas Transmission Ltd. (NGTL)**” means NGTL and its successors, as applicable, for purposes of paragraph 5 g) of this Agreement. For greater certainty, the provisions of paragraph 5 g) may only apply in relation to franchises held by ATCO;
- ya) “**Operate**” means to operate the Natural Gas Distribution System, or to interrupt or restore service in any part of the Natural Gas Distribution System, in a safe and reliable manner;

zbb) “Party” means any party to this Agreement and “Parties” means all of the parties to this Agreement;

aacc) “Plans and Specifications” means the plans, drawings and specifications reasonably necessary to properly assess and review proposed Work prior to issuance of any approval that may be required under this Agreement;

dd) “Second Subsequent Term” shall have the meaning set out in paragraph 3(b);

bb) “Term” means the Initial Term and, as applicable, any extension(s) made under paragraph 3 ~~the term of this Agreement set out in paragraph 2;~~

cc) “Terms and Conditions” means the terms and conditions contained within the Delivery Tariff in effect from time to time for the Company as approved by the Commission;

dd) “Work” means any work to Construct or Maintain the Natural Gas Distribution System; and

ee) “Work Around Procedures” shall have the meaning set out in paragraph 14 (c)(ii).

The words “hereof”, “herein”, “hereunder” and other words of similar import refer to this Agreement as a whole, including any attachments hereto, as the same may from time to time be amended or supplemented and not to any subdivision contained in this Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders. References to provisions of statutes, rules or regulations will be deemed to include references to such provisions as amended, modified or re-enacted from time to time. The word “including” when used herein is not intended to be exclusive and in all cases means “including without limitation”. References herein to a section, paragraph, clause, Article or provision will refer to the appropriate section, paragraph, clause, article or provision of this Agreement. The descriptive headings of this Agreement are inserted for convenience of reference only and do not constitute a part of and will not be utilized in interpreting this Agreement.

2) **Initial Term**

a) Subject to sub-paragraph 2(b), this Agreement will be for a ~~minimum~~ term of ten years, commencing on the later of:

i. **First (1st) day of August 2026;** and

ii. the first (1st) day of the month immediately following the month that all business day after both of the following have been completed~~occurred~~:

A. the Commission has approved and acknowledged this Agreement; and

B. Council of the Municipality has passed third reading of the applicable

adopting bylaw and provided the Company with written evidence of the same on or before the 20th day of the month, and

B-C. the Municipality has provided the Company with a fully executed copy of this Agreement on or before the 20th day of the month.

- b) The Initial Term of this Agreement will expire on the **first (1st) day of August, 2036.**
- c) It is agreed this Agreement supersedes and replaces any prior Natural Gas franchise agreements between the Municipality and the Company.

3) **Term Expiry and Options for Extension**~~Expiry of Term of Agreement~~

- a) Upon expiry of the Initial Term, this Agreement may be extended for a period of five (5) years by written mutual agreement between the Company and the Municipality executed prior to the expiration of the Initial Term (the “First Subsequent Term”).
- b) Upon the expiry of the First Subsequent Term, this Agreement may be extended for an additional five (5) year period by written mutual agreement between the Company and the Municipality executed prior to the expiration of the First Subsequent Term (the “Second Subsequent Term”).
- c) For greater certainty, the Initial Term, together with any extension(s) under this Agreement, will not in aggregate exceed the maximum term permitted under section 45 of the MGA.
- ~~a~~d) Provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Term of its intention to extend this Agreement or negotiate a new franchise agreement, at any time following the expiration of the Term, and if the Municipality has not provided written notice to the Company to exercise its rights to purchase the Natural Gas Distribution System, either Party may submit any items in dispute pertaining to a new franchise agreement to binding arbitration by the Commission.
- ~~b~~e) Subject to subparagraph 3c) of this Agreement, upon expiry of the Term, this Agreement will continue in effect pursuant to the provisions of the MGA.
- ~~e~~f) Commencing one (1) year following the expiration of the Term of this Agreement, unless either Party has invoked the right to arbitration referred to in subparagraph 3a), or the Municipality has given written notice to purchase the Natural Gas Distribution System, this Agreement will be amended to provide the following:
 - i) Fifty percent (50%) of the franchise fee otherwise payable under this Agreement to the Municipality will be held back and deposited in trust in an interest bearing trust account by the Company, for the sole benefit of the Municipality. The trust money along with all accumulated interest will be paid

to the Municipality immediately upon execution of another Natural Gas Franchise Agreement with the Company, or if the Municipality purchases the Natural Gas Distribution System, or if the Company transfers or sells the Natural Gas Distribution System, or upon further Order of the Commission.

dg) In the event a franchise agreement template is approved by the Commission during the Term of this Agreement and the provisions are materially different from the provisions of this Agreement, the Parties may, by agreement in writing, amend this Agreement to conform to such franchise agreement template.

4) Grant of Franchise

- a) Subject to the terms and conditions hereof, the Municipality hereby grants to the Company the exclusive right within the Municipal Service Area to:
 - i. provide Natural Gas Distribution Service;
 - ii. Construct, Operate, and Maintain the Natural Gas Distribution System; and
 - iii. use portions of roads, rights-of-way, and other lands owned, controlled or managed by the Municipality which have been designated by the Municipality for such use and which are necessary to provide Natural Gas Distribution Service or to Construct, Operate and Maintain the Natural Gas Distribution System.
- b) Subject to subparagraph 4c) , and to the terms and conditions hereof, the Municipality agrees it will not, during the Term, grant to any other person, firm or corporation, the right to Construct, Operate and Maintain any natural gas distribution system nor the exclusive right to use the portions of the roads, rights-of-way and other lands owned, controlled or managed by the Municipality which have been designated by the Municipality for such use and which are necessary to provide Natural Gas distribution service or to Construct, Operate and Maintain a Natural Gas distribution system, for the purpose of delivering Natural Gas in the Municipal Service Area for Consumers, so long as the Company delivers the Consumers' requirements of Natural Gas.
- c) The Company agrees to:
 - i. bear the full responsibility of an owner of a Natural Gas distribution system and to ensure all services provided pursuant to this Agreement are provided in accordance with the Delivery Tariff, insofar as applicable;
 - ii. Construct, Operate and Maintain the Natural Gas Distribution System;
 - iii. use designated portions of roads, rights-of-way, and other lands

including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Natural Gas Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof; and

- iv. use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Natural Gas Distribution Service and any other service contemplated by this Agreement.

5) Franchise Fee

a) Calculation of Franchise Fee

In consideration of the rights granted pursuant to paragraph 4 and the mutual covenants herein and subject to Commission approval the Company agrees to collect from Consumers and pay to the Municipality a franchise fee. The Parties agree s. 360(4) of the *MGA*, as amended, does not apply to the calculation of the franchise fee in this Agreement. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual total revenue derived from the Delivery Tariff, including without limitation the fixed charge, base energy charge, demand charge, but excluding the cost of Natural Gas (being the calculated revenues from the Natural Gas cost recovery rate rider or the deemed cost of Natural Gas and Natural Gas supply related riders) in that year for Natural Gas Distribution Service within the Municipal Service Area.

For the first (1st) calendar year or portion thereof of the Term of this Agreement, the franchise fee percentage will be **thirty-five percent (35%)**.

By no later than September 1st of each year, the Company will:

- i. advise the Municipality in writing of the total revenues that were derived from the Delivery Tariff within the Municipal Service Area for the prior calendar year; and
- ii. with the Municipality's assistance, provide in writing an estimate of total revenues to be derived from the Delivery Tariff within the Municipal Service Area for the next calendar year.

b) Adjustment to the Franchise Fee

At the option of the Municipality and subject to Commission approval, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage, then the Municipality will, no later than November 1st in any year of the Term, advise the

Company in writing of the franchise fee percentage to be charged for the following calendar year. Upon receipt of notice, the Company will work with the Municipality to ensure all regulatory requirements are satisfied on a timely basis and agrees to use best efforts to obtain approval from the Commission for implementation of the proposed franchise fee percentage as and from January 1st of the following calendar year.

If the Municipality provides written notice at any other time with respect to a franchise fee change, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) Notice to Change Franchise Fee

Prior to implementing any change to the franchise fee, the Municipality will notify its intent to change the level of the franchise fee and the resulting effect such change will have on an average residential Consumer's annual Natural Gas bill through publication of a notice once in the newspaper with the widest circulation in the Municipal Service Area at least forty five (45) days prior to implementing the revised franchise fee. A copy of the published notice will be filed with the Commission.

d) Payment of Franchise Fee

The Company will pay the Municipality the franchise fee amount billed to Consumers on a monthly basis within forty-five (45) days after billing Consumers.

e) Franchise Fee Cap

The franchise fee percentage will not at any time exceed thirty five percent (35%) without prior Commission approval.

f) Reporting Considerations

Upon request, the Company will provide to the Municipality, along with payment of the franchise fee amount information on the total Delivery Tariff billed, the franchise fee percentage applied, and the derived franchise fee amount used by the Company to verify the payment of the franchise fee amount as calculated under this paragraph 5.

g) Franchise Fees Collected from NOVA Gas Transmission Ltd. Customers

In the event certain customers in the Municipal Service Area connected to the Company's Natural Gas Distribution System are customers of the NOVA Gas Transmission Ltd. (NGTL), a franchise fee will be collected from such customers by NGTL in accordance with NGTL's applicable tariff and such franchise fee once remitted to the Company will be aggregated with the franchise fee as calculated in paragraph 5 a) to be dealt with in accordance with paragraph 5 d).

6) Core Services

The Company agrees to provide to the Municipality the Core Services set forth in Schedule “A”. The Company and the Municipality may amend Schedule “A” from time to time upon mutual agreement.

7) Provision of Extra Services

Subject to an agreement being reached, the Company agrees to provide to the Municipality the Extra Services, if any, set forth in Schedule “B”, as requested by the Municipality from time to time. The Company is entitled to receive from the Municipality a reasonable amount for full compensation for the provision of the Extra Services in accordance with Schedule “B”. The Company and the Municipality may amend Schedule “B” from time to time upon mutual agreement.

Any breach by the Company in connection with the provision of any Extra Services contained in this Agreement will not constitute a breach of a material provision of this Agreement for the purposes of paragraph 9.

8) Municipal Taxes

Amounts payable to the Municipality pursuant to this Agreement will be (without duplication) in addition to the municipal taxes and other levies or charges made by the Municipality against the Company, its land and buildings, linear property, machinery and equipment.

9) Right to Terminate on Default

In the event either Party breaches any material provision of this Agreement, the other Party may, at its option, provide written notice to the Party in breach to remedy such breach. If the said breach is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required by the Party in breach using best efforts on a commercially reasonable basis, the Party not in breach may give six (6) months notice in writing to the other Party of its intent to terminate this Agreement, and unless such breach is remedied to the satisfaction of the Party not in breach acting reasonably this Agreement will terminate six (6) months from the date such written notice is given, subject to prior Commission approval.

10) Sale of Natural Gas Distribution System

Upon the expiration of the Term of this Agreement or the termination of this Agreement pursuant to the terms and conditions hereof or by operation of law or order of a governmental authority or court of law having jurisdiction the Municipality may, subject to the approval of the Commission under Section 47 of the MGA:

- i. exercise its right to require the Company to sell to it the Natural Gas Distribution System within the Municipal Service Area pursuant to the provisions of the MGA, where applicable; or
- ii. if such right to require the Company to sell the Natural Gas Distribution System is either not applicable or has been repealed, require the Company to sell to it the Natural Gas Distribution System. If, upon the expiration of the Agreement, the parties are unable to agree on the price or on any other terms and conditions of the purchase, the unresolved matters will be referred to the Commission for determination.

11) Provision of Detailed Plans and Equipment

a) Detailed Plans

The Company agrees to provide to the Municipality for the Municipality's purposes only, the most current set of detailed plan sheets including as-built drawings and specifications showing the locations (excluding depth) and alignments of the Natural Gas Distribution System, excepting service lines and installations on private property, according to the plan sheets in hard copy and in Electronic Format, where available, together with as many prints of the overall Natural Gas Distribution System as the Municipality may reasonably require. These plans and plan sheets will be updated by the Company on at least an annual basis.

The Municipality will, upon reasonable request, provide to the Company any subdivision development plans of the Municipality in hard copy and in Electronic Format, where available. The subdivision development plans are provided to the Company for the sole purpose of assisting the Company in delivering Natural Gas to the Consumer.

b) Provision of Equipment

The Company agrees to provide the Municipality's fire department with the equipment necessary for the operation of curb boxes and service valves. In case of fire, the service valves may be turned off by the fire department if they reach a fire before the Company's representative. The Municipality will notify one of the Company's representatives of fires which may affect the Natural Gas Distribution System and/or the operations thereof as quickly as reasonably possible or, in the event they cannot reach a Company representative, the Municipality will advise the Company's standby personnel of such fires. The Company will ensure its representatives reasonably cooperate with the Municipality in preventing, controlling and investigating fires involving or affecting the Natural Gas Distribution System.

12) Right of First Refusal to Purchase

- a) If during the Term of this Agreement, the Company receives a bona fide arm's length offer to operate, take control of, or purchase the Natural Gas Distribution System within the Municipal Service Area, which the Company is willing to accept, then the Company will promptly give written notice to the Municipality of the terms and conditions of such offer and the Municipality will during the next one hundred and twenty (120) days, have the right of first refusal to operate, take control of or purchase the Natural Gas Distribution System, as the case may be, for the same price and upon the terms and conditions contained in the said offer.

Notwithstanding the foregoing, in the event the Municipality fails or refuses to exercise its right of first refusal, the Municipality will retain the right to withhold its consent to an assignment of this Agreement in accordance with paragraph 20 below. For the purposes of this paragraph 12, "operate, take control" will not be construed as including the subcontracting by the Company of only some portions of its operations where the Company continues to be responsible for the performance of this entire Agreement;

- b) If the Municipality does not exercise its right of first refusal and the said bona fide offer the Company is willing to accept does not proceed to closure, the Municipality retains its right of first refusal on any other offer.
- c) This right of first refusal applies where the offer pertains only to the entire Natural Gas Distribution System. The right of first refusal does not apply to offers that include any other distribution systems or distribution facilities of the Company located outside of the Municipal Service Area. If such offer includes other distribution systems of the Company, the aforesaid right of first refusal will be of no force and effect and will not apply.
- d) Where the Municipality exercises its rights to purchase the Natural Gas Distribution System from the Company and thereby acquires the Natural Gas Distribution System, the Municipality agrees, should it no longer wish to own the Natural Gas Distribution System within five (5) years after it acquires the said system and the Municipality receives any bona fide offer from an arms-length third party to purchase the Natural Gas Distribution System, which it is willing to accept, then it will promptly give written notice to the Company of the terms and conditions of such offer. The Company will during the next one hundred and twenty (120) days have the first right of refusal to purchase the Natural Gas Distribution System for the same price and upon the same terms and conditions as contained in the said offer.
- e) The Municipality's right of first refusal will not apply where the Company has agreed to transfer the Natural Gas Distribution System to a third party utility company in exchange for certain other assets provided all of the following conditions are met:
 - i. the third party utility can demonstrate to the reasonable satisfaction of the Municipality that it meets the necessary technical and financial requirements to

own and operate the Natural Gas Distribution System;

- ii. the only consideration that will be exchanged between the Company and the third party utility company is the transfer and exchange of assets and monetary consideration limited to a maximum of 49% of the net book value of the Natural Gas Distribution System;
- iii. there is no adverse impact to the Municipality resulting from the transfer and exchange above referenced as determined by the Commission;
- iv. the Company and the third party utility company obtain all the requisite regulatory requirements prior to completing the transfer and exchange; and
- v. full compensation is paid to the Municipality for all reasonable costs including administrative and legal costs incurred by the Municipality in ensuring all of the conditions i) through iv) above are satisfied.

13) Construction and/or Maintenance of Natural Gas Distribution System

a) Municipal Approval

Before undertaking any Major Work, or in any case in which the Municipality specifically requests any Major Work, the Company will submit to and obtain the written approval from the Municipality, or its authorized officers, of the Plans and Specifications for the proposed Major Work and its location. Approval by the Municipality granted in accordance with this paragraph will be limited to an approval of the location and alignment of the Major Work only, and will not signify approval of the structural design or the ability of the work to perform the function for which it was intended.

Prior to commencing the Work, the Company will obtain such other applicable permits as are required by the Municipality. The Company will notify the Municipality of all Work done within the Municipal Service Area prior to commencing the Work where reasonably practicable. However, only Major Work is subject to a formal approval process.

The Company will obtain prior written approval from the Municipality for any traffic lane or sidewalk closures required to be made at least forty-eight (48) hours prior to the commencement of the proposed Work.

For the purposes of obtaining the approval of the Municipality for Major Work under this Agreement, the Company will provide the Municipality with the Plans and Specifications for the proposed Major Work in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from municipalities and will illustrate the proposed changes to the Natural Gas Distribution System.

b) Restoration of Municipal Property

The Company agrees when it or any agent employed by it undertakes any Work on any Municipal Property, the Company will complete the said Work promptly and in a good and workmanlike manner and, where applicable, in accordance with the approved Plans and Specifications. Further, and unless otherwise agreed to by the Parties, the Company will forthwith restore the Municipal Property to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear and to the satisfaction of the Municipality acting reasonably.

The Company will, where reasonably practicable and prudent, locate its pipelines and related equipment in lanes and alleys rather than in the streets and main thoroughfares.

The Company further covenants it will not unduly interfere with the works of others or the works of the Municipality. Where reasonable and in the best interests of both the Municipality and the Consumer, the Company will cooperate with the Municipality and coordinate the installation of the Natural Gas Distribution System along the designated rights-of-way pursuant to the direction of the Municipality. During the performance of the Work, the Company will use commercially reasonable efforts to not interfere with existing Municipal Property and to cause as little damage as possible to the property of others (including the Municipality Property). If the Company causes damage to any existing Municipal Property during the performance of any Work, it will cause such damage to be repaired at its own cost.

Upon default by the Company or its agent to repair damage caused to Municipal Property as set out above, the Municipality may provide written notice to the Company to remedy the default. If the default is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required and requested by the Company using best efforts on a commercially reasonable basis to remedy the default, the Municipality may undertake such repair work and the Company will be liable for the reasonable costs thereof.

c) Urgent Repairs and Notification to Municipality

If any repairs or maintenance required to be made to the Natural Gas Distribution System are of an urgent nature where the operation or reliability of the Natural Gas Distribution System is materially compromised or potentially materially compromised, the Company will be entitled to conduct such repairs or maintenance as are commercially reasonable without prior notice to the Municipality and, unless otherwise specified by the Municipality, the Company will provide notice to the Municipality as soon as practicable and, in any event, no later than seventy-two (72) hours after the repairs are commenced.

d) Company to Obtain Approvals from Other Utilities

The Company will be solely responsible for locating, or causing to be located, all existing utilities or utility mains, pipes, valves and related facilities in, on or adjacent to the Work site. The Company will notify all other utility operators and ensure utilities and utility mains, pipes, valves and related facilities are staked prior to commencement of construction. Unless the Municipality has staked the location for the utility property, staking will not be deemed to be a representation or warranty by the Municipality the utility or utility property are located as staked. The Municipality will not be responsible for any damage caused by the Company to any utility or any third party as a result of the Company's Work, unless the Municipality has improperly staked the utility property. Approval must be obtained by the Company from the owner of any third party utility prior to relocation of any facility owned by such third party utility.

e) Revised Plans and Specifications

Following completion of the Major Work, the Company will provide the Municipality with the revised Plans and Specifications, updated after construction, in Electronic Format, where available and upon request, the Company will provide the Municipality with a hard copy of the materials within three (3) months of the request. The Company will provide the Municipality with copies of any other revised Plans and Specifications as reasonably requested by the Municipality. For the purposes of this paragraph and paragraph 11, the Company may satisfy its obligations to provide revised Plans and Specifications in Electronic Format by:

- i. advising the Municipality the revised Plans and Specifications are posted to a web-based forum that contains such information; and
- ii. allowing the Municipality access to such web-based forum.

f) Approvals

Where any approvals are required to be obtained from either Party under this paragraph, such approvals will not be unreasonably withheld.

The Company will ensure all Work is performed in accordance with the requirements of all applicable legislation, rules and regulations. The Company will immediately notify the Municipality of any lien, claim of lien or other action of which it has or reasonably should have knowledge, and will cause the same to be removed within thirty (30) days (or such additional time as the Municipality may allow in writing), failing which the Municipality may take such action as it reasonably deems necessary to remove the same and the entire cost thereof will be immediately due and payable by the Company to the Municipality.

14) Responsibilities for Cost of Relocations

- a) Upon receipt of one (1) year's notice from the Municipality, the Company will, at its own expense, relocate to Municipal Property such part of the Natural Gas Distribution System that is located on Municipal Property as may be reasonably required by the Municipality due to planned municipal construction. In order to encourage the orderly development of Municipal facilities and the Natural Gas Distribution System, the Municipality and the Company agree they will meet regularly to:
 - i. review the long-term facility plans of the Municipality and the Company; and
 - ii. determine the time requirements and costs for final design specifications for each relocation. Providing the Municipality is not the developer requesting the relocation for commercial or residential resale to third parties, the Company will bear the expenses of the required relocation.
- b) Notwithstanding the foregoing, the Company will not be required to move any part of the Natural Gas Distribution System after receipt of notice from the Municipality in accordance with this paragraph where:
 - i. the Company has illustrated to the satisfaction of the Municipality, acting reasonably, an appropriate Alternative Course of Action is available;
 - ii. the Municipality has provided the Company with its written approval of the Alternative Course of Action (which approval may not be unreasonably withheld by the Municipality); and
 - iii. the Company has provided its written undertaking to carry out the Alternative Course of Action promptly and within a sufficiently short period of time so as to ensure the Municipality will be left with sufficient time to complete the said planned municipal construction within the Intended Time Frame (taking into account any delays which the Municipality may encounter as a result of the Company utilizing the Alternative Course of Action).
- c) For the purposes of this paragraph 14, the term "Alternative Course of Action" will mean any course of action that will enable the Municipality to complete the said Municipal construction and will result in a net cost savings to the Company (taking into account all additional costs incurred by the Company in carrying out the Alternative Course of Action and any additional costs which the Municipality may incur and which the Company will be required to pay in accordance with this paragraph 14 and "Intended Time Frame" will mean the period of time within which the Municipality would have reasonably been able to complete the said Municipal construction if the Company would have relocated the Natural Gas Distribution System in accordance with this paragraph 14.

If the Municipality agrees to permit the Company to utilize an Alternative Course of

Action, the Company will pay any and all costs incurred in carrying out the Alternative Course of Action and will pay on demand to the Municipality (on a full indemnity basis) any and all costs incurred by the Municipality:

- i. in conducting a review of the Alternative Course of Action to determine whether the Alternative Course of Action is acceptable to the Municipality;
- ii. in modifying any plans the Municipality may have prepared in respect of the said municipal construction (“Modified Plans”) or in preparing or developing plans and procedures (“Work Around Procedures”) to work around the Natural Gas Distribution System or any improvement, thing, or component utilized by the Company in effecting the Alternative Course of Action; and
- iii. in the course of conducting the said planned municipal construction where such costs would not have been incurred by the Municipality if the Company had relocated the Natural Gas Distribution System in accordance with this paragraph 14 (including any reasonable additional cost the Municipality may incur in completing the said municipal construction in accordance with the Modified Plans or in effecting any Work Around Procedures).

d) The following example illustrates the intended application of the foregoing provisions:

Where:

- i. The Municipality requires the Company to move a Natural Gas line so the Municipality can replace its own sewer lines. The cost of moving the Natural Gas line is \$10,000. The cost of carrying out the replacement of the sewer line after moving the Natural Gas line is \$40,000;
- ii. The Company proposes to simply brace the Natural Gas line (at a cost of \$2,000) and the Municipality, acting reasonably, approves of this as an Alternative Course of Action;
- iii. As a result of having to prepare Modified Plans and to prepare and implement Work Around Procedures to work around the braces, the actual cost incurred by the Municipality in replacing the sewer line is \$45,000 (being a net increase in cost of \$5,000); the Company is required to pay the \$2,000 cost of the bracing together and the additional cost of \$5,000 incurred by the Municipality (resulting in a net savings of \$3,000 to the Company).

In cases of emergency, the Company will take all measures that are commercially reasonable and necessary to ensure public safety with respect to relocating any part of the Natural Gas Distribution System that may be required in the circumstances.

If the Company fails to complete the relocation of the Natural Gas Distribution System or fails to repair or do anything else required by the Company pursuant to this

subparagraph without valid justification and in a timely and expeditious manner to the satisfaction of the Municipality's representative, acting reasonably, the Municipality may, but is not obligated to, complete such relocation or repair and the Company will pay the reasonable costs of such relocation or repair forthwith to the Municipality. If the Municipality chooses to complete such relocation or repair the Municipality will ensure such work is completed using the Company's design specifications and standards, as provided by the Company, including the use of good and safe operating practices.

The Municipality is not responsible, either directly or indirectly, for any damage to the equipment which forms part of the Natural Gas Distribution System which may occur during its installation, maintenance or removal by the Company, nor is the Municipality liable to the Company for any losses, claims, charges, damages and expenses whatsoever suffered by the Company including claims for loss of revenue or loss of profits, on account of the actions of the Municipality, its agents or employees, working in, under, over, along, upon and across its highways and rights-of- ways or other Municipal Property other than direct loss or damage to the Company caused by the negligence or willful misconduct of the Municipality, its agents or employees.

In the event the relocation or any part thereof requires the approval of a third party, the Municipality will use reasonable efforts to assist the Company in any negotiation with such third party to obtain the necessary approval(s).

In the event the relocation results from the demand or order of an authority having jurisdiction, other than the Municipality, the Municipality will not be responsible for any of the costs of such relocation.

15) Natural Gas Distribution System Expansion

Subject to the Terms and Conditions, and at no cost to the Municipality unless otherwise provided for under the Terms and Conditions, the Company will, on a timely basis, use its best efforts on a commercially reasonable basis to meet the Natural Gas Distribution System expansion requests of the Municipality or a Consumer and provide the requisite facilities for connections for new Consumers to the Natural Gas Distribution System.

16) Increase in Municipal Boundaries

Where the Municipality increases its geographical area, through annexation or amalgamation, as understood under the MGA, by the greater of 640 acres and twenty five (25%) percent of the current area or more, the Municipality will have the option to:

- a) terminate this Agreement provided the Municipality gives notice in writing to the Company of its intention to do so; or
- b) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the Municipal Service Area, including the increased area.

For all other increases to the Municipal Service Area through annexation or amalgamation as understood under the MGA, the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area.

17) Joint Use of Municipal Rights-of-Way

a) Municipal Use

The Municipality will upon written notice to the Company have, for any reasonable municipal purpose, the right to make use of any municipal rights-of-way granted to the Company by the Municipality, provided such use complies with good and safe operating practices, as determined by the Company acting reasonably, applicable legislation, and does not unreasonably interfere with the Company's use thereof, at no charge to the Municipality. The Municipality is responsible for its own costs and any necessary and reasonable costs incurred by the Company including the costs of any alterations that may be required in using municipal rights-of-way.

b) Third Party Use and Notice

If any third party, including other utilities, desire to jointly use the municipal rights-of-way, the Company agrees it will not grant the third party joint use except in accordance with this paragraph, or unless otherwise directed by any governmental authority or court of law having jurisdiction.

The Company agrees the following procedure will be used in granting permission to third parties desiring joint use of the municipal rights-of-way:

- i. first, the third party will be directed to approach the Company to initially request conditional approval from the Company to use that part of the municipal rights-of-way it seeks to use;
- ii. second, upon receiving written conditional approval from the Company, the third party will be directed to approach the Municipality to obtain its written approval to jointly use that part of the municipal rights-of-way. As a condition of granting its consent, the Municipality may require such third party enter into an agreement with the Municipality, and such agreement may require such third party pay compensation to the Municipality; and
- iii. third, upon receiving written conditional approval from the Municipality, the third party will be directed to obtain final written approval from the Company to jointly use that part of the municipal rights-of-way. Once a joint use agreement has been entered into between the Company and the third party, it will not be subsequently amended without the written consent of the Municipality (which consent will not be unreasonably withheld).

c) Cooperation

The Company and the Municipality agree they will use reasonable efforts to cooperate with each other in encouraging the use of joint trenching and in any negotiations with third parties desiring joint use of any part of the municipal rights-of-way located on Municipal Property.

d) Payment

The compensation paid or to be paid by such third party to the Municipality for the use of the Municipal Property including its rights-of-way, will be determined between the Municipality and the third party.

The compensation paid or to be paid by such third party to the Company for the joint use of any portion of the municipal rights-of-way will be determined between the Company and the third party, subject to the jurisdiction of any governmental authority over the matter and the Municipality's right to intervene in any related regulatory proceeding.

e) Provision of Agreements

Upon reasonable request by the Municipality, copies of these agreements will be updated by the Company and provided to the Municipality at no cost to the Municipality.

18) Municipality as a Retailer

The provisions of this Agreement will not in any way restrict the right of the Municipality to become a retailer within the meaning of the GUA.

19) Reciprocal Indemnification and Liability

a) The Company will indemnify and save the Municipality, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements), including indemnity from and against any claim, loss, cost, demand and legal or other expense, whether in respect of any lien, encumbrance or otherwise, arising out of any Work performed by or for the Company, which may be brought against or suffered, sustained, paid or incurred by the Municipality, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:

- i. any breach by the Company of any of the provisions of this Agreement; or
- ii. the negligence or willful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the

Municipal Service Area.

- b) The Municipality will indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, licenses, contractors and invitees, arising from, or otherwise caused by:
 - i. any breach by the Municipality of any of the provisions of this Agreement; or
 - ii. the negligence or willful misconduct of the Municipality, or any of its servants, agents, employees, licensees, contractors or invitees, in carrying on the business of the Municipality.
- c) Notwithstanding anything to the contrary herein contained, in no event will the Municipality or the Company be liable under this Agreement, in any way, for any reason, for any indirect, special or consequential damages (including damages for pure economic loss, loss of profits, loss of earnings or loss of contract), howsoever caused or contributed to.

20) Assignment

In the event the Company agrees to sell the Natural Gas Distribution System to a third party purchaser, the Company will comply with paragraph 10 above. In addition, the Company will request the third party purchaser confirm in writing it will agree to all the terms and conditions of this Agreement between the Company and the Municipality. The Company agrees it will provide to the Municipality a copy of the third party purchaser's confirmation letter.

The Company agrees to provide the Municipality with reasonable prior written notice of a sale of the Natural Gas Distribution System to a third party purchaser. The Parties will thereafter meet to discuss the technical and financial capabilities of the third party purchaser to perform and satisfy all terms and conditions of the Agreement, and the compensation payable to the Municipality for all costs including administrative and legal costs relating to providing its written consent to the Assignment ("Municipal Compensation").

The Municipality has thirty (30) days from the meeting date with the Company to provide written notice to the Company of its intention to consent or withhold its consent to the assignment of the Agreement to the third party purchaser. The Company agrees the Municipality may provide notice of its intention to withhold its consent to the assignment of this Agreement to the third party purchaser if the Municipal Compensation is inadequate or if the third party purchaser fails to covenant, in favour of the Municipality, to perform and observe all of the covenants and obligations of the Company to be performed and observed under this Agreement and otherwise solely on

the basis of reasonable and material concerns regarding the technical capability or financial wherewithal of the third party purchaser to perform and satisfy all terms and conditions of the Agreement. In this case, such notice to the Company must specify in detail the Municipality's concern.

Should the Municipality not reply within the thirty (30) day period, it is agreed the Municipality will be deemed to have consented to the assignment. The Company further agrees when it applies to the Commission for approval of the sale, it will include in the application any notice received from the Municipality, including the reasons given by the Municipality for withholding its consent. The Municipality will have the right to make its own submissions to the Commission.

Subject to the Company having fulfilled the obligations outlined in the preceding three paragraphs, the Company will be entitled to assign this Agreement to an arm's length third party purchaser of the Natural Gas Distribution System without the consent of the Municipality, subject to paying the Municipal Compensation for the assignment, and having obtained the Commission's approval for the sale of the Natural Gas Distribution System and, the third party purchaser's confirmation in writing that it agrees to all the terms and conditions of this Agreement.

Where the Commission approves such sale of the Natural Gas Distribution System to a third party and the third party provides written confirmation to assume all liabilities and obligations of the Company under this Agreement, then upon the assignment of this Agreement and the payment of the Municipal Compensation for its consent to the Assignment subject to Commission approval, the Company will be released from all its liabilities and obligations thereunder.

The Company will be entitled to assign this Agreement to a subsidiary or affiliate of the Company without the Municipality's written consent. Where the Company assigns this Agreement to a subsidiary or affiliate, the Company will remain jointly and severally liable.

Further, it is a condition of any assignment that the subsidiary, affiliate or third party purchaser, as the case may be, will provide written notice to the Municipality indicating it will assume all liabilities and obligations of the Company under this Agreement.

Any disputes arising under the operation of this paragraph will be submitted to the Commission for determination.

21) Notices

- a) All notices, demands, requests, consents, or approvals required or permitted to be given pursuant to the terms of this Agreement will be in writing and will be deemed to have been properly given if personally served, sent by registered mail or sent in Electronic Format to the Municipality or to the Company as the case may be, at the addresses set forth below:

To the Company:

ATCO Gas and Pipelines Ltd.
Attention: Vice President, Operations
5302 Forand Street
Calgary, Alberta, T3E 8B4
Phone: (403) 292-7500

To the Municipality:

Town of Blackfalds
Attention: Chief Administrative Officer
Box 220, 5018 Waghorn St.
Blackfalds, Alberta
T0M 0J0
Phone: (403) 885-4677

- b) The date of receipt of any such notice as given above, will be deemed to be as follows:
- i. In the case of personal service, the date of service;
 - ii. In the case of registered mail, the seventh (7th) business day following the date of delivery to the Post Office, provided, however, in the event of an interruption of normal mail service, receipt will be deemed to be the seventh (7th) day following the date on which normal service is restored; or
 - iii. In the case of delivery in Electronic Format, the date the notice was actually received by the recipient or, if not a business day, then the next business day.

22) Interruptions or Discontinuance of Delivery Service

Subject to its Delivery Tariff, the Company will use its best efforts on a commercially reasonable basis to avoid and minimize any interruption, reduction or discontinuance of Natural Gas Distribution Service to any Consumer. However, the Company reserves the right to do so for any one of the following reasons:

- a) Where the Company is required to effect necessary repairs or changes to the Natural Gas Distribution System;
- b) On account of or to prevent fraud or abuse of the Natural Gas Distribution System;
- c) On account of defective aspects of the Natural Gas Distribution Systems which in the opinion of the Company, acting reasonably, may become dangerous to life or property;

- d) Where required, under the Terms and Conditions, due to a Consumer's non-payment of Natural Gas bills.

To the extent the Company has any planned major interruptions, reductions or discontinuances in Natural Gas Distribution Service, it will notify the Municipality in writing as soon as practicable in the circumstances. For any other major interruption, reductions or discontinuances in Natural Gas Distribution Service, the Company will provide notice (in a format acceptable to the Municipality) as soon as is practicable in the circumstances.

23) Dispute Settlement

- a) If any dispute or controversy of any kind or nature arises relating to this Agreement or the Parties' rights or obligations hereunder, the Parties agree such dispute or controversy will be resolved by negotiation, and where such negotiation does not result in the settlement of the matter within thirty (30) days of notice of such dispute being provided by one Party to the other Party, and to the extent permitted by law, the Company and Municipality agree that unresolved disputes pertaining to this Agreement, other than those contemplated in paragraphs 3 and 20 and Section 3 of Schedule "A", or those related to the sale of the Natural Gas Distribution System as contemplated in paragraphs 10 and 12 hereof, or any other matter within the exclusive jurisdiction of a governmental authority having jurisdiction, will be submitted to arbitration for determination and may be commenced by either Party providing written notice to the other Party stating the dispute to be submitted to arbitration.

The Parties will attempt to appoint a mutually satisfactory arbitrator within ten (10) business days of the said notice. In the event the Parties cannot agree on a single arbitrator within the ten (10) business days, the dispute will be forwarded to the Commission for resolution or determination.

In the event the Commission declines to assist in resolving the dispute or declines to exercise or claim jurisdiction respecting the dispute, both Parties agree to have the dispute resolved by an arbitration panel in accordance with the following procedure.

Each Party will appoint an arbitrator within the ten (10) business days thereafter by written notice, and the two arbitrators will, together, appoint a third arbitrator within twenty-five (25) business days of written notice for arbitration. The dispute will be heard by the arbitration panel within forty-five (45) business days of the written notice for arbitration unless extended by mutual agreement between the Parties. The arbitration panel will render a decision within twenty (20) business days of the last day of the hearing.

Except, as otherwise expressly provided in this Agreement, the provisions of the *Arbitration Act* (Alberta) (as amended from time to time) will apply to any

arbitration undertaken under this Agreement subject always to the Commission's jurisdiction over any matter submitted to arbitration. Pending resolution of any dispute, the Municipality and the Company will continue to perform their respective obligations hereunder.

b) The Company will advise the Commission of any dispute submitted to arbitration within ten (10) business days of it being submitted and will advise the Commission of the results of arbitration within ten (10) business days following receipt of the decision of the arbitrator(s).

24) Application of Water, Gas and Electric Companies Act

This Agreement will be deemed to operate as consent by the Municipality to the exercise by the Company of those powers which may be exercised by the Company with the consent of the Municipality under and pursuant to the provisions of the *Water, Gas and Electric Companies Act* (Alberta), as amended.

25) Force Majeure

If either Party fails to meet its obligations hereunder within the time prescribed, and such failure is caused or materially contributed by an event of "force majeure", such failure will be deemed not to be a breach of the obligations of such Party hereunder, but such Party will use its best efforts on a commercially reasonable basis to put itself in a position to carry out its obligations hereunder. The term "force majeure" will mean any acts of God, strikes, lock-outs, or other industrial disturbances, acts of the King's enemies, acts of terrorism (either foreign or domestic), sabotage, war, blockades, insurrections, riots, epidemics, lightning, earthquakes, storms, fires, wash-outs, nuclear and radiation activity or fall-out, restraints of rulers and people, orders of governmental authorities or courts of law having jurisdiction, the inability to obtain any necessary approval from a governmental authority (excluding the Municipality) having jurisdiction, civil disturbances, explosions, mechanical failure, and any other causes similar in nature not specifically enumerated or otherwise specified herein that are not within the control of such Party, and all of which by the exercise of due diligence of such Party could not have been prevented. Lack of finances will be deemed not to be an event of "force majeure".

26) Terms and Conditions

The Terms and Conditions applicable to the Company and approved by the Commission, as revised or amended from time to time by the Commission, will apply to the Municipality. Nothing in this Agreement is intended to supersede the Terms and Conditions.

27) Not Exclusive Against His Majesty

Notwithstanding anything to the contrary herein contained, it is mutually understood and agreed the rights, powers and privileges conferred and granted by this Agreement will not be deemed to be exclusive against His Majesty in right of the Province of Alberta.

28) Severability

If for any reason any covenant or agreement contained in this Agreement, or the application thereof to any Party, is to any extent held or rendered invalid, unenforceable or illegal, then such covenant or agreement will be deemed to be independent of the remainder of this Agreement and to be severable and divisible from this Agreement. The invalidity, unenforceability or illegality will not affect, impair or invalidate the remainder of this Agreement or any part thereof. The intention of the Municipality and the Company is that this Agreement would have been executed without reference to any portion which may, for any reason or to any extent, be declared or held invalid, unenforceable or illegal.

29) Amendments

This Agreement may only be amended by written agreement of the Parties, such amendments to be subject to any regulatory approvals required by law.

30) Waiver

A waiver of any default, breach or non-compliance under this Agreement is not effective unless in writing and signed by the Party to be bound by the waiver. No waiver will be inferred from or implied by any failure to act or delay in acting by a Party in respect of any default, breach or non-observance or by anything done or omitted to be done by the other Party.

The waiver by a Party of any default, breach or non-compliance under this Agreement will not operate as a waiver of that Party's rights under this Agreement in respect of any continuing or subsequent default, breach or non-compliance under this Agreement (whether of the same nature or any other nature).

31) Confidentiality

The Company acknowledges the Municipality is governed by the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta).

IN WITNESS WHEREOF the Parties hereto have executed these presents as of the day and

year first above written.

Municipality

Company

PER: _____
Name
Title

PER: _____
Vice President, Operations

PER: _____
Name
Title

PER: _____
Vice President, Engineering &
Construction

DRAFT

SCHEDULE "A" Core Services

The Company will provide to the Municipality the following basic services as Core Services:

- 1) The Company will deliver Natural Gas to the Consumers in accordance with the Company's Terms and Conditions, the Company's Distribution Tariff, the GUA, any regulations thereto, and any Commission orders and decisions.
- 2) The Company will install all Natural Gas facilities required to provide service to the Consumers in accordance with all applicable regulations, codes, applicable standards and common industry practices.
- 3) As required by legislation, the Company will provide and install all necessary regulators and meters necessary for measuring the Natural Gas supplied to each Consumer.
- 4) The Company agrees to collaborate with the Municipality's emergency response services in an effort to mutually develop emergency response procedures relating to Natural Gas emergencies.
- 5) The Company will provide personnel twenty-four (24) hours a day to investigate and make safe any suspected gas leak inside or outside the Consumer's premises.
- 6) The Company will utilize the services of qualified personnel for designing all Natural Gas facilities to satisfy all applicable regulatory codes and standards, preparing necessary work order plans and monitoring the distribution network pressures to ensure the Company's facilities will satisfy the Consumer's current and future Natural Gas delivery requirements.
- 7) The Company will provide to the Municipality, on request, copies of any and all Natural Gas Distribution Service related written or electronic, where available information or reports required to be filed with the Commission by the Company.
- 8) The Company will provide to the Municipality, upon request and to the extent the information is available, an annual report on the following standards:
 - a) **System Reliability** - will be measured by:
 - i. The number of major outages resulting in a loss of service to Consumers;
 - ii. The number of Consumers affected by each major outage; and
 - iii. The duration of each major outage.
 - b) **Consumer Satisfaction** - will be measured by:
 - i. Company-wide call centre targets and statistics (wait times, abandoned calls, call

volumes, etc.); and

ii. any Consumer complaints received by the Commission.

c) **Public Safety** - will be measured by:

- i. the number of customer injuries and/or damages due to Natural Gas Distribution System failure;
- ii. the number of line hits per total locates completed;
- iii. the number of line hits as a result of inaccurate locates;
- iv. the percentage of the area of the Municipality surveyed for leaks and yearly cathodic protection measures;
- v. the number and nature of calls received from the Municipality and any of its Municipal agencies (including fire department, police department etc.) regarding the Natural Gas Distribution System.

9) Once per year, upon request and subject to any applicable privacy legislation, the GUA Code of Conduct Regulation or other rules prohibiting or restricting such disclosure, the Company will provide to the Municipality:

- a) The total number of sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
- b) The total gigajoules (GJ) of Natural Gas consumed by Consumers billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
- c) The franchise fee revenue billed to Consumers within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two(2) years;
- d) Where the Municipality is the customer of record and the Municipality provides a list of those sites to the Company on the form provided by the Company:
 - i. The total number of those sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
 - ii. The total gigajoules (GJ) of Natural Gas at those sites billed within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years;
 - iii. The franchise fee revenue billed to those sites within the Municipal Service Area, by Company rate class, per revenue month, for each of the last two (2) years; and

e) Such other information as may be agreed upon by the Parties from time to time.

Where privacy legislation, the GUA Code of Conduct Regulation or other rules prohibiting such disclosure prevent the Company from providing the information above, the Company will make reasonable attempts to aggregate the information so as to comply with the applicable rules. The Company will not be obligated to provide such aggregated information if it believes such aggregation will not allow the Company to comply with the applicable rules.

- 10) Upon request by either Party, the Company will meet with the Municipality. Through a mutual exchange of information the Company will keep the Municipality apprised of the Company's construction and upgrading programs planned for the Municipal Service Area and the Municipality will advise the Company of any issues or plans relating to, or potentially impacting, the Natural Gas Distribution System.

SCHEDULE "B" Extra Services

Nothing in this Agreement precludes the Parties from contracting for Extra Services outside the provisions of this Agreement. In the event the Parties do elect to contract for the provision of Extra Services within the provisions of this Agreement and unless otherwise agreed upon by the Parties, nothing in this Agreement will preclude the Company from sub-contracting with third parties for the provision of Extra Services.

Subject to Commission approval, as may be required, any payments from the Municipality to the Company for Extra Services, if agreed to by the Municipality, may be deducted from the Franchise Fee collected from Consumers and otherwise remitted to the Municipality pursuant to paragraph 5 of this Agreement. The timing and quantum of such payments will be as agreed upon by the Parties and set forth in (insert paragraph number from Schedule B) of this Schedule.

DRAFT

MEETING DATE: February 24, 2026

PREPARED BY: Jessica Robinson, Executive & Legislative Coordinator

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **CAEP Economic Development Training Opportunities – March 2026**

BACKGROUND

The Town of Blackfalds is a long-standing member of the Central Alberta Economic Partnership (“CAEP”), which provides regional economic development support, training, and collaboration opportunities.

On February 12, 2026, CAEP circulated information regarding two upcoming economic development courses available in March 2026. These courses are free to CAEP member municipalities (up to two participants per course) and are designed to strengthen local and regional economic development capacity.

Administration is bringing this forward at Council’s request for awareness and direction regarding potential participation.

Course Options:

1. Establishing the Foundation

- Date: Tuesday, March 24, 2026
- Time: 9:00 am – 3:00 pm
- Location: G.H. Dawe Community Centre, Red Deer
- Cost:
 - *CAEP Members:* Free (up to 2 attendees)
 - *Non-Members:* \$350
- Registration Deadline: March 17, 2026

This session will offer participants a comprehensive overview of economic development concepts and provide guidance on developing strategic economic development plans.

2. Fundamentals of Rural Economic Development

- Date: Monday, March 30, 2026
- Time: 9:00 am – 3:00 pm
- Location: NexSource Centre, Sylvan Lake
- Cost:
 - *CAEP Members:* Free (up to 2 attendees)
 - *Non-Members:* \$350
- Registration Deadline: March 23, 2026

This session will help participants craft, execute, and refine effective rural economic development strategies. Participants will learn how to identify and leverage economic opportunities specific to the context of your rural community.

DISCUSSION

Given that up to two individuals per CAEP member organization may register at no cost, Council has the option to designate one or more members of Council to attend and bring back key takeaways to inform local priorities and regional collaboration efforts.

Should Council prefer, it may also direct Administration to register staff for one or both dates or select a Council-and-Administration combination (maximum two registrants per course). Either approach maintains access to the training while ensuring knowledge is reported back to Council for future decision-making.

FINANCIAL IMPLICATIONS

No registration cost to the Town for up to two attendees per course (CAEP member benefit).

Standard travel reimbursement rates will apply (mileage, meals as applicable).

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council receive the CAEP Economic Development Training Opportunities – March 2026 report for information and direct Administration to register Councillor _____ and Councillor _____ to attend the CAEP Economic Development courses being held on March 24 and March 30, 2026.

ALTERNATIVES

- a) That Council That Council receive the CAEP training opportunities for information and decline participation at this time.

ATTACHMENTS

- *CAEP Invitation*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author



REGISTER NOW!

**CAEP is pleased to host two new economic development courses in March.
Free to CAEP members!**

ESTABLISHING THE FOUNDATION

Tuesday, March 24

9:00 am – 3:00 pm

G.H. Dawe Community Centre, 6175 67 St., Red Deer, AB

Economic development is the heartbeat of thriving communities. This session will offer participants a comprehensive overview of economic development concepts and provide guidance on developing strategic economic development plans.

REGISTRATION FEE:

CAEP Members: Free (up to 2 individuals per organization)

Non-CAEP Members: \$350

Deadline to register: March 17, 2026

REGISTER NOW

THE FUNDAMENTALS OF RURAL ECONOMIC DEVELOPMENT

Monday, March 30

9:00 am – 3:00 pm

Nexsource Centre, 4823 49 Ave, Sylvan Lake, AB

This one-day course will help you craft, execute, and refine effective rural economic development strategies. Participants will learn how to identify and leverage economic opportunities specific to the context of your rural community.

REGISTRATION FEE:

CAEP Members: Free (up to 2 individuals per organization)

Non-CAEP Members: \$350

Deadline to register: March 23, 2026

REGISTER NOW

Paul Salvatore, BA, ALUP, CLGM

Executive Director

Email: psalvatore@investcentralalberta.ca

Phone: 587-447-2237



Subscribe to The Spark below to receive monthly updates from CAEP.

SUBSCRIBE HERE



Our Mailing Address:

G11, 5550 – 45th Street, Red Deer, AB T4N 1L1

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MEETING DATE: February 24, 2026

PREPARED BY: Preston Weran, Director of Infrastructure & Planning Services
Aws Al Sammarraie, Engineering Manager

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

SUBJECT: **Capital Project Reporting and Fiscal Framework Council Motion Response**

BACKGROUND

At the January 27th, 2026, Regular Council Meeting the following motion was passed unanimously:

017/26 Councillor Brown moved That Council direct Administration to arrange a dedicated briefing from the Infrastructure and Planning Department outlining the current bylaws, policies, and internal compliance standards related to the reporting of capital projects. The briefing shall include:

1. An overview of all applicable bylaws, policies, and procedures that govern capital-project management;
2. Current reporting practices, including what milestones, deliverables, or performance indicators are tracked internally;
3. How progress on municipal capital projects is communicated to Council and the public;
4. Identification of any gaps or opportunities to establish consistent KPI or milestone-based reporting for major capital projects; and
5. Recommendations for improving transparency, tracking, and accountability in alignment with the Town's strategic and financial planning frameworks.

And further That Administration return to Council with this information at the February 24, 2026, Regular Council meeting for discussion and direction.

DISCUSSION

With reference to Councillor Brown's above motion, the Engineering Department has conducted the response below:

1. "An overview of all applicable bylaws, policies, and procedures that govern capital-project management";
 - a. The Town of Blackfalds follows the Northwest Partnership Trade Agreement (N.W.P.T.A) this agreement includes requirements to post to Alberta Purchasing connection and required provincial reporting. We must follow the *Municipal Government Act* (MGA), Comprehensive European Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA) which also requires the tendering to be open and competitive. We post these tenders on Albera Purchasing Connection (APC) to meet these requirements.

-
- b. Procurement policy CP-174.24, the Town of Blackfalds' delivery of services and acquisition of assets will be preformed in a manner that might best achieve a high-quality product and/or services while maintaining an accountable, transparent, efficient, and fair purchasing process.
 - c. Off-Site Levies Bylaw – Town of Blackfalds contemplates development projects that ultimately are planned under the 5 year plan as capital projects.
 - d. The Town of Blackfalds Signing Authority Policy CP-184.24 designates which employees within the organization are authorized to sign or approve municipal documents. It supports accountability for both financial and non-financial transactions and provides clarity regarding roles and responsibilities.
 - e. The Town also follows the Engineering Project Management guidelines from the PMI institute, Administration meets each year to update the 5 year funded capital plan. We prioritize funding by reviewing needed upgrades, development pressures, and the recommendations from master and growth plans.
 - f. Annually, the Town completes its budget cycle for both operations and capital projects. The process begins in the summer with manager meetings, followed by Senior Leadership Team reviews in the fall to finalize proposed operating and capital projects. *Note. Studies and one-time projects that do not result in an asset improvement are funded through the operating budget.*
 - g. The Town also attends the Red Deer Construction Association's Capital Budget workshop every year to present our capital projects along with other municipalities in the area.
2. "Current reporting practices, including what milestones, deliverables, or performance indicators are tracked internally:
- a. Most projects have scheduled by-weekly on-site meetings with the Town, the consultant and the contractor. We discuss milestones and deliverables, specifications and details of project tracking contract management, project management and budget.
 - b. Weekly Engineering reports are sent to SLT and Council.
 - c. Milestones; business cases are created for the capital project, we engage with the engineer under the Master Engineering Services agreement for prelim design drawings then issue a formal RFP which is posted on A.P.C, anything over \$500,000 award is brought back to council. Potential public engagement is also discussed at capital budget time, or through memos to Council larger projects.
 - d. Once design and scope are finalized we bring final design drawing to council and estimated project costs for information. During the project, the contractor provides and updates the planned overall schedule as the project progresses. Any major milestones are planned and tracked thought the engineers and the Town. Schedule charts are updated biweekly to ensure project schedule is maintained or mitigated through

discussions and changed. Scope changes are completed through contract management change orders, contemplated change orders and field instructions.

3. “How progress on municipal capital projects is communicated to Council and the public; “
 - a. The Town has several Master plans for different aspects such as water, wastewater, traffic and pavement plans and off-site levies projects. Based on the engineering recommendation or servicing needs for each plan the Town will identify the need and the project through the development of the 5 year capital plan.
 - b. Business cases will be presented to Council during budget or when an emerging need is realized. At this stage public engagement will be discussed with Council and determined.
 - c. Once the business case has been accepted, the engineer will be engaged for prelim design drawing and cost estimates.
 - d. Prelim and cost estimate to be presented to the Council again for budgeting consideration and detailed design.
 - e. Once detailed drawing is complete, if the project is still within budget, it will be reviewed by stakeholders before tendering or brought back to Council for discussion.
 - f. After tendering and reviewing and analyzing the bids, one contractor will be recommended based on the criteria that is outlined in the tender document.
 - g. Request for Decision (RFD) will be presented to the Council for award of the contract. The tender is either awarded by the CAO or revised, if under \$500,000 then the contractor is engaged via contract, or Council awards the project. Either way, the CAO informs Council of the award and project information.
4. “Identification of any gaps or opportunities to establish consistent KPI or milestone-based reporting for major capital projects”
 - a. In tender document, qualification requirement such as references feedback, safety certificate, project history, proven of healthy financial status, insurance letter stating the bonds and securities, similar project history are compared.
 - b. Technical weighting evaluation for bidders will be conducted by the engineer. Recommendation letter will be presented to the Town’s project owner for final review before presenting it to Council or the CAO.
5. *“Recommendations for improving transparency, tracking, and accountability in alignment with the Town’s strategic and financial planning frameworks”*
 - a. Linking work to the Town’s goals, by sharing with council the weekly report of the capital projects. For instance, the weekly report of Northwest Storm area and Broadway Ave Reservoir.

- b. Budget tracking, thoroughly checking the invoices before issuing payment Contingency and change orders must be checked by the Town's project owner and manager before allowing the contractor to proceed.
- c. Administration plans to create a status dashboard, Green: Ontrack, Red: needs attention, Yellow: on hold for more information for each capital project. (this may be come part of the quarter updates)
- d. Quarterly financial reports with notes on project status are including on Council agendas.
- e. Any perceived impacts to the public such as roadway closures, safety or service level interruptions are sent out via social media and website updates. We often also provide a media release at the start of Capital project construction to inform the public.
- f. We have the budget process with business cases, RFD during project if schedule costs or scope change substantially.
- g. Regular review cycle by the Town Engineer in conjunction with contracted engineering group of professionals.
- h. Construction Completion Certificate (CCC) and Final Acceptance Certificate (FAC) inspections are done to ensure that the scope and work is completed in alignment with the detailed design drawings.
- i. Holdbacks or securities are released upon satisfaction of the Town Engineer.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council accept the Capital Project Reporting and Fiscal Framework Council Motion Response report as information in accordance with Council resolution 017/26.

ALTERNATIVES

- a) That Council request additional information regarding the Capital Project Reporting and Fiscal Framework Council Motion Response.

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: February 24, 2026

PRESENTED BY: Councillor Shane Hanson

SUBJECT: Pedestrian Crossing Standardization and Roadway Signage Policy

As a resident, dating back to 2007, I have made every attempt to address pedestrian safety in the Town of Blackfalds and proposed methods to achieve greater pedestrian safety. I revisited this issue circa 2018, during the then proposed, and now implemented speed reduction, and again in 2023. My proposed improvements have always been based upon accepted engineering standards and Government of Alberta guidelines. **Please see the attached reference documents.**

To my disappointment, over the course of 18 years, there has been little improvement in the Town of Blackfalds on this topic. It is part of the reason I ran to be elected to this Council and was a highly discussed topic during the campaign. Post-campaign, several residents have continued to raise their pedestrian safety concerns, namely on Park St. at this time, but these concerns have been raised over the years on Broadway Ave., at the Iron Ridge Elementary Campus (IREC), Womacks Rd., Panorama Dr., Prairie Ridge Ave., Sterling Industries Sports Park, Iron Ridge Junior Campus (IRJC), and Iron Ridge Senior Campus (IRSC).

My goal is that the Town of Blackfalds look to address the immediate concerns of parents with school-age children boarding buses on Park St. After that, this is a long-term plan to have a solution that meets the needs of our growing community. I hope that over the course of 2026/27, the Town of Blackfalds will develop a pedestrian crossing standardization and roadway signage policy.

Once this policy is in place, beginning in 2027/28, new developments should be held to this standard. From 2027-2029 and beyond, I would like to begin a phased approach to standardizing existing pedestrian crossings and roadway signage. This phased approach would begin with school and playground zones, move to arterial collector roads, and then the remainder of our community.

I have always been realistic in my expectations of solving this issue in our community. Even if the financial constraints of making our community safer are restricted to only improving one crosswalk a year, it would be an improvement. If we had begun this when I first discussed it in 2007, at just one a year, we'd nearly have 20 crosswalk improvements to date.

Based on the above, I request that the following motion be considered at the March 10, 2026, Regular Meeting of Council.

“That Council direct Administration to begin the process of developing a pedestrian crosswalk standardization and roadway signage policy for the Town of Blackfalds, with a goal of having this complete by June 30, 2027.”

Thank you,



Shane Hanson, Councillor

C3 Transverse Markings

C3.1 Introduction

This section comprises the following sub-sections:

- Stop Lines
- Crosswalk Lines
- Roadside Turnouts
- Railway Crossings
- Aircraft Patrol Zones

Transverse markings are shown in Figure TCS-C-301.

C3.2 Stop Lines

Stop lines are solid white lines, normally 300 mm to 600 mm wide, dependent on traffic volumes and visibility, and extending across all approach lanes. Stop lines of 300 mm width may be used in urban situations. 600 mm stop lines are used in most rural highway applications.

Stop lines should be used in both rural and urban areas where it is important to indicate the point, behind which vehicles are required to stop, in compliance with a stop sign, traffic signal, officers direction, or other legal requirement.

Stop lines, where used, should be placed 1.0 m in advance of and parallel to the nearest crosswalk line. In the absence of a marked crosswalk, the stop line should be placed at the desired stopping point, in no case less than 1.2 m from the nearest edge of the intersecting lane.

The exact location of a stop line should be established in the field based on site-specific conditions. These conditions may include the intersection geometry, paths of turning vehicles, presence of obstructions along a sight line and

other operational conditions.

A stop sign should always be used in conjunction with a stop line, and it should be placed adjacent to the stop line. On gravel roads it is not practical to provide a stop line. In these cases the stop sign should be placed near the stopping point.

Stop lines are shown in Figure TCS-C-305.

C3.3 Crosswalk Lines

C3.3.1 General Information

Crosswalk markings at signalized intersections and across intersectional approaches, on which traffic stops, serve primarily to guide pedestrians in the proper paths.

Crosswalk markings along roadways at other locations (i.e., mid-block crossings) not only delineate the path for pedestrians but also serve to warn the motorists of a pedestrian crossing point. At non-intersectional locations, these markings legally establish the crosswalk. All marked mid-block pedestrian crosswalks must be provided with standard signs indicating a pedestrian crossing. Typical layouts of markings for pedestrian crosswalks are illustrated in Figure TCS-C-305.

C3.3.2 Crosswalk Lines

Crosswalk lines shall be solid white lines, marking both edges of the crosswalk. They shall be 200 mm in width and should be spaced not less than 2.5 m apart. In urbanized areas, the width of a crosswalk should reflect the volume of pedestrians crossing at that location at one time. Crosswalk lines shall be placed as close as possible to right angles to the roadway being crossed. Crosswalk lines should be offset from the near edge of the travel lane by 1.2 m.

C3.3.3 Zebra Crosswalk Markings

For added visibility, the area of the crosswalk may be marked with white longitudinal lines at a 90 degree angle to the line of the crosswalk to provide a Zebra crosswalk. These lines should be approximately 600 mm wide and spaced 600 mm apart. When Zebra type lines are used to mark a crosswalk the transverse crosswalk parallel lines shall be omitted. Zebra crosswalk markings should be considered in the following situations:

- At all school crosswalks.
- At crossings involving children, the elderly or handicapped (e.g. near hospitals, senior citizen homes, etc.).
- At pedestrian crossings located within high speed traffic zones (in excess of 70 km/h).
- At all mid-block pedestrian crossings.
- At crosswalks that are hidden or with the reduced sight distances on the approaches where Zebra crosswalk markings could improve the visibility of a crossing.
- At raised traffic islands (free right turns).

Care should be taken to ensure that pedestrian crosswalks marked with zebra crossings do not weaken or detract from other crosswalks where special emphasis markings are not used.

C3.3.4 Crosswalk Warrants

Crosswalks should be marked at all intersections where there are substantial conflicts between vehicle and pedestrian movements. Marked crosswalks should also be provided at other appropriate points of pedestrian concentration, such as at loading islands, mid-block pedestrian crossings, or where pedestrians could not otherwise recognize the proper place to cross.

In general, it is not desirable to have crosswalk

markings where the posted speed is greater than 70 km/h.

Crosswalk markings should not be used indiscriminately. An engineering study should be undertaken before they are installed at locations away from traffic signals or stop signs.

Since non-intersectional pedestrian crossings are generally unexpected by motorists, crosswalk signs should be installed and adequate visibility provided by parking restrictions.

Generally, the procedures outlined in the Transportation Association of Canada Pedestrian Crossing Manual may be used to determine crossing warrants, and in particular, where and what type of additional traffic control devices are required.

C3.4 Roadside Turnout

Roadside turnout shall be marked in accordance with Figures TCS-C-310 and TCS-C-315.

C3.5 Railway Crossings

Railway Crossing markings for a railway crossing shall consist of double stop bars 30 cm in width and 30 cm apart for both rural and urban applications. The markings are white and reflectorized. They are placed perpendicular to the roadway at a distance of 4.5 m from the near rail.

Stop bars merely provide a stopping point for vehicles and must always be used in conjunction with signs and other devices. The stop bars and an "X" mark are typically not required at railway crossings if other regular pavement markings such as centre lines or edge lines are not used.

It is important to check the sight line requirements at railway crossings in accordance

SCHOOL AHEAD SIGN	WC-1
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SECTION REFERENCE			Government of Alberta ■ Transportation
DIMENSIONS (mm)		800 X 800	
ENLARGEMENT FACTOR		5 X	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
FLUORESCENT YELLOW-GREEN	BLACK	BLACK	

30 km/h (TAB)	WC-1A-T
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SECTION REFERENCE			Government of Alberta ■ Transportation
DIMENSIONS (mm)		800 X 200	
ENLARGEMENT FACTOR		5 X	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
FLUORESCENT YELLOW-GREEN	BLACK	BLACK	

SCHOOL (TAB)	WC-1-T
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SECTION REFERENCE			Government of Alberta ■ Transportation
DIMENSIONS (mm)		800 X 300	
ENLARGEMENT FACTOR		5 X	
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
FLUORESCENT YELLOW-GREEN	BLACK	BLACK	

LEFT SIDE SCHOOL CROSSWALK SIGN

RA-3-L



SECTION REFERENCE			
DIMENSIONS (mm)			
600 X 750			
ENLARGEMENT FACTOR			
5 X			
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
WHITE	BLACK	BLACK	

RIGHT SIDE SCHOOL CROSSWALK SIGN

RA-3-R



SECTION REFERENCE			
DIMENSIONS (mm)			
600 X 750			
ENLARGEMENT FACTOR			
5 X			
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
WHITE	BLACK	BLACK	

LEFT SIDE PEDESTRIAN CROSSWALK SIGN

RA-4-L



SECTION REFERENCE			
DIMENSIONS (mm)			
600 X 750			
ENLARGEMENT FACTOR			
5 X			
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
WHITE	BLACK	BLACK	

RIGHT SIDE PEDESTRIAN CROSSWALK SIGN

RA-4-R



SECTION REFERENCE			
DIMENSIONS (mm)			
600 X 750			
ENLARGEMENT FACTOR			
5 X			
COLOUR			
BACKGROUND	BORDER	MESSAGE / SYMBOL	
WHITE	BLACK	BLACK	

**LEFT SIDE PEDESTRIAN
CROSSING AHEAD** WC-2-L



SECTION REFERENCE				Government of Alberta ■ Transportation
DIMENSIONS (mm)			600 X 600	
ENLARGEMENT FACTOR			6 X	
COLOUR				
BACKGROUND	BORDER	MESSAGE / SYMBOL		
YELLOW	BLACK	BLACK		

**RIGHT SIDE PEDESTRIAN
CROSSING AHEAD** WC-2-R



SECTION REFERENCE				Government of Alberta ■ Transportation
DIMENSIONS (mm)			600 X 600	
ENLARGEMENT FACTOR			6 X	
COLOUR				
BACKGROUND	BORDER	MESSAGE / SYMBOL		
YELLOW	BLACK	BLACK		

PLAYGROUND AHEAD	WC-3
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SECTION REFERENCE				Government of Alberta ■ Transportation
DIMENSIONS (mm)			600 X 600	
ENLARGEMENT FACTOR			6 X	
COLOUR				
BACKGROUND	BORDER	MESSAGE / SYMBOL		
YELLOW	BLACK	BLACK		

30 km/h (TAB)	WC-3A-T
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12 mm C SERIES LETTERING

SECTION REFERENCE				Alberta Infrastructure and Transportation
DIMENSIONS (mm)			600 X 300	
ENLARGEMENT FACTOR			4 X	
COLOUR				
BACKGROUND	BORDER	MESSAGE / SYMBOL		
YELLOW	BLACK	BLACK		

PLAYGROUND (TAB)	WC-3-T
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75 mm SERIES C LETTERING

SECTION REFERENCE				Government of Alberta ■ Transportation
DIMENSIONS (mm)			600 X 300	
ENLARGEMENT FACTOR			4 X	
COLOUR				
BACKGROUND	BORDER	MESSAGE / SYMBOL		
YELLOW	BLACK	BLACK		