

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 (De-nay) 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 October 14, 2025

3.2 Consent Agenda for October 14, 2025

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

b) **Adoption of Minutes**

o Special Council Meeting Minutes – September 23, 2025

o Regular Council Meeting Minutes – September 23, 2025

c) **Council Reports**

None

d) **Administrative Reports**

o Report for Council, Enforcement & Protective Services Monthly Report – September 2025

o Report for Council, Development & Building Monthly Report – September 2025

o Report for Council, BOLT KPI Monthly Report – September 2025

o Report for Council, Citizen Engagement Budget 2026 Survey Results

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

o Lacombe Foundation Meeting Minutes – June 23, 2025

f) **Information**

o Lacombe County Council Highlights - September 25, 2025

o Notice of Advance Vote, Election and Requirements for Voter Identification

o Empty Bowls Third Annual Fundraiser Gala – Blackfalds Beyond Food Community Hub – October 18, 2025

o Special Event Permit 013.25 – Remembrance Day Service – November 11, 2025

g) **Correspondence**

None

4. **PUBLIC HEARING**

4.1 Bylaw 1341.25 - Redistricting of 1 McKay Boulevard from C3 to CMU

5. **DELEGATION**

5.1 Fire Department Medal Awards, *Mayor Hoover and Fire Chief Robert Côté*

5.2 Introduction of Engineering Services Manager – *Aws Al Sammarraie, Director Weran*

5.3 Battle River Watershed Alliance Annual Report, *Sarah Skinner, Programs Manager*

5.4 Red Deer River Watershed Alliance Annual Report, *Francine Forrest, Executive Director*

6. **BUSINESS**

6.1 Council Motion, Mid-Term Strategic Plan – Canada Post – *Councillor Appel*
(*Notice of Motion given at the September 23, 2025, Regular Council Meeting*)

6.2 Request for Decision, Bylaw 1341.25 - Redistricting of 1 McKay Boulevard from C3 to CMU –
(*Second and Third Reading*)

6.3 Request for Decision, Bylaw 1345.25 - Council Procedural Amendment Bylaw
(*First, Second and Third Reading*)

6.4 Request for Decision, Bylaw 1346.25 - Municipal Policing Committee Bylaw
(*First, Second and Third Reading*)

6.5 Request for Decision, Revised Council Policy CP189.25 - Council Remuneration and Compensation

6.6 Request for Decision, Indigenous Engagement Committee

6.7 Request for Decision, ICF/IDP Committee - Terms of Reference

6.8 Request for Decision, 2024-2026 Mid-Term Strategic Plan Actions Update

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

None

9. **ADJOURNMENT**

Future Meetings/Events:

• Organizational Meeting of Council – October 30, 2025

MINUTES

A Special Council Meeting for the Town of Blackfalds was held on September 23, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter
Councillor Marina Appel
Councillor Laura Svab
Councillor Brenda Dennis
Councillor Jim Sands

ATTENDING

Kim Isaak, Chief Administrative Officer

REGRETS

None

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Special Council Meeting of September 23, 2025, and called the meeting to order at 6:01 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

237/25 Councillor Coulter moved That Council adopt the Special Meeting Agenda for September 23, 2025, as presented.

CARRIED UNANIMOUSLY

BUSINESS

Request for Decision, Council Remuneration and Compensation Per Diem Application

CAO Isaak, at the direction of Council, brought forward for discussion Council honorariums v. per diem application for Council activities.

238/25 Councillor Appel moved That Council approve the Honorarium vs. Per diem List of Activities as amended and direct Administration to include it as a schedule to the Council Remuneration and Compensation Policy.

CARRIED UNANIMOUSLY

MINUTES

ADJOURNMENT

Mayor Hoover adjourned the Special Council Meeting at 6:38 p.m.

Jamie Hoover, Mayor

Kim Isaak, Chief Administrative Officer

DRAFT

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on September 23, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter
Councillor Marina Appel
Councillor Laura Svab
Councillor Brenda Dennis
Councillor Jim Sands

ATTENDING

Kim Isaak, Chief Administrative Officer
Preston Weran, Director of Infrastructure & Planning Services, Acting CAO
Justin de Bresser, Director of Corporate Services
Rick Kreklewich, Director of Community Services
Ken Morrison, Director of Emergency Management & Protective Services
Jolene Tejkl, Planning & Development Manager
Renan Bravo, Information Technology Technician
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Glenda Brown – Blackfalds Senior Club
Chris Kiem – Beyond Food Community Hub / Blackfalds Food Bank Society
Nicole Rice – Servus Credit Union/Blackfalds Public Library

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of September 23, 2025, and called the meeting to order at 7:01 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDAS

Addition of Regular Agenda Notice of Motion item: 7.1 Mid-Term Strategic Plan – Canada Post – Councillor Appel.

239/25 Councillor Sands moved That Council adopt the Regular Agenda for September 23, 2025, as amended.

CARRIED UNANIMOUSLY

240/25 Councillor Svab moved That Council adopt the Consent Agenda for September 23, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - o Regular Council Meeting Minutes – September 9, 2025
 - o Standing Committee of Council Meeting Minutes – September 15, 2025

MINUTES

- **Council Reports**
 - o Mayor Hoover
 - o Deputy Mayor Coulter
 - o Councillor Appel
 - o Councillor Svab
 - o Councillor Dennis
 - o Councillor Sands
- **Administrative Reports**
 - o Report for Council, CAO Report – September 2025
 - o Report for Council, Enforcement & Protective Services Monthly Report – August 2025
 - o Report for Council, BOLT KPI Monthly Report – August 2025
- **Boards, Committee and Commission Minutes and/or Reports**
 - o Municipal Emergency Management Committee Meeting Minutes – November 28, 2023
 - o Recreation, Culture and Parks Board Meeting Minutes – May 7, 2025
 - o Library Board Meeting Minutes – September 2, 2025
- **Information**
 - o Lacombe County Council Meeting Highlights – August 28, 2025
 - o City of Lacombe Council Meeting Highlights – September 8, 2025
 - o Lacombe County Council Meeting Highlights – September 11, 2025
- **Correspondence**

None

CARRIED UNANIMOUSLY

PUBLIC HEARING

None

DELEGATION

Blackfalds Seniors' Club – Annual Update

Glenda Brown presented an annual update for the Blackfalds Seniors' Club.

Beyond Food Community Hub – Annual Update

Chris Kiem presented an annual update for Beyond Food Community Hub/Blackfalds Food Bank Society.

Servus Credit Union/Blackfalds Public Library – Annual Update

Nicole Rice presented an annual update for the Servus Credit Union/Blackfalds Public Library.

BUSINESS

Request for Decision, Bylaw 1337.25 - Pt. NW 27-39-27-W4M Redistricting (Valley Ridge Estates Phase 6B)

Manager Tejkl brought forward Bylaw 1337.25 – PT NW 27-39-27-W4M Redistricting (Valley Ridge Estates Phase 6B) for Council's consideration of Second and Third Reading.

241/25 Deputy Mayor Coulter moved That Council give Second Reading to Bylaw 1337.25 – Pt NW 27-39-27-W4M Redistricting, as amended.

CARRIED

*Abstained: Councillor Appel
Due to being absent from the
Public Hearing relating to Bylaw 1337.25*

242/25 Councillor Svab moved the Council give Third Reading to Bylaw 1337.25 – Pt NW 27-39-27-W4M Redistricting, as presented.

CARRIED

*Abstained: Councillor Appel
Due to being absent from the
Public Hearing relating to Bylaw 1337.25*

MINUTES

Request for Decision, Proposed Subdivision S-04-25 Valley Ridge Estates Phase 6B, Pt. NW 27-39-27-W4M

Manager Tejkl brought forward to Council the proposed subdivision application for S-04-25 Valley Ridge Estates Phase 6B, Pt NW 27-39-27-W4M for approval.

243/25

Councillor Appel moved That Council, being the Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and move to APPROVE the subdivision of a 0.659 hectare (1.628 acre) Environmental Reserve lot, of a 0.305 hectare (0.753 acre) Municipal Reserve lot, and a 3.36 hectare (8.0302 acre) lot out of Part of NW 27-39-27-W4M subject to the following conditions:

1. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as shown on the attached sketch, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
3. That pursuant to Section 655(1)(b) of the *Municipal Government Act*, the developer enters into a Development Agreement with the Town concerning the servicing and development of the subdivision and payment of off-site levies.
4. That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivision's Plan of Survey.

CARRIED UNANIMOUSLY**Request for Decision, Bylaw 1338.25 - Valley Ridge Estates Phase 6B Road Closure Bylaw**

Manager Tejkl brought forward Bylaw 1338.25 Valley Ridge Estates Phase 6B Road Closure for First Reading and subsequent setting of a Public Hearing.

244/25

Councillor Dennis moved That Council give First Reading to Bylaw 1338.25 – Valley Ridge Estates Phase 6B Road Closure Bylaw, as presented.

CARRIED UNANIMOUSLY**245/25**

Councillor Svab moved That Council set a Public Hearing date for November 25, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY**Request for Decision, Bylaw 1343.25 – Records & Information Management Bylaw**

Following direction from the Standing Committee of Council on September 15, 2025, Director de Bresser presented the revised Records & Information Management Bylaw for Council's consideration of First Reading, Second Reading and Third Reading.

246/25

Councillor Svab moved That Council give First Reading to Bylaw 1343.25 – Records & Information Management Bylaw, as presented.

CARRIED UNANIMOUSLY**247/25**

Councillor Sands moved That Council give Second Reading to Bylaw 1343.25 – Records & Information Management Bylaw, as presented.

CARRIED UNANIMOUSLY

MINUTES

248/25 Councillor Appel moved That Council give unanimous consent to move to Third Reading of Bylaw 1343.25 – Records & Information Management Bylaw.

CARRIED UNANIMOUSLY

249/25 Deputy Mayor Coulter moved That Council give Third Reading to Bylaw 1343.25 – Records & Information Management Bylaw, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1344.25 – Access to Information Bylaw

Following direction from the Standing Committee of Council on September 15, 2025, Director de Bresser brought forward the revised Access to Information Bylaw for consideration of First, Second and Third Reading.

250/25 Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1344.25 – Access to Information Bylaw, as presented.

CARRIED UNANIMOUSLY

251/25 Councillor Svab moved That Council give Second Reading to Bylaw 1344.25 – Access to Information Bylaw, as presented.

CARRIED UNANIMOUSLY

252/25 Councillor Sands moved That Council give unanimous consent to move to Third Reading of Bylaw 1344.25 – Access to Information Bylaw.

CARRIED UNANIMOUSLY

253/25 Councillor Appel moved That Council give Third Reading to Bylaw 1344.25 – Access to Information Bylaw, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Council Policy – CP 190.25 – Financial Reserves

Following direction from the Standing Committee of Council on September 15, 2025, Director de Bresser brought forward the Council Policy for Financial Reserves for Council's consideration.

254/25 Deputy Mayor Coulter moved That Council adopt Council Policy CP 190.25 – Financial Reserves, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Municipal Service Level Inventory - FCSS

Director Kreklewich brought forward to Council the revised Municipal Service Level Inventory report for discussion.

255/25 Councillor Dennis moved That Council accept the FCSS Service Level Report and Recommendations and Summary of Input, as information, as amended and directs Administration to discuss further at budget deliberations.

CARRIED UNANIMOUSLY

Request for Decision, Treaty 6, Land Acknowledgement

CAO Isaak brought forward the revised Treaty 6 Land Acknowledgement for Council's review and consideration.

256/25 Councillor Appel moved That Council approve the revised Treaty 6 Land Acknowledgement with the formal unveiling on September 30, 2025 – National Day for Truth and Reconciliation in advance of a public viewing of the "Remembering the Children: The Red Deer Indian Industrial School."

CARRIED UNANIMOUSLY

MINUTES

NOTICES OF MOTION

Mid-Term Strategic Plan – Canada Post

Councillor Appel brought forward a Notice of Motion that will be considered at the October 14, 2025, Regular Meeting of Council.

“That Council write a letter to Canada Post leadership to voice our continued concerns, and that the letter be sent to the following:

- Doug Ettinger, President CPC
- Joel Lightbound, MP
- Daniel Beaulieu, VP Health and Safety
- Francois Coulombe, People and Safety
- Wayne Beckles, General Manager – Delivery Operations
- Steve Sinnott, Collection and Delivery Support and Planning
- Christopher Watchorn, Director – Customer Service
- Kim Mannion, Collection and Delivery
- Ben McCutcheon, General Manager – Operations Prairie Region”

RECESS

Mayor Hoover called for a five-minute recess at 8:17 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:23 p.m.

CONFIDENTIAL

- **Land Acquisition – Access to Information Act (AITIA) Section 19 – Disclosure Harmful to Business Interests of a Third Party**

257/25

Councillor Sands moved That Council move to a closed session commencing at 8:23 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 19 of the *Access to Information Act* – Disclosure Harmful to Business interest of a Third Party.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands, CAO Kim Isaak, Director Preston Weran and Director Justin de Bresser.

258/25

Councillor Svab moved That Council move to come out of the closed session at 8:43 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:43 p.m.

Regular Council Meeting Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands, CAO Kim Isaak, Director Preston Weran and Director Justin de Bresser.

259/25

Councillor Appel moved That Council direct Administration to proceed as discussed in-camera.

CARRIED UNANIMOUSLY

MINUTES

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:49 p.m.

Jamie Hoover, Mayor

Kim Isaak, Chief Administrative Officer

DRAFT

MEETING DATE: October 14, 2025

PREPARED BY: Ken Morrison, Director of Emergency Management & Protective Services

SUBJECT: **Enforcement and Protective Services Monthly Report -
September 2025**

BACKGROUND

Administration provides the Council with monthly updates for activity from the Town's Municipal Enforcement, Fire Services, OHS, Emergency Management and RCMP.

DISCUSSION

The attached documents are a combination of activities occurring during the month of July for Municipal Enforcement, Occupational Health & Safety, Fire Services, RCMP and Emergency Management.

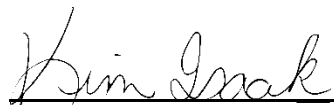
FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *Protective Services Monthly Report.*
- *Municipal Enforcement September report*
- *Fire September monthly Incident summary.*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Municipal Enforcement:

Blackfalds Municipal Enforcement Monthly Report for September 2025

Total Calls for Service: 113 calls received through the complaint line.

Types of Complaints:

- E-scooters
- Traffic safety issues: passing school buses with flashing red lamps, illegal parking throughout town
- Unattached trailers
- Speeding in playground areas
- Industrial noise
- Community littering
- Abandoned vehicles
- Assist to RCMP
- Distracted driving
- Illegal tenting
- Mischief
- Animal-related complaints: cat in trap, dog being aggressive, animals at large, general animal nuisance

Tickets Issued:

- Total tickets issued: approximately 69 through the E-ticketing program
- Municipal by-law tickets: 3
- Breakdown of tickets:
 - 48 under the Traffic Safety Act
 - 16 under the Use of Highway and Rules of Road Regulation
 - 4 under Vehicle Equipment Regulation
 - 2 under Land Use By-law
 - 1 under Community Standards

Notable Incidents:

- 1 suspended driver was encountered: vehicle impounded for 30 days under IRS (Immediate Roadside Suspension). The driver faces a mandatory court appearance.
- Officers have been actively monitoring school zones, focusing on pickup and drop-off times, as well as major routes for speeding and traffic violations such as failing to stop at stop signs and red lights.

Traffic Monitoring:

- Officers monitored traffic on Womack's Road during peak times (lunch hour and end of school).
- Several motorists were issued tickets for speeding, distracted driving, and violations of Vehicle Equipment Regulation.

Blackfalds Fire Rescue

September was a busy month for training Wednesday evenings focused on Pump Operations, Vehicle Fires and Vehicle Extrication along with our monthly vehicle and equipment checks. The department spent two full weekends on Vehicle Extrication from theory to practical skills using

11 vehicles provided by Popow's Towing. This training also included training for Popow's Towing as well.

The new Command unit is still out getting the emergency equipment installed.

The department was also involved with the Big Brother and Big Sisters Duck Drop.

During the month of September:

- The department responded to twenty-six incidents. A summary of the types of incidents for September 2025 is included.
- 2 Fire Inspections were completed for new businesses.
- There were 10 Fire Safety Plans reviewed and approved during the month.

A summary of the types of incidents for September 2025 is included.

Occupational Health & Safety

September Month end Report

Health and Safety Audit preparation

- H&S Audit scheduled November 3
- Audit Action Plan is 83% complete.
- Managers and JHSC reps are in progress of completing the required training
- All sites have completed emergency drills
- OHS Advisor has been meeting with departments to complete incident investigations and ensure the root causes are being identified and corrective actions are being documented and completed. A total of 5 incident investigations with employees and OHS Advisor have been completed so far.

Minimum mandatory training for all employees and new hires

- Managers have identified the minimum training that will be provided to all employees and new hires. This training includes:
 - o Hazard Identification, Assessment and Control
 - o WHMIS
 - o Workplace Violence
 - o Respect in the Workplace
 - o ICS 100
 - o Basic Emergency Management
 - o Ergonomics
- New hires will be provided this training in an email from the H&S Advisor and will be required to complete before they start regular job duties.
- This training will be provided to current employees who are missing any courses. Managers will inform the OHS Advisor of who requires what training and when the training can be provided.

New Hire Orientations

- 3 new hire health and safety orientations have been provided by the OHS Advisor

Incidents

- 1 incident documented in CorePoint
- Incident resulted in property damage of approximately \$250

Training

- OHS Advisor attended and completed ICS 400

CorePoint

- Incident investigation process is underway and identified deficiencies are being completed.
- It was determined by the Abbey Centre employees that only incidents/injuries involving employees will be documented in CorePoint. The only incidents to be reported in CorePoint that involve the public will be property damage that results in over \$5000 worth of damage.

RCMP

During the month of September, the RCMP School resource officer has been very active, with the start of school. He has been working with Municipal Enforcement patrolling areas during lunch hours when time permits.

For the month of September RCMP officers responded to more than 140 calls for service, some of the more significant files were:

Assaults, Fraud, possess a weapon dangerous to the public, theft of motor vehicles, Break and Enter into a residence, Harassing Communications, Theft. files included:

Calls for the week included 1 Assault, 2 Disobeying an Order of the Court, 1 Fraud, 3 Harassing Communications, 3 Mischiefs, 6 Thefts, One Possession of a Weapon for a Dangerous Purpose, 1 Theft of Truck, and 1 Motor Vehicle Collision.

Emergency Management

LCMAO met on September 18th. LCMAO is working together with LREMP on the full-scale exercise taking place on November 19th.

The DEM met with the LREMP contractor to review the outline of the exercise; this will be an extension of the tabletop exercise, which took place in 2024.

Nov. 6th training is in place for elected officials as they are required to have the Elected Officials course within 90 days of being elected. This will be in conjunction with the elected officials from our region.

Emergency Management Training:

September 22-23, the ICS 200 course was completed.

September 24th, 7 volunteers and 2 staff completed online training "Introduction to Emergency Social Services (ESS), which Cara organized.

September 29th, 18:00-20:30 – Training on Behaviours & Disaster is taking place online, please contact Cara if you would like to take this.

September 29-30, Blackfalds had two staff take the ICS 400 Course.

On October 8,14, and 24, a Task Force Leader/Strike Team Leader training course is taking place, which will take 2.5 days in total. Currently, we have 5 staff registered for this training. October 22nd – A Full-day hands-on learning session will take place to experience ESS in action. Contact Cara if you are interested in this.

October 20-22 – Planning Section Chief training is taking place; we have 4 staff members who have signed up for this training.

October 23rd, Scribe training is taking place; we currently have one person taking this training.

On November 13, we have three staff members signed up to take the ECC training/Command System/ Interface training.

On November 19th, the full-scale exercise will take place in Lacombe at the LMC. There will be representations from all partners within LREMP and LCMAO.

Ken Morrison

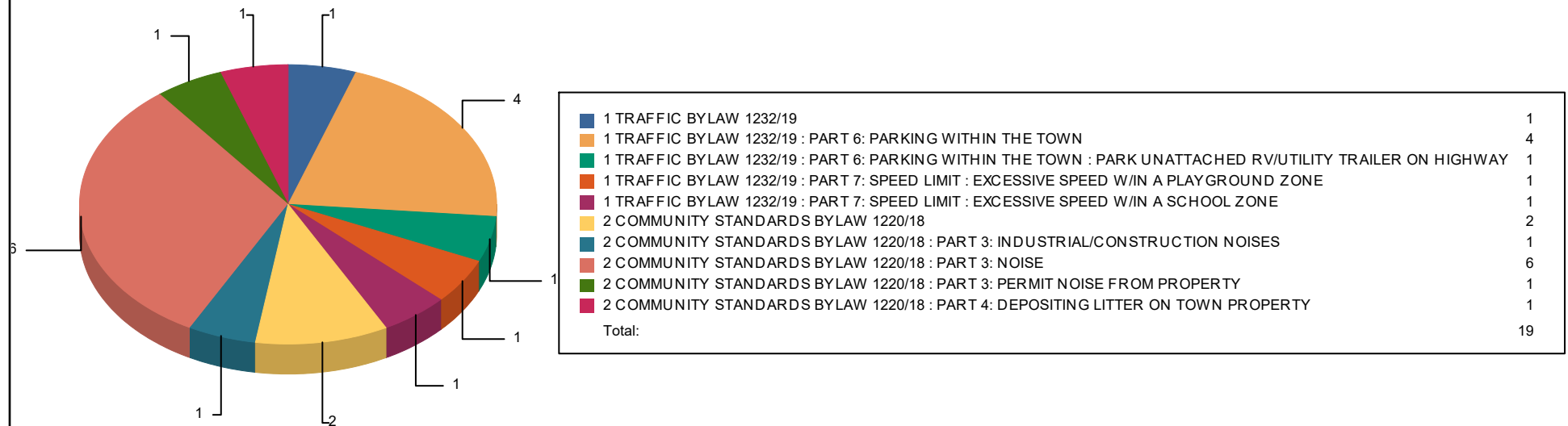
Director of Emergency Management & Protective Services

Town of Blackfalds

MONTH END Statistics from Occurred Date: 9/1/2025 12:00:00AM to 9/30/2025 11:59:59PM

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

Count of Incident Types



1 TRAFFIC BYLAW 1232/19: 1 1%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN: 4 5%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY: 1 1%

1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A PLAYGROUND ZONE: 1 1%

1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A SCHOOL ZONE: 1 1%

2 COMMUNITY STANDARDS BYLAW 1220/18: 2 2%

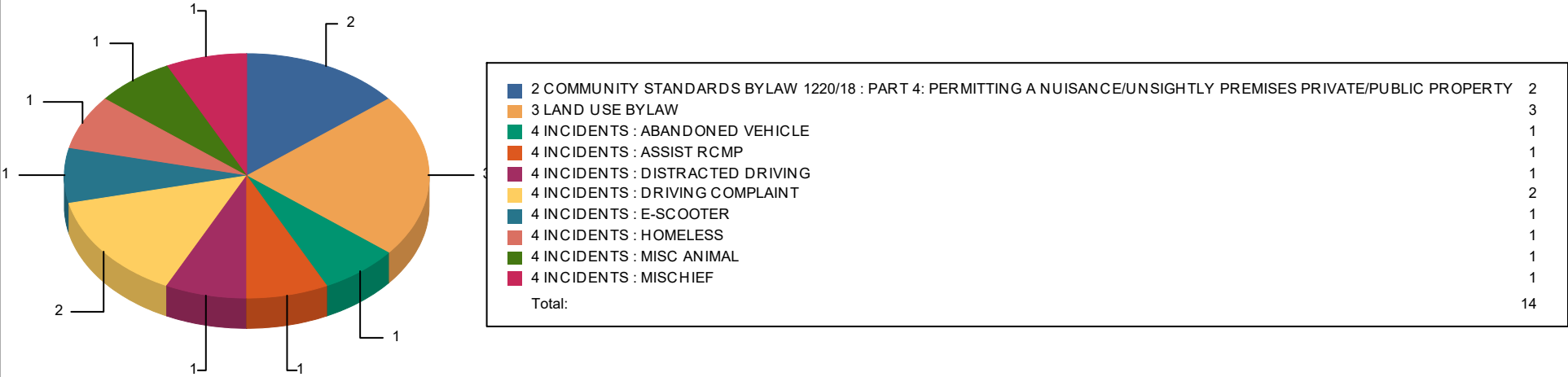
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: INDUSTRIAL/CONSTRUCTION NOISES: 1 1%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE: 6 7%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY: 1 1%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: DEPOSITING LITTER ON TOWN PROPERTY: 1 1%

Count of Incident Types



2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY: 2 2%

3 LAND USE BYLAW: 3 4%

4 INCIDENTS : ABANDONED VEHICLE: 1 1%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

4 INCIDENTS : ASSIST RCMP: 1 1%

4 INCIDENTS : DISTRACTED DRIVING: 1 1%

4 INCIDENTS : DRIVING COMPLAINT: 2 2%

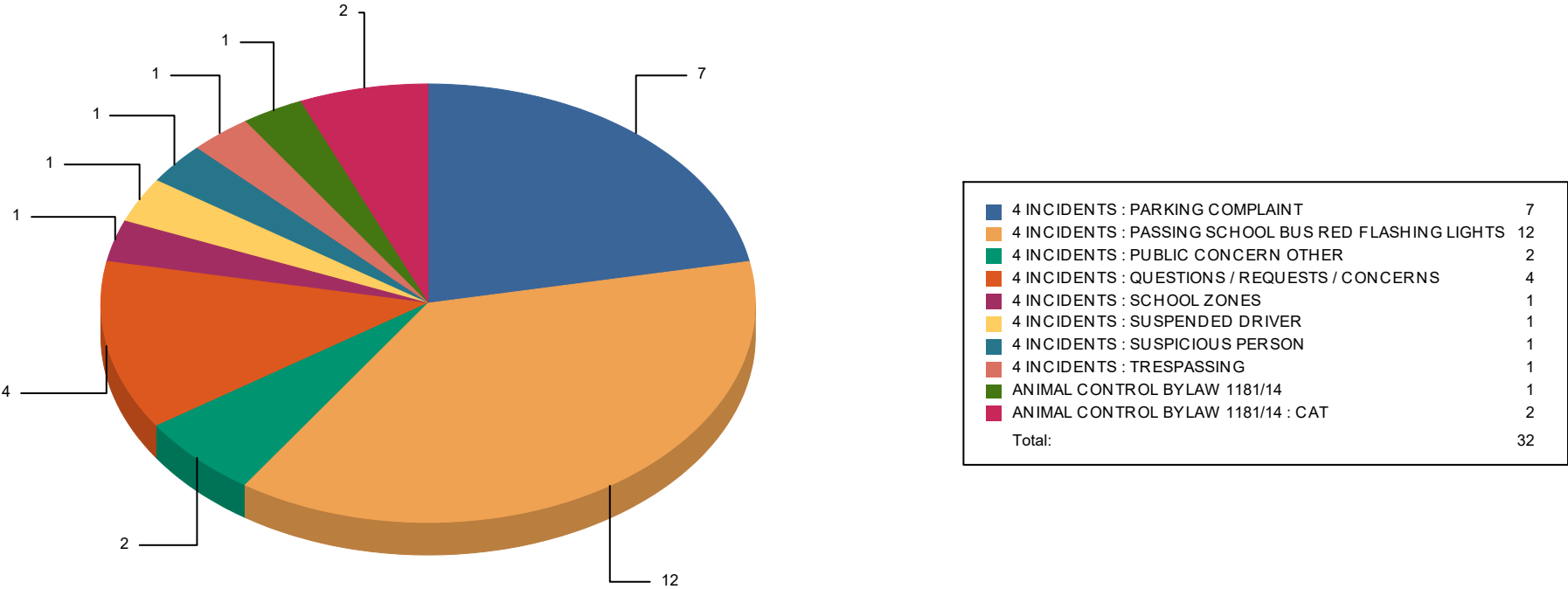
4 INCIDENTS : E-SCOOTER: 1 1%

4 INCIDENTS : HOMELESS: 1 1%

4 INCIDENTS : MISC ANIMAL: 1 1%

4 INCIDENTS : MISCHIEF: 1 1%

Count of Incident Types



4 INCIDENTS : PARKING COMPLAINT: 7 9%

4 INCIDENTS : PASSING SCHOOL BUS RED FLASHING LIGHTS: 12 15%

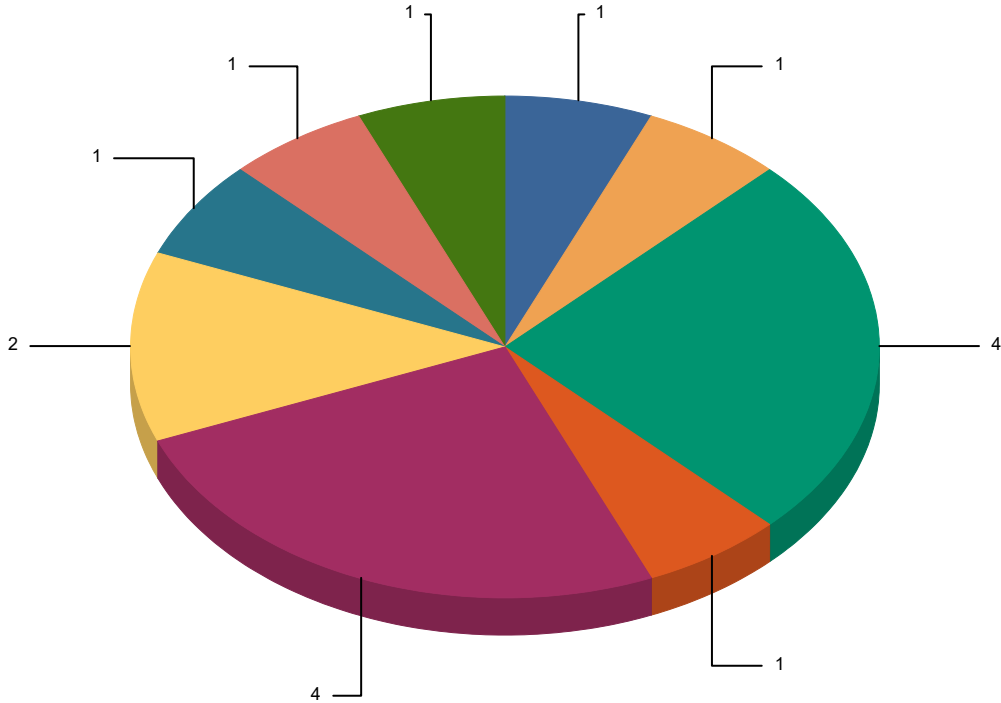
4 INCIDENTS : PUBLIC CONCERN OTHER: 2 2%

4 INCIDENTS : QUESTIONS / REQUESTS / CONCERNS: 4 5%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

4 INCIDENTS : SCHOOL ZONES: 1 1%
4 INCIDENTS : SUSPENDED DRIVER: 1 1%
4 INCIDENTS : SUSPICIOUS PERSON: 1 1%
4 INCIDENTS : TRESPASSING: 1 1%
ANIMAL CONTROL BYLAW 1181/14: 1 1%
ANIMAL CONTROL BYLAW 1181/14 : CAT: 2 2%

Count of Incident Types



ANIMAL CONTROL BYLAW 1181/14 : CAT : LIVE TRAP	1
ANIMAL CONTROL BYLAW 1181/14 : DOG	1
ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL AT LARGE	4
ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BEING AGGRESSIVE	1
ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL	4
ASSIST : ABBEY CENTRE	2
ASSIST : PLANNING AND DEVELOPMENT	1
FOUND PROPERTY : BIKE	1
MISCELLANEOUS	1
Total:	16

ANIMAL CONTROL BYLAW 1181/14 : CAT : LIVE TRAP: 1 1%

ANIMAL CONTROL BYLAW 1181/14 : DOG: 1 1%

ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL AT LARGE: 4 5%

ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BEING AGGRESSIVE: 1 1%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -**ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL: 4 5%****ASSIST : ABBEY CENTRE: 2 2%****ASSIST : PLANNING AND DEVELOPMENT: 1 1%****FOUND PROPERTY : BIKE: 1 1%****MISCELLANEOUS: 1 1%****Grand Total: 100.00% Total # of Incident Types Reported: 81**

Blackfalds Fire Rescue

4401 South Street, P.O. Box 220, Blackfalds, Alta T0M-0J0

Phone: 403 -885 - 4144

Fax: 403 - 885 - 5499

INCIDENT SUMMARY - PAGE 1 OF 1

Blackfalds Fire Rescue Department				BLF	SEPTEMBER		2025	
CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION		RCMP FILE #	MAFP 1244	
165	1	ALARM	2500170	Within Town Limits		N/A	N/A	
166	1	FIRE RUBBISH	2500171	Within Town Limits		N/A	N/A	
167	1	MEDICAL	2500172	Within Town Limits		N/A	EMS	
168	2	MEDICAL	2500173	Within Town Limits		N/A	EMS	
169	4	ALARM	2500174	Within Town Limits		N/A	N/A	
170	4	FIRE GRASS/BRUSH	2500175	Within Town Limits		YES	N/A	
171	5	ALARM	2500176	Within Town Limits		N/A	N/A	
172	6	FIRE ILLEGAL BURN	2500177	Lacombe County		N/A	YES	
173	6	MEDICAL	2500178	Within Town Limits		N/A	EMS	
174	7	CO ALARM	2500179	Within Town Limits		N/A	N/A	
175	7	FIRE GRASS/BRUSH	2500180	Lacombe County		YES	N/A	
176	10	MOTOR VEHICLE INCIDENT	2500181	Within Town Limits		YES	EMS	
177	10	ALARM	2500182	Within Town Limits		N/A	N/A	
178	11	ALARM	2500183	Within Town Limits		N/A	N/A	
179	13	FIRE ILLEGAL BURN	2500184	Within Town Limits		N/A	N/A	
180	15	ALARM	2500185	Lacombe County		N/A	N/A	
181	18	MEDICAL	2500186	Within Town Limits		N/A	EMS	
182	18	HAZ-MAT	2500187	Within Town Limits		N/A	N/A	
183	20	ALARM	2500188	Within Town Limits		N/A	N/A	
184	21	ALARM	2500189	Within Town Limits		N/A	N/A	
185	22	MOTOR VEHICLE INCIDENT	2500190	Within Town Limits		YES	EMS	
186	23	MEDICAL	2500191	Within Town Limits		N/A	EMS	
187	26	FIRE GRASS/BRUSH	2500192	Within Town Limits		N/A	N/A	
188	27	ALARM	2500193	Within Town Limits		N/A	N/A	
189	28	ALARM	2500194	Within Town Limits		N/A	N/A	
190	30	MOTOR VEHICLE INCIDENT	2500195	Lacombe County		YES	EMS	
TOTAL RESPONSES		26	OFFICER	Robert Côté		REV DT FEB 02/17	Print Form	

MEETING DATE: October 14, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: Development & Building Monthly Report – September 2025

BACKGROUND

Attached is the September 2025 Development & Building Permit Report and Comparison for 2023-2025 year to date. We also have shown the comparison for the year-to-date figures for 2024 on the comparison report.

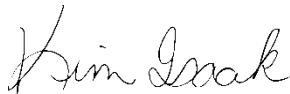
For Council's information, the "other" category captures the following types of residential permits:

- Shed
- Garage & deck. On occasion, both a garage and deck will be applied for under the same development permit, and when that happens, it will be captured as "other")
- Hot tub
- Ensuite addition to the Master Bedroom. This type of development is not appropriate to capture under "addition" because it does not entail a structural alteration, as it's changing the interior of the home
- Shed & deck. Occasionally, these two developments will be applied for under the same development permit. When that happens, it will fall under "other"
- Grading permits

ATTACHMENTS

- *September 2025 Development/Building Permit Report*
- *2023 – 2025 Development/Building Comparison Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
200-25	5465 Vista Trail, Unit 2	R-4	Home Business		
201-25	4842 Aspen Lakes Boulevard	R-1M	Basement Reno	approved	16-Sep-25
202-25	65 Westview Crescent	R-1M	Home Business	approved	4-Sep-25
203-25	15 Mckay Place (5 Mckay Boulevard)	R-MHP	Shed	approved	22-Sep-25
204-25	2 Coachman Way	R-1S	Garage	approved	25-Sep-25
205-25	45 Maclean Close	R-1M	SFD		
206-25	5437 Vista Trail	R-1M	Basement Reno	approved	22-Sep-25
207-25	109 Aztec Crescent	R-1S	Accessory Suite		
208-25	14 Mckay Place (5 Mckay Boulevard)	R-MHP	Manufactured Home	approved	22-Sep-25
209-25	18 Mckay Place (5 Mckay Boulevard)	R-MHP	Garage	approved	22-Sep-25
210-25	53 Mckay Place (5 Mckay Boulevard)	R-MHP	Garage		
211-25	2 Cascade Street	R-1S	Deck	approved	22-Sep-25
212-25	29 Aztec Street	R-1M	Basement Reno		
213-25	195 Cedar Square	R-1M	Garage		
214-25	14 Aztec Crescent	R-1M	Home Business	approved	23-Sep-25
215-25	25 Maclean Close	R-1M	Basement Reno		
216-25	14 Aurora Heights Boulevard	R-1S	Basement Reno		
217-25	13 Valley Crescent	R-1S	Deck		
218-25	92 Premiere Crescent	R-1L	Front Parking Pad		
219-25	29 Murphy Close	R-1M	Rear yard setback and projection variances		
220-25	5466 Vista Trail	R-4	Landscaping and Parking Variance		
221-25	6 Aura Drive	R-1L	Hot Tub		
222-25	5033 Parkwood Road	C-2	Change of Occupancy/Use		
223-25	5909 Panorama Drive	R-1M	SFD		
224-25	5466 Vista Trail		Grading		

Town of Blackfalds Development/Building Permit Comparison 2023 to 2025							2024 YTD	
	2023		2024		2025		September	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	21	\$ 7,037,626.70	38	\$ 13,213,080.00	26	\$ 9,729,456.77	31	\$ 10,438,080.00
Duplexes	6	\$ 1,060,000.00	20	\$ 4,774,000.00	4	\$ 980,000.00	12	\$ 2,950,000.00
Manufactured Home	2	\$ 250,000.00	11	\$ 1,751,566.00	8	\$ 1,905,000.00	9	\$ 1,551,566.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	11	\$ 1,790,000.00	157	\$ 36,667,435.00	8	\$ 2,000,000.00	86	\$ 18,639,040.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	8	\$ 3,495,000.00	0	\$ -	8	\$ -
Total Res. Dwellings	40	\$ 10,137,627	234	\$ 59,901,081	46	\$ 14,614,457	146	\$ 33,578,686
Garage	9	\$ 293,000.00	24	\$ 788,152.61	16	\$ 475,820.00	23	\$ 760,832.00
Deck	9	\$ 102,000.00	11	\$ 105,100.00	12	\$ 106,598.00	11	\$ 105,100.00
Basement Reno	40	\$ 865,700.00	49	\$ 1,339,000.00	33	\$ 805,100.00	43	\$ 1,204,000.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	5	\$ 170,500.00	1	\$ -
Home Business	21	\$ -	20	\$ -	16	\$ -	16	\$ -
Other	44	\$ 1,232,115.84	68	\$ 20,325,799.71	59	\$ 766,507.95	62	\$ 59,273,880.11
Commercial	27	\$ 5,190,341.00	47	\$ 4,594,822.26	27	\$ 2,181,259.00	36	\$ 4,044,962.26
Industrial	4	\$ 200,000.00	5	\$ 2,504,073.00	1	\$ 800,000.00	3	\$ 2,504,000.00
Institutional	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Agricultural	1	\$ -	0	\$ -	0	\$ -	0	\$ -
Public Facility	4	\$ 192,300.00	13	\$ 38,078,150.00	9	\$ 653,000.00	12	\$ 38,038,150.00
TOTAL PERMITS	199	\$ 18,213,083.54	472	\$ 127,636,178.58	224	\$ 20,573,241.72	353	\$ 139,509,610.37
General Yearly Notes:		1 - 2,500,000 Vista Trail Commercial		Vista Trail Townhouse complex				
		1 - 1,000,000 Dental Office						

MEETING DATE: October 14, 2025

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

SUBJECT: **BOLT KPI Report Information – September 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.

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 **SEPTEMBER** statistics and associated mapping, while the remainder of the pages identify the trending comparison over the last nine months. Data dates are highlighted in the white box on the left side of each sheet for reference.

In September, BOLT reported **higher ridership and productivity**, consistent with the fall commuting season. A total of **787 passengers** completed **724 rides**, up **43%** from August. The average rides per rider rose to **10.97**, indicating strong engagement from repeat users (**57 repeat riders vs. 9 new riders**).

Pooling efficiency reached its **highest level** this year, with **75.3% of rides shared** and an average shared-fare occupancy of **2.77**, demonstrating improved vehicle utilization. **Passengers per Vehicle Hour (PVH)** climbed to **2.69** (from **1.88** in August), and **Demand Response PVH** improved to **3.86**, signaling better operational efficiency.

Service quality remained strong: **average ride rating** was **4.90/5**, with **zero abandoned rides** and on-time performance holding near **97%**. Pickup violations dropped sharply to **1.38%** (from 3.96% in August), while drop-off violations remained low at **1.10%**. These metrics reinforce the system’s reliability and responsiveness.

However, **49 unique users experienced failed searches** in September, more than double August’s figure, **suggesting growing demand pressure during peak periods**. This trend warrants monitoring and may require schedule or capacity adjustments if it persists.

Peak usage continued to cluster during commuter windows (7–9 AM and 3–5 PM), with notable midday demand on Tuesdays and Thursdays. Year-to-date, the **Regional Hub in Red Deer** remains the top pickup and drop-off location, followed by **Red Deer Polytechnic (NB)** and **Eagle Builders**, underscoring the importance of regional connectivity for Blackfalds residents.

Rider feedback remained positive, with comments praising reliability and convenience. September's performance highlights both the success of the on-demand model and the need to plan for sustained growth as the community and regional travel demands evolve.

September data reinforces the system's reliability and rider satisfaction, while highlighting capacity considerations as demand grows. Operational performance remained strong, with pickup and drop-off on-time rates near 97%. The system maintained a high conversion rate of 85%, indicating that most users who searched for a ride successfully booked one. These indicators reflect strong responsiveness to rider demand and continued service reliability.

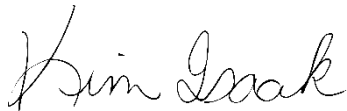
FINANCIAL IMPLICATIONS

- none

ATTACHMENTS

- *September 2025 monthly report and yearly trending report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



/ Eric Collins

Department Director/Author

Monthly KPI Metric Summaries Report

Blackfalds																	
Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)	Demand Response PVH
2020-08	3	3	0	1.3	4	4	0%	0.0	43%	4.667	0%	0	0%	0%	0	0.1	1.0
2020-09	36	33	3	5.9	228	212	44%	2.2	69%	4.866	0%	5	3%	4%	7	0.8	2.3
2020-10	27	12	15	9.2	266	249	43%	2.2	78%	4.955	0%	3	6%	4%	1	0.9	2.4
2020-11	30	11	19	9.2	299	276	40%	2.2	87%	4.981	0%	2	3%	1%	2	1.1	2.5
2020-12	21	4	17	8.4	203	177	26%	2.0	82%	4.966	0%	0	1%	1%	0	0.7	1.9
2021-01	26	8	18	8.3	234	217	33%	2.2	86%	4.987	0%	2	0%	1%	0	0.9	2.1
2021-02	17	6	11	9.6	172	163	21%	2.1	83%	4.952	1%	0	1%	0%	0	0.7	1.9
2021-03	22	6	16	12.4	299	273	45%	2.1	82%	4.965	0%	0	2%	0%	1	1.0	2.5
2021-04	23	5	18	9.2	228	212	37%	2.2	83%	4.933	0%	0	1%	0%	3	0.8	2.2
2021-05	23	6	17	8.0	195	183	26%	2.2	84%	4.920	0%	0	1%	0%	1	0.7	1.9
2021-06	23	5	18	10.6	256	243	40%	2.2	78%	4.872	0%	0	1%	1%	1	0.8	2.3
2021-07	22	8	14	6.9	173	151	24%	2.1	67%	4.917	0%	0	0%	0%	0	0.6	2.2
2021-08	28	8	20	5.0	164	141	27%	2.1	71%	4.795	1%	0	2%	0%	1	0.6	2.0
2021-09	27	7	20	9.1	280	247	45%	2.4	74%	4.851	0%	0	1%	1%	2	1.0	3.1
2021-10	32	8	24	9.4	344	301	45%	2.5	82%	4.856	0%	2	1%	0%	2	1.2	3.6
2021-11	31	5	26	13.3	450	412	46%	2.5	84%	4.836	0%	0	1%	0%	3	1.5	3.5
2021-12	29	3	26	9.9	326	286	36%	2.3	74%	4.861	0%	0	2%	2%	4	1.0	3.3
2022-01	31	9	22	11.1	363	344	40%	2.3	83%	4.871	0%	0	2%	1%	3	1.2	3.2
2022-02	31	4	27	12.6	419	390	50%	2.6	86%	4.868	0%	0	1%	1%	8	1.6	3.5
2022-03	34	5	29	15.5	591	527	56%	2.4	92%	4.824	0%	1	6%	2%	16	1.8	4.0
2022-04	40	6	34	9.0	442	361	39%	2.3	84%	4.730	0%	0	3%	1%	6	1.6	3.6
2022-05	30	3	27	12.8	442	384	43%	2.3	84%	4.753	0%	0	1%	0%	4	1.5	3.7
2022-06	36	9	27	10.3	421	371	36%	2.4	83%	4.824	0%	0	2%	1%	12	1.3	3.1
2022-07	26	4	22	9.5	294	248	33%	2.3	74%	4.943	0%	0	2%	1%	4	1.0	2.5
2022-08	40	8	32	7.7	330	306	51%	2.2	74%	4.897	0%	0	3%	0%	8	1.0	2.5
2022-09	44	12	32	11.8	591	520	56%	2.4	77%	4.888	0%	0	4%	3%	44	2.1	4.0
2022-10	47	12	35	12.2	655	575	65%	2.6	85%	4.828	0%	0	2%	1%	39	2.3	4.1
2022-11	47	9	38	12.7	673	599	65%	2.7	80%	4.818	0%	0	7%	5%	52	2.2	4.2
2022-12	47	10	37	8.9	477	420	66%	2.7	79%	4.937	0%	7	5%	2%	42	1.6	3.9
2023-01	55	9	46	11.0	682	604	69%	2.6	80%	4.922	0%	1	3%	3%	42	2.2	4.2
2023-02	56	14	42	10.8	680	602	71%	2.8	85%	4.933	0%	1	4%	1%	45	2.5	4.8
2023-03	60	12	48	12.5	820	750	71%	2.9	83%	4.896	0%	3	3%	2%	43	2.5	4.7
2023-04	57	10	47	10.6	662	602	75%	2.7	83%	4.944	0%	0	2%	0%	37	2.5	4.7
2023-05	45	7	38	15.1	758	680	73%	2.9	85%	4.922	0%	2	1%	1%	30	2.5	4.7
2023-06	56	13	43	11.0	674	618	76%	2.8	84%	4.942	0%	0	2%	2%	26	2.2	4.1
2023-07	41	9	32	6.8	292	280	66%	2.3	79%	4.961	0%	0	1%	0%	2	1.0	2.7
2023-08	52	13	39	7.5	406	390	62%	2.5	81%	4.959	0%	11	2%	0%	6	1.3	2.5
2023-09	57	18	39	10.8	648	614	68%	2.5	77%	4.965	0%	16	3%	2%	42	2.4	4.1
2023-10	61	12	49	10.7	684	651	71%	2.7	83%	4.985	0%	9	7%	4%	37	2.4	4.0
2023-11	63	7	56	11.1	734	701	75%	2.7	82%	4.961	0%	5	8%	3%	46	2.4	4.0
2023-12	61	12	49	9.2	575	560	74%	2.9	81%	4.972	0%	2	8%	2%	43	2.2	4.0
2024-01	68	13	55	9.0	660	615	66%	2.5	82%	4.973	0%	0	5%	4%	34	2.1	3.8
2024-02	61	8	53	10.5	710	643	67%	2.8	80%	4.972	0%	2	4%	2%	33	2.4	4.3
2024-03	55	5	50	11.8	692	649	69%	2.9	84%	4.985	0%	7	5%	2%	50	2.5	4.1
2024-04	74	11	63	8.5	665	631	74%	2.8	84%	4.942	0%	0	3%	1%	55	2.3	3.8
2024-05	67	12	55	10.3	733	687	71%	2.7	87%	4.992	0%	0	4%	1%	46	2.3	3.7
2024-06	77	16	61	7.6	620	584	68%	2.6	78%	4.957	0%	0	2%	1%	54	2.2	3.6
2024-07	60	10	50	9.0	601	542	55%	2.3	80%	4.974	0%	0	3%	2%	48	1.9	3.1
2024-08	70	17	53	6.6	503	465	57%	2.3	73%	4.935	0%	0	2%	2%	28	1.6	2.8
2024-09	60	12	48	10.7	687	642	74%	2.7	84%	4.995	0%	0	3%	2%	64	2.4	3.8
2024-10	64	11	53	11.6	827	744	70%	2.7	86%	4.973	0%	1	3%	1%	56	2.7	3.8
2024-11	61	7	54	10.9	747	665	64%	2.7	82%	4.974	0%	5	2%	2%	52	2.7	3.7
2024-12	64	7	57	8.9	642	567	59%	2.5	79%	4.964	0%	23	4%	2%	50	2.3	3.4
2025-01	65	10	55	11.5	826	748	66%	2.7	83%	4.968	0%	0	2%	0%	55	2.6	3.7
2025-02	62	5	57	10.6	709	660	63%	2.8	82%	4.955	0%	0	1%	1%	55	2.4	3.6
2025-03	66	12	54	12.2	898	806	70%	2.8	82%	4.952	0%	0	2%	1%	75	3.0	4.2
2025-04	79	16	63	9.2	781	729	68%	2.8	78%	4.946	0%	3	2%	2%	63	2.6	3.7
2025-05	69	7	62	9.1	701	628	67%	2.7	83%	4.973	0%	0	2%	1%	47	2.3	3.5
2025-06	71	10	61	8.4	663	594	66%	2.7	85%	4.970	0%	1	2%	1%	28	2.2	3.5
2025-07	57	9	48	9.2	597	523	62%	2.6	86%	4.978	0%	0	0%	0%	21	1.9	3.1
2025-08	50	4	46	10.1	557	505	64%	2.6	85%	4.980	0%	1	4%	1%	22	1.9	3.0
2025-09	66	9	57	11.0	787	724	75%	2.8	85%	4.899	0%	0	1%	1%	49	2.7	3.9

Program

☒ Blackfalds

ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

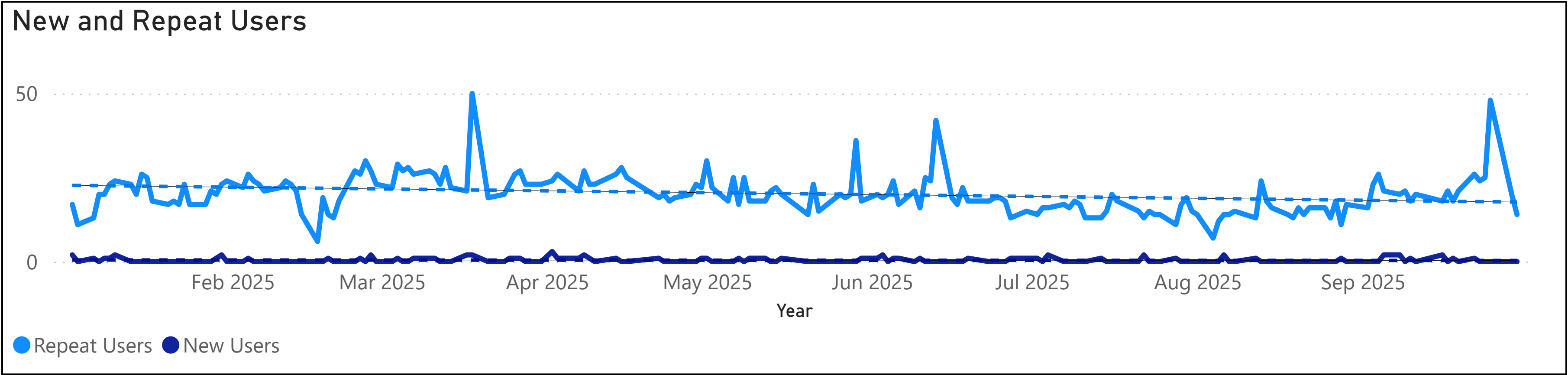
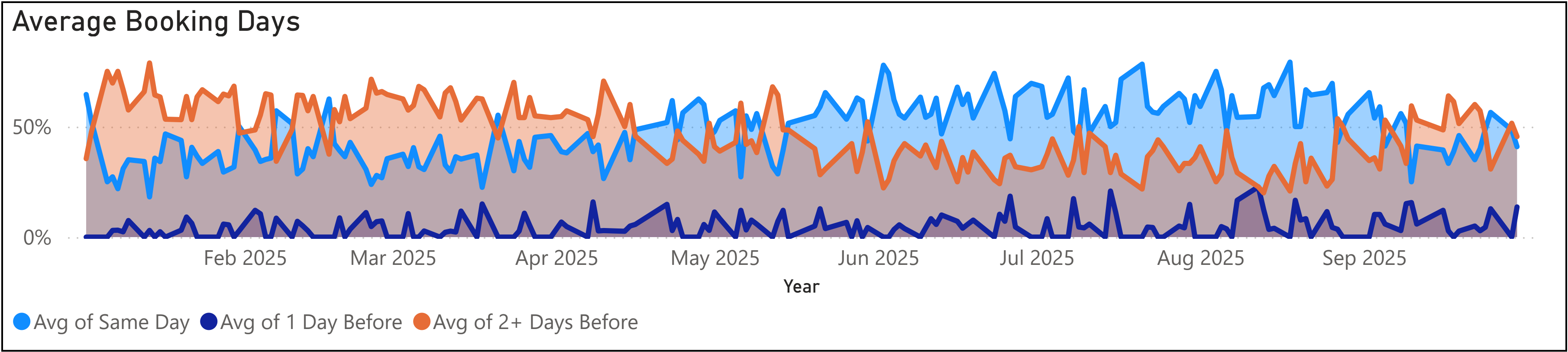
Date

1/1/2025

9/30/2025

12.29

Avg Actual Trip Duration (min)



Year	2025								
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%		
Total	35.4%	2.5%	62.0%	10	437	36.2%	4.8%		

Program

☒ Blackfalds

ServiceDay

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

Date

1/1/2025

9/30/2025



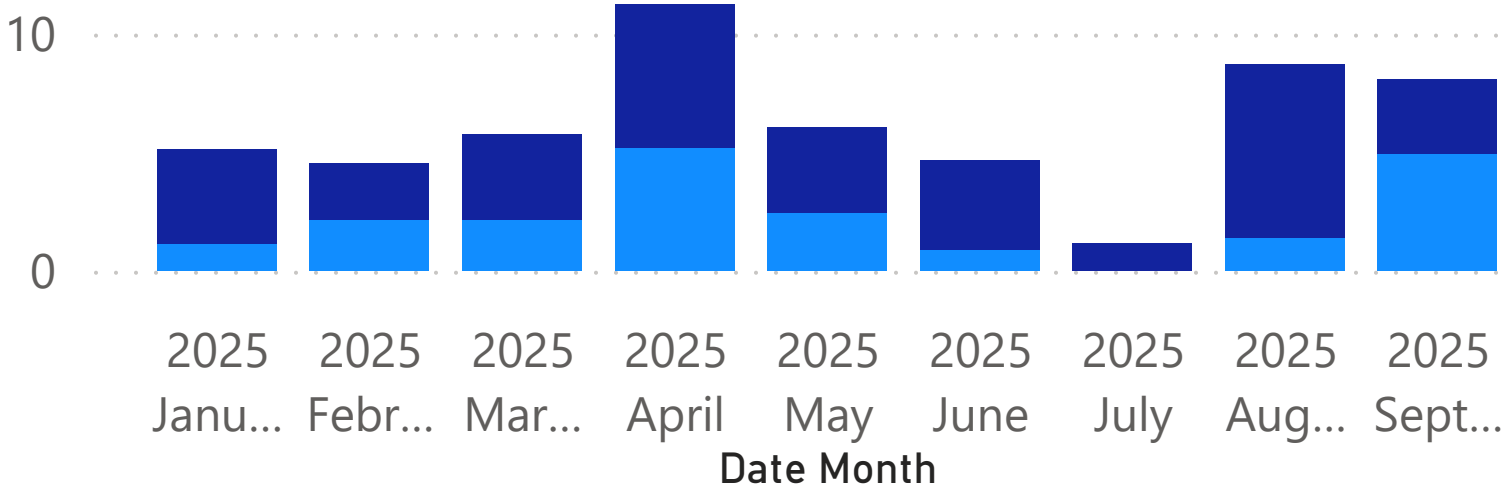
5583

Completed Rides

4.97

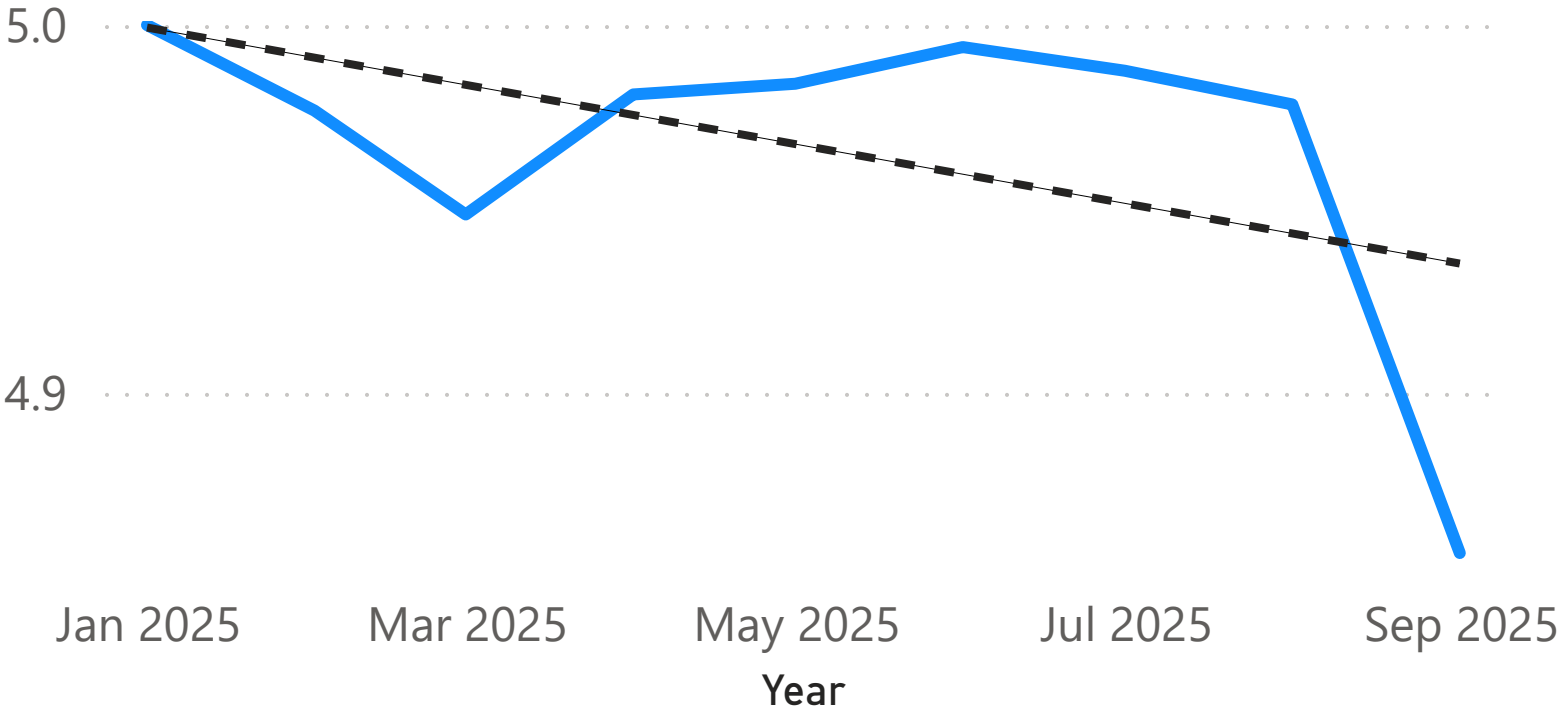
Avg Ride Rating

Avg Late Pickup and Drop Off

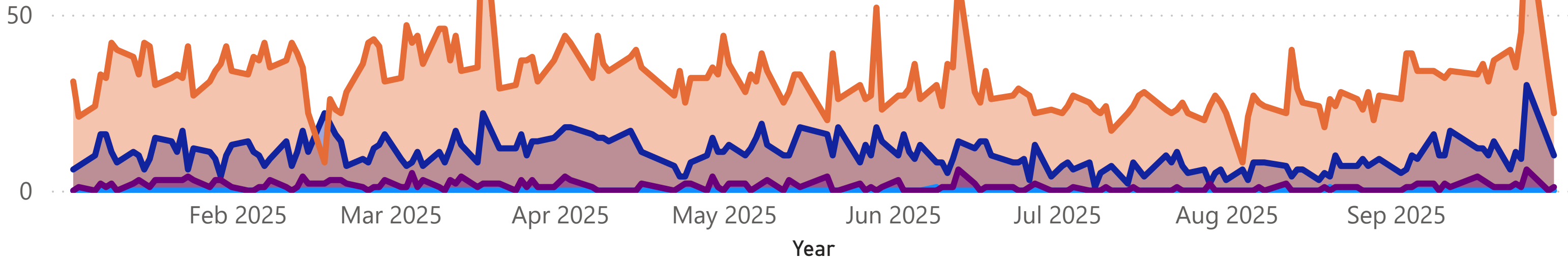


● Avg Drop Off Late ● Avg Pickup Late

Avg Ride Rating



Ride Status Types



● Abandoned Rides ● Cancelled Rides ● Completed Rides ● No Shows

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

Program

☒ Blackfalds

ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

1/1/2025

9/30/2025

6157

Completed Passengers

2.41

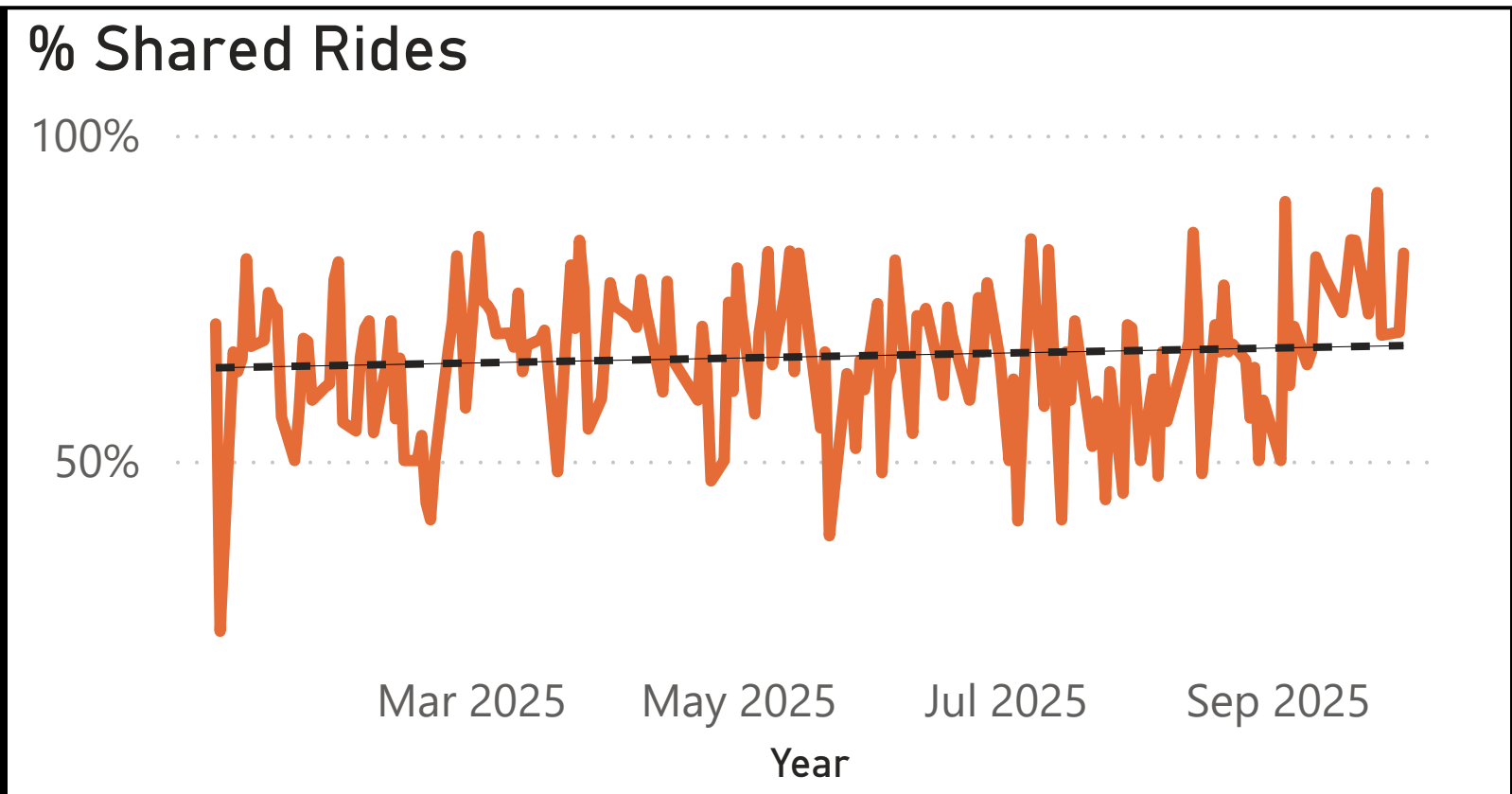
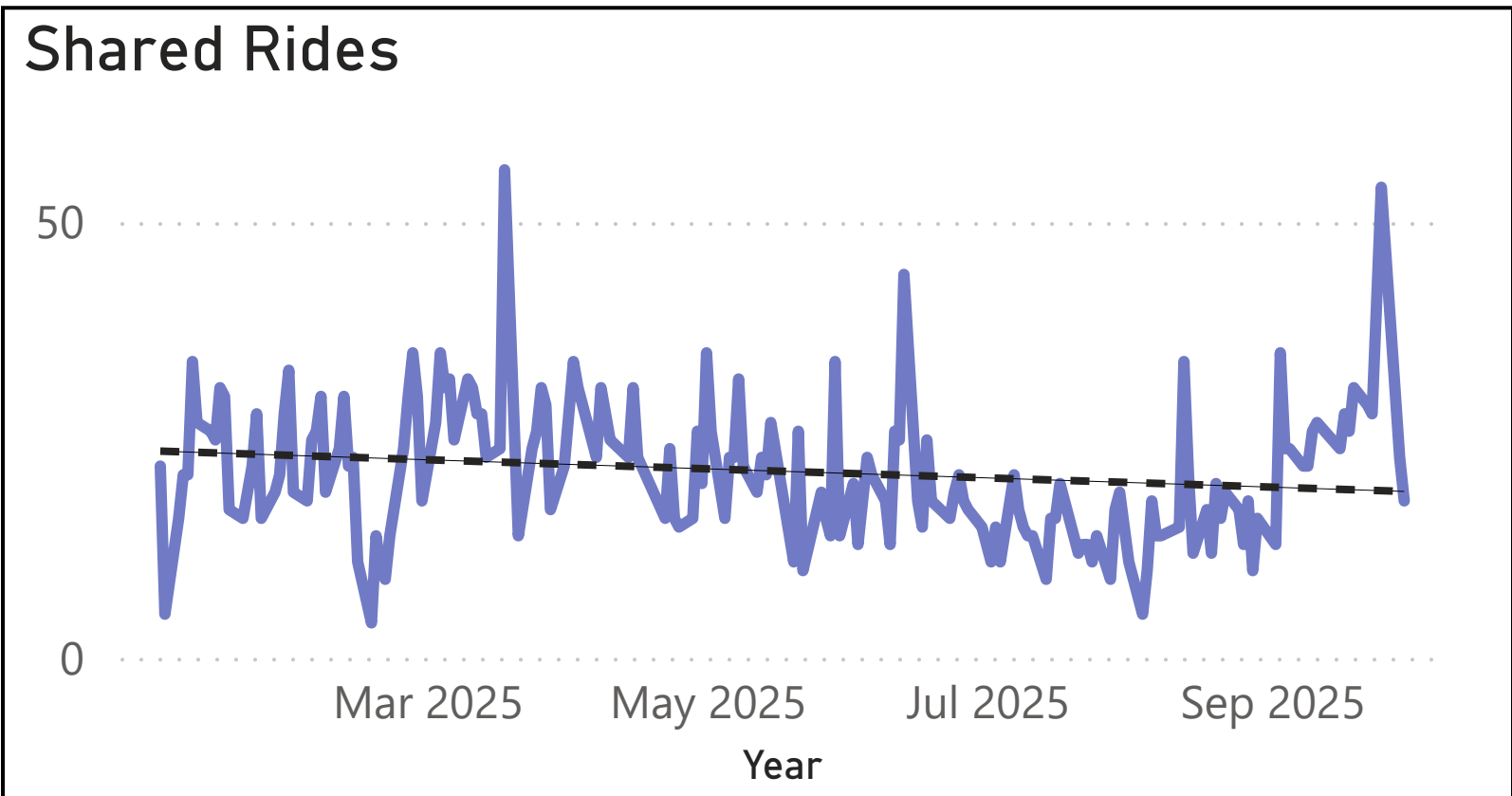
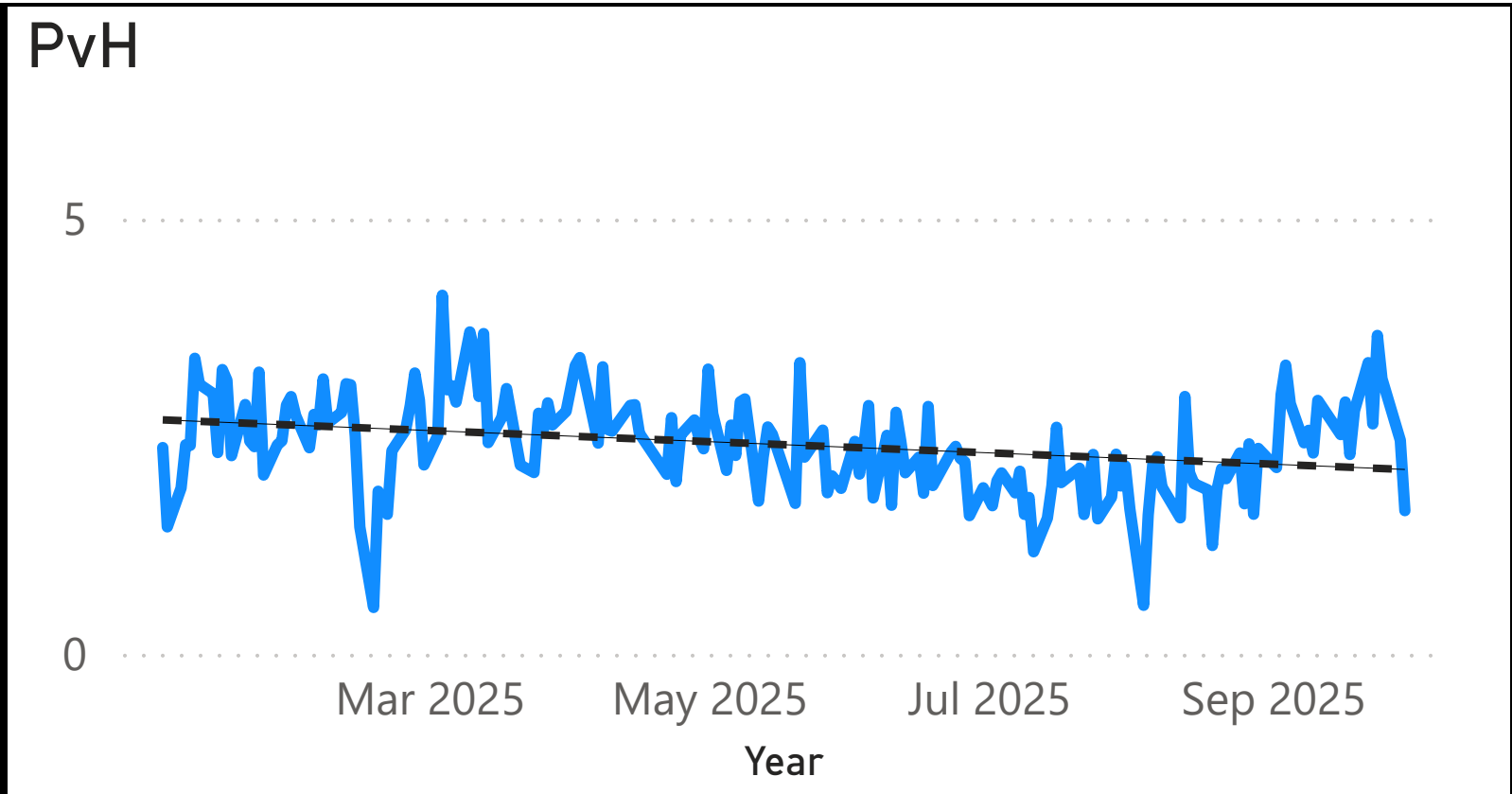
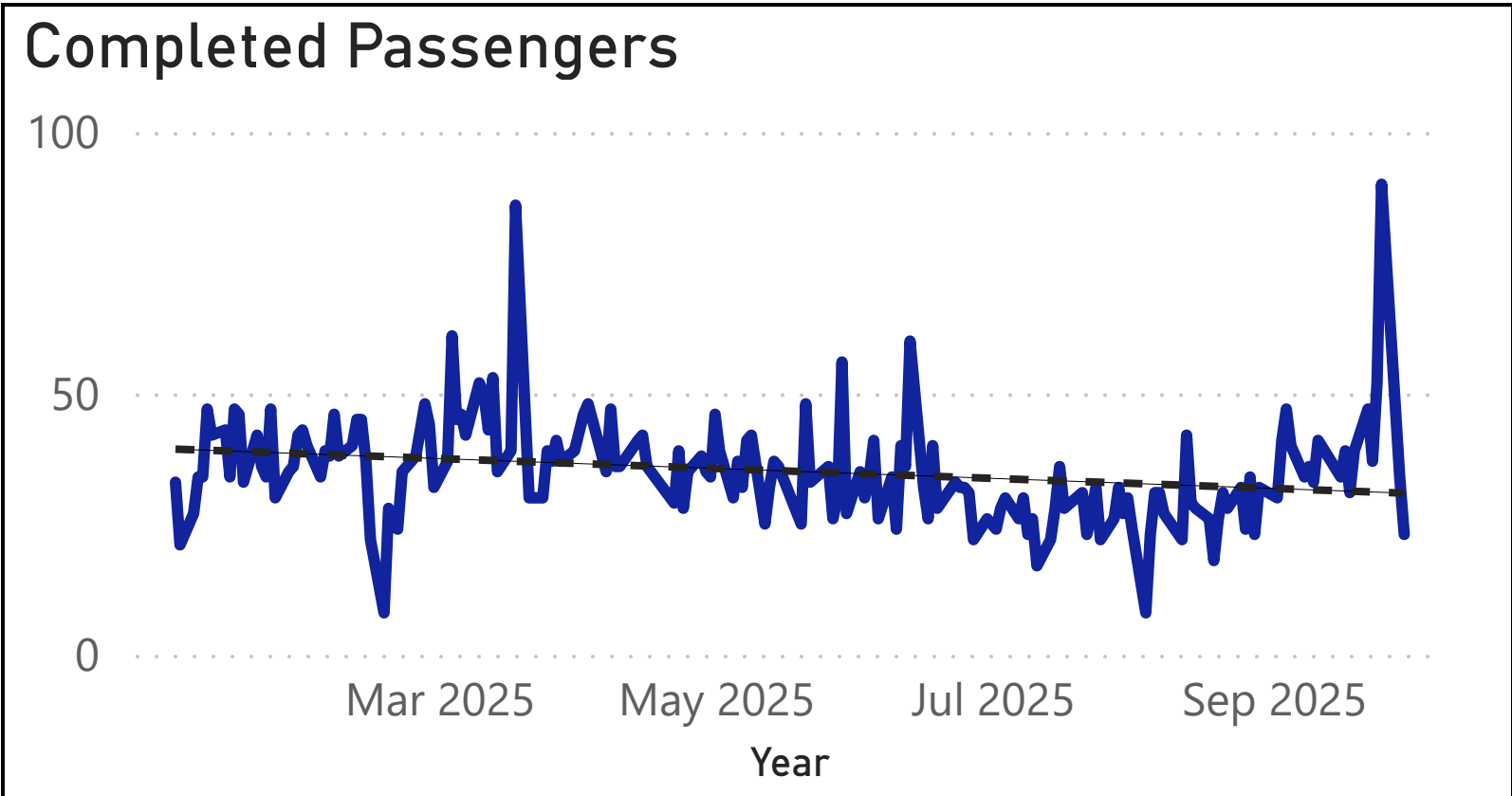
PvH

3752

Shared Rides

67.20%

% Shared Rides



Year	2025									
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

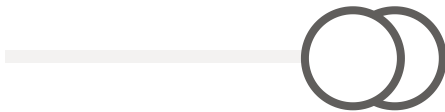
ServiceDay

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

Date

1/1/2025

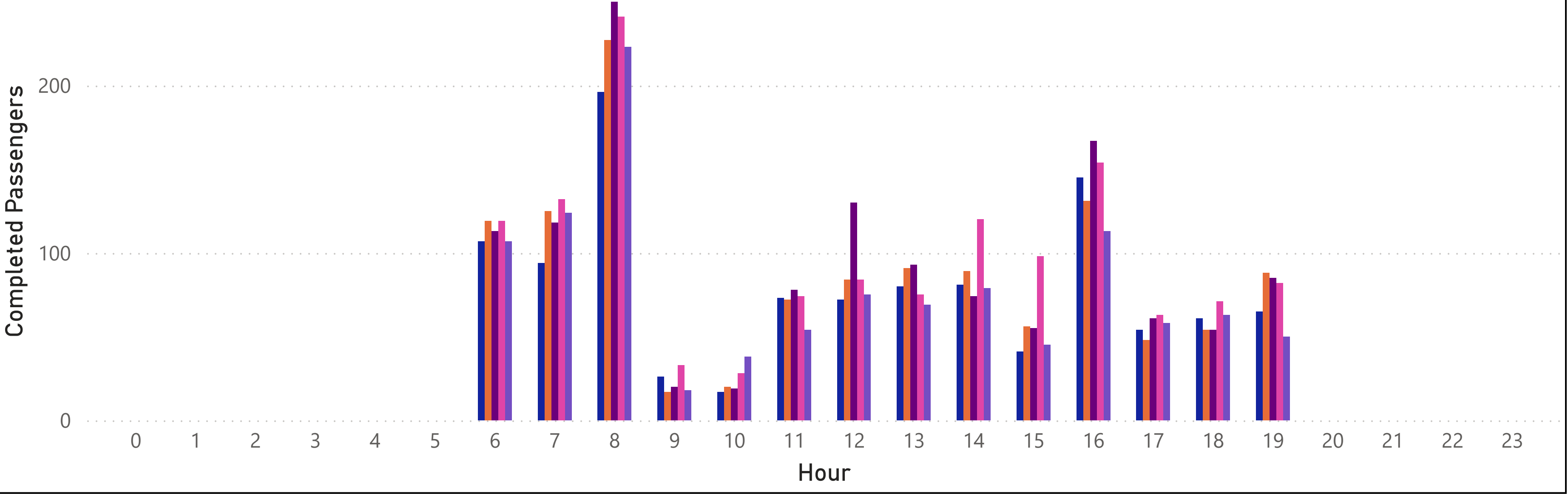
9/30/2025



ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	107	94	196	26	17	73	72	80	81	41	145	54	61	65	0	0	0	0	1112
Tue	0	0	0	0	0	0	119	125	227	17	20	72	84	91	89	56	131	48	54	88	0	0	0	0	1221
Wed	0	0	0	0	0	0	113	118	250	20	19	78	130	93	74	55	167	61	54	85	0	0	0	0	1317
Thu	0	0	0	0	0	0	119	132	241	33	28	74	84	75	120	98	154	63	71	82	0	0	0	0	1374
Fri	0	0	0	0	0	0	107	124	223	18	38	54	75	69	79	45	113	58	63	50	0	0	0	0	1116
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	0	565	593	1137	114	122	351	445	408	443	295	710	284	303	370	0	0	0	0	6140

Completed Passengers by Service Day and Hour

ServiceDay Sun Mon Tue Wed Thu Fri Sat



Program

☒ Blackfalds

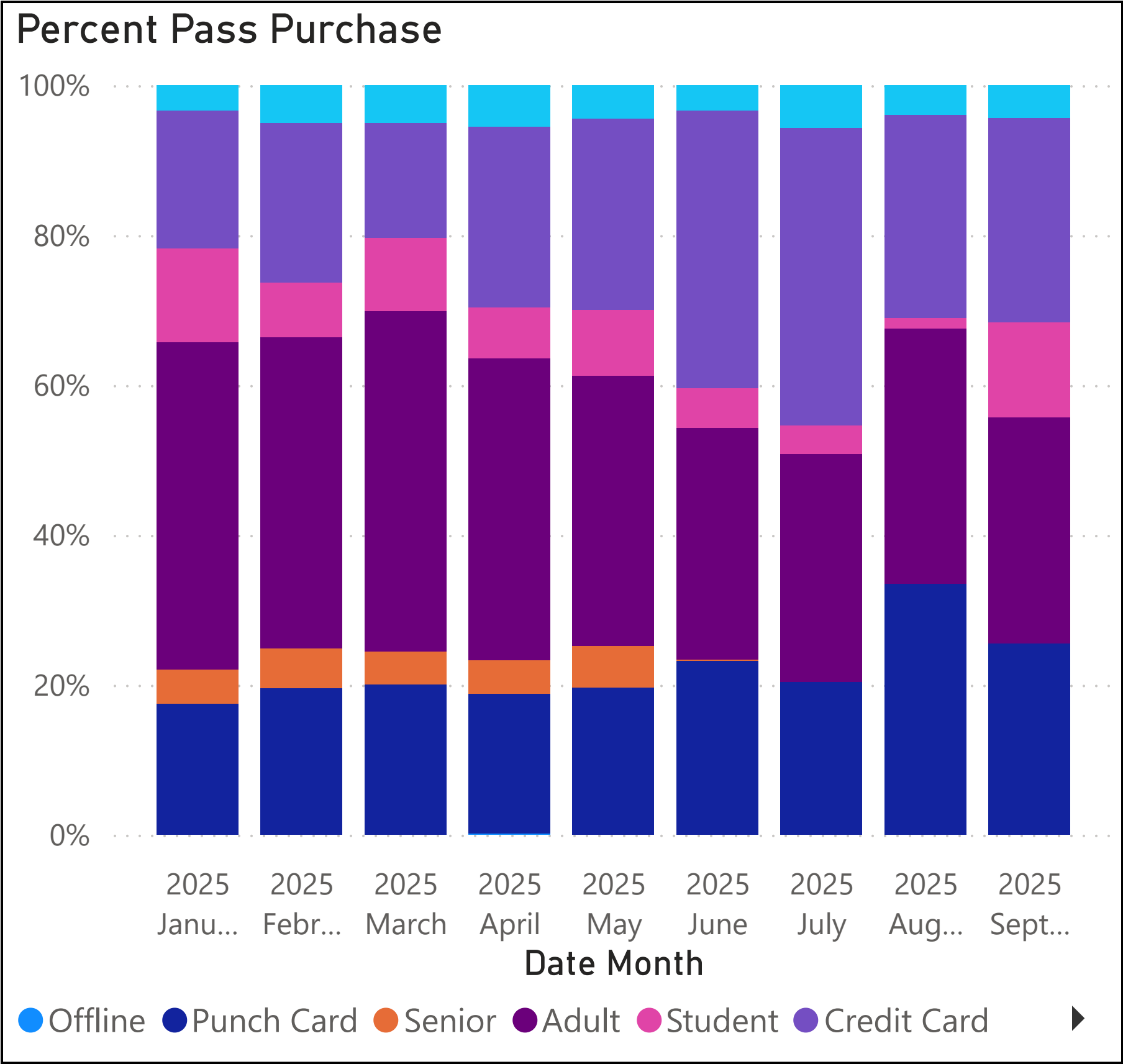
ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

1/1/2025

9/30/2025



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	1209	162	2094	449	1418

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 Ca	
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

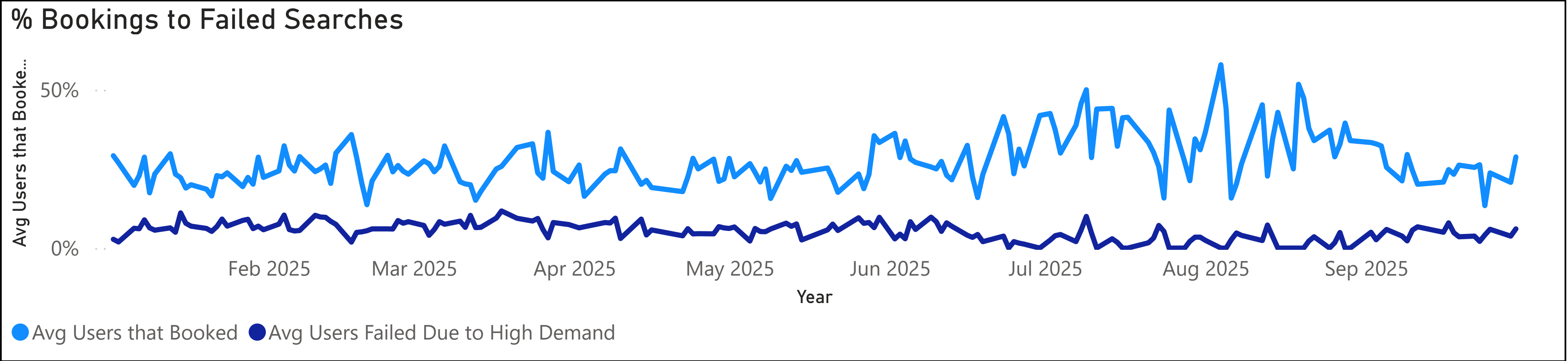
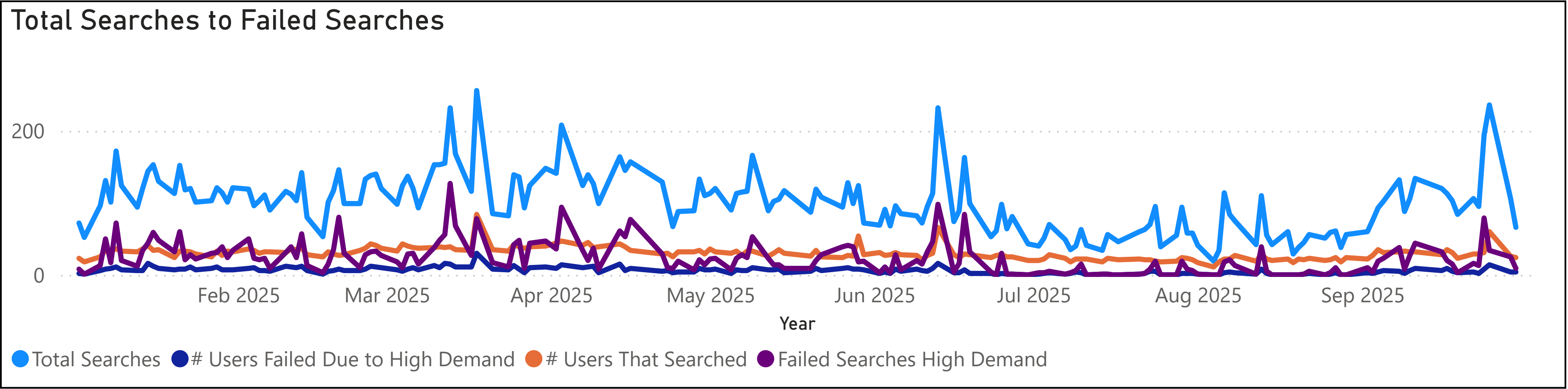
ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

1/1/2025

9/30/2025



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

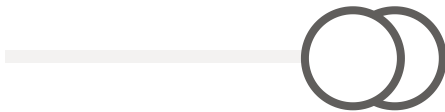
ServiceDay

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

Date

1/1/2025

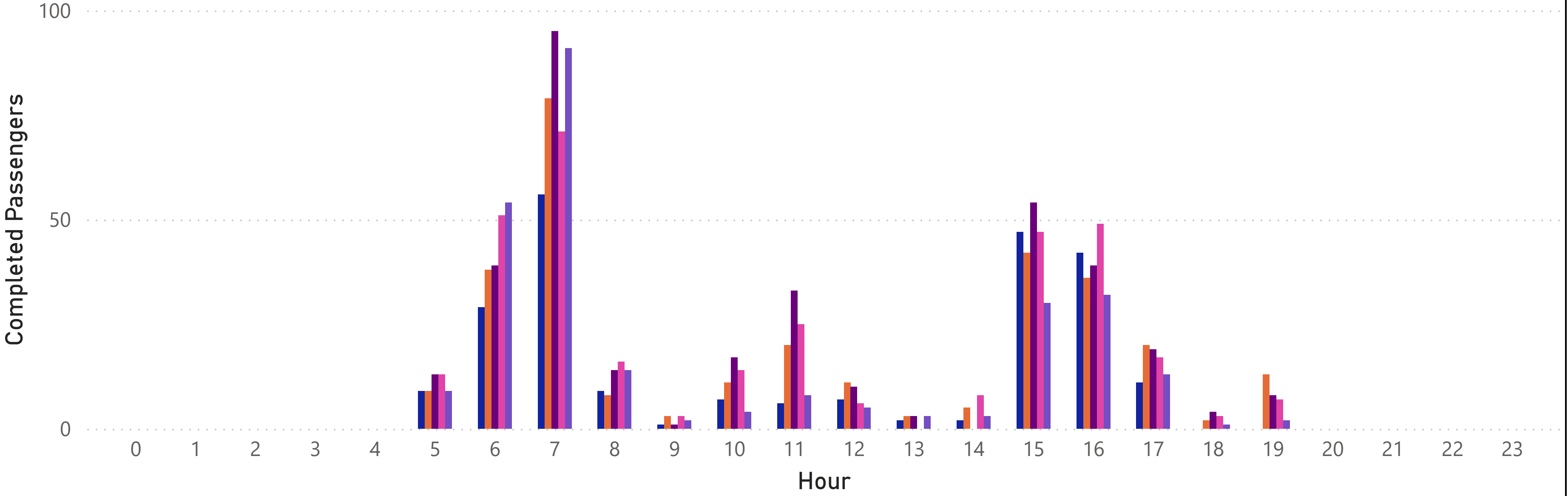
9/30/2025



ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	9	29	56	9	1	7	6	7	2	2	47	42	11	0	0	0	0	0	0	228
Tue	0	0	0	0	0	9	38	79	8	3	11	20	11	3	5	42	36	20	2	13	0	0	0	0	300
Wed	0	0	0	0	0	13	39	95	14	1	17	33	10	3	0	54	39	19	4	8	0	0	0	0	349
Thu	0	0	0	0	0	13	51	71	16	3	14	25	6	0	8	47	49	17	3	7	0	0	0	0	330
Fri	0	0	0	0	0	9	54	91	14	2	4	8	5	3	3	30	32	13	1	2	0	0	0	0	271
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	53	211	392	61	10	53	92	39	11	18	220	198	80	10	30	0	0	0	0	1478

Failed Searches by Service Day, Hour, and User

ServiceDay Sun Mon Tue Wed Thu Fri Sat



Program

☒ Blackfalds

ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

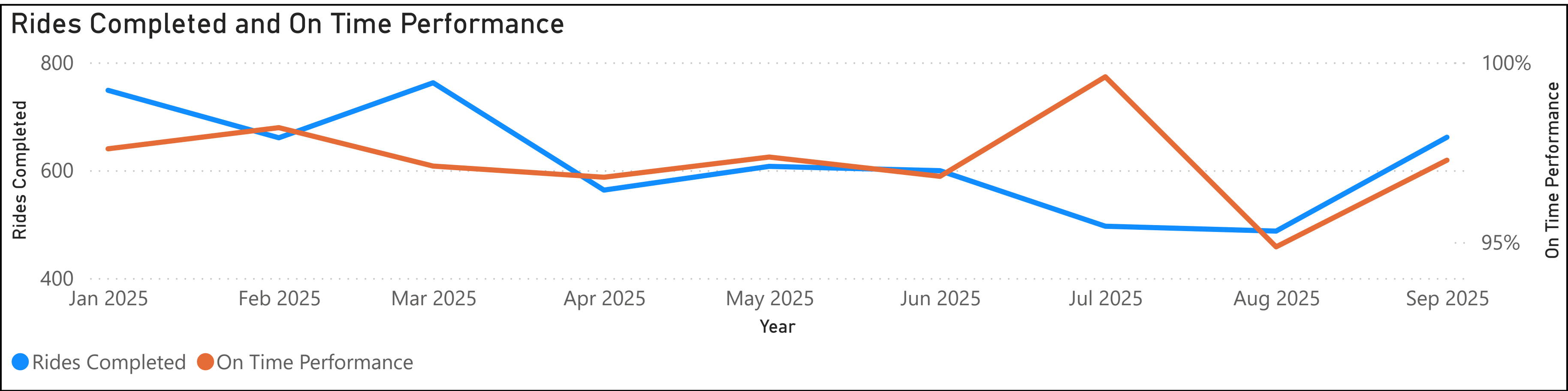
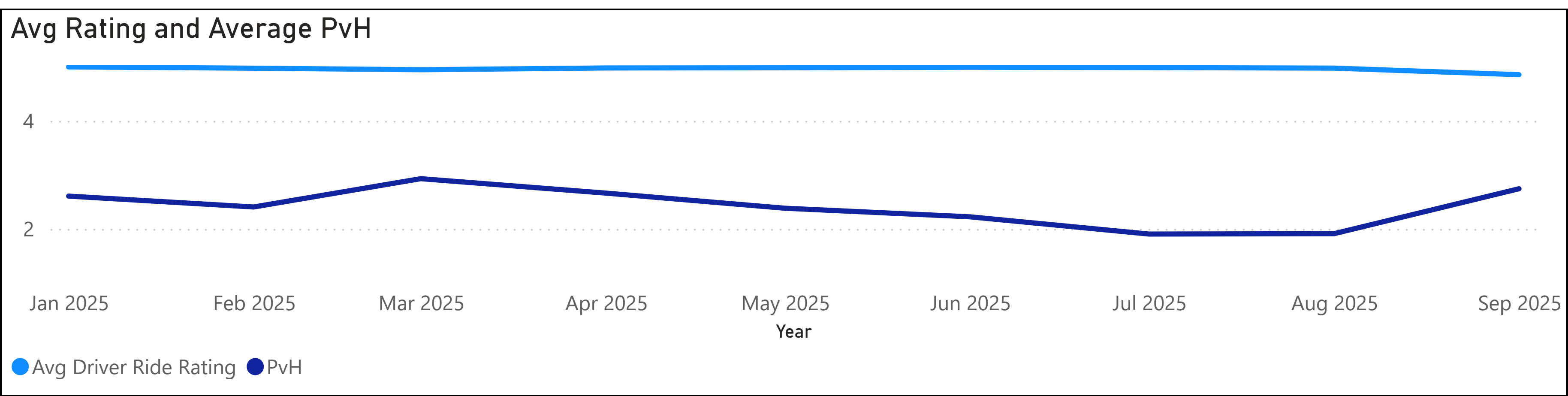
Date

1/1/2025

9/30/2025

97.31%

On Time Performance



Year	2025							
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	98.5%
Total	748	5.00	2.61	97.59%	660	4.98	2.41	98.5%

Program

☒ Blackfalds

ServiceDay

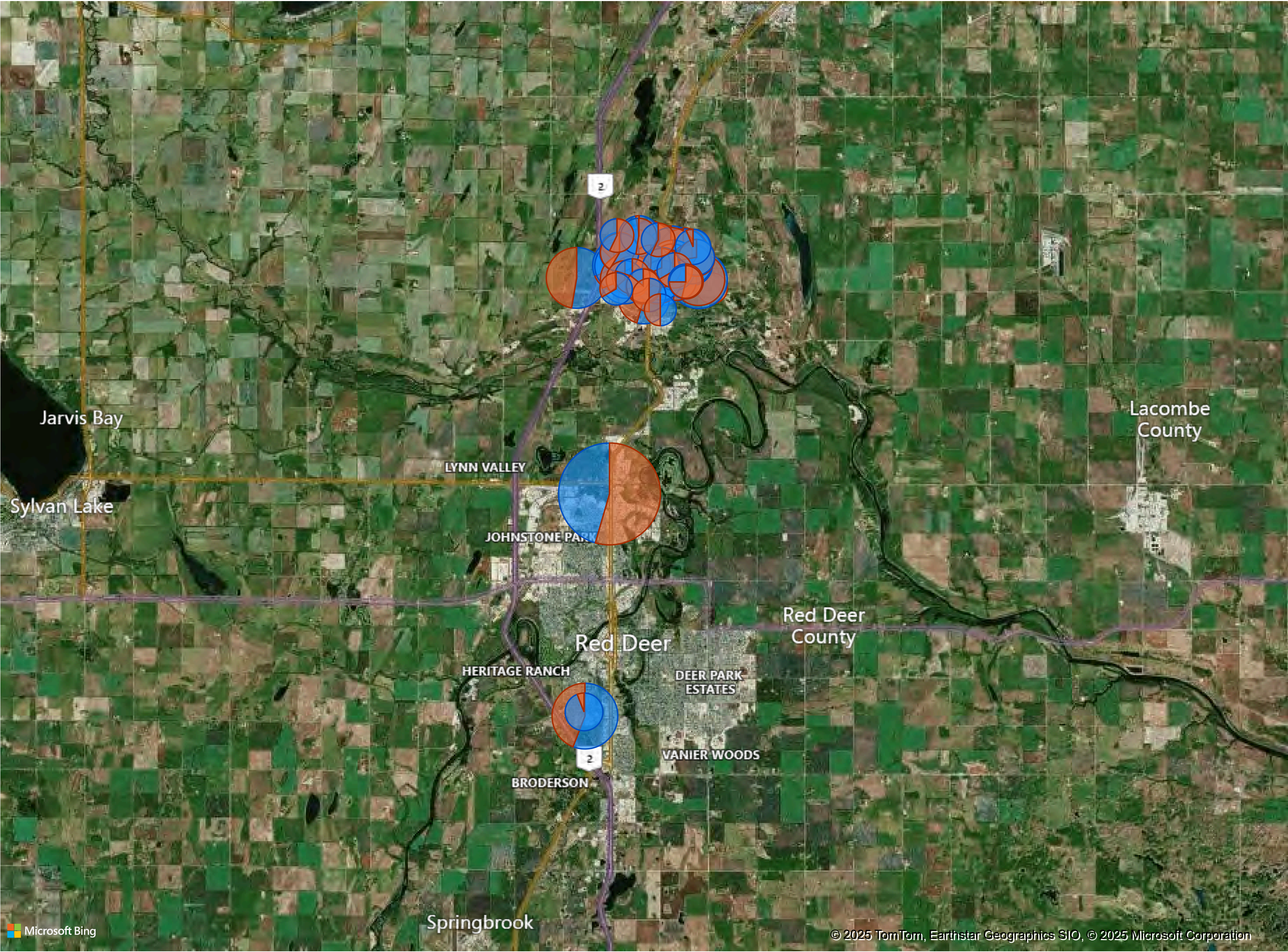
- ☐ Sun
- ☐ Mon
- ☐ Tue
- ☐ Wed
- ☐ Thu
- ☐ Fri
- ☐ Sat

Date

1/1/2025 9/30/2025



● Dropoff ● Pickup



Program

☒ Blackfalds

ServiceDay

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

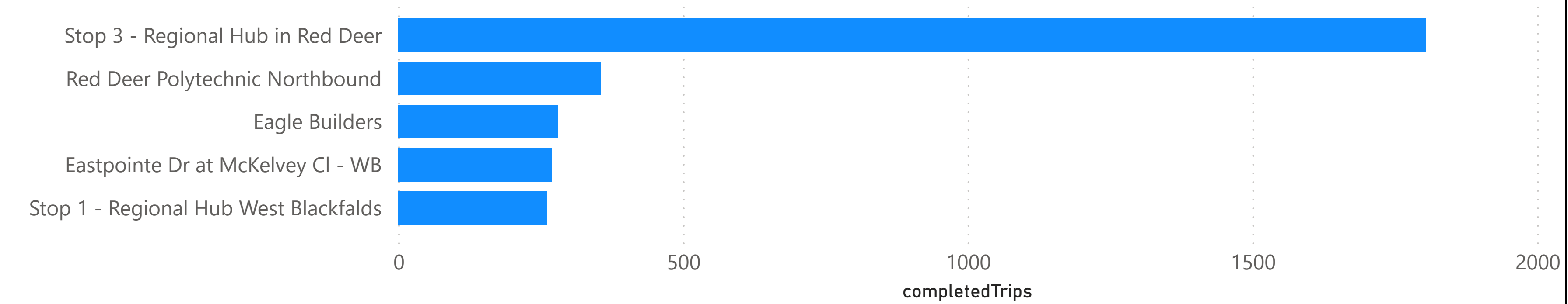
☐ Sat

Date

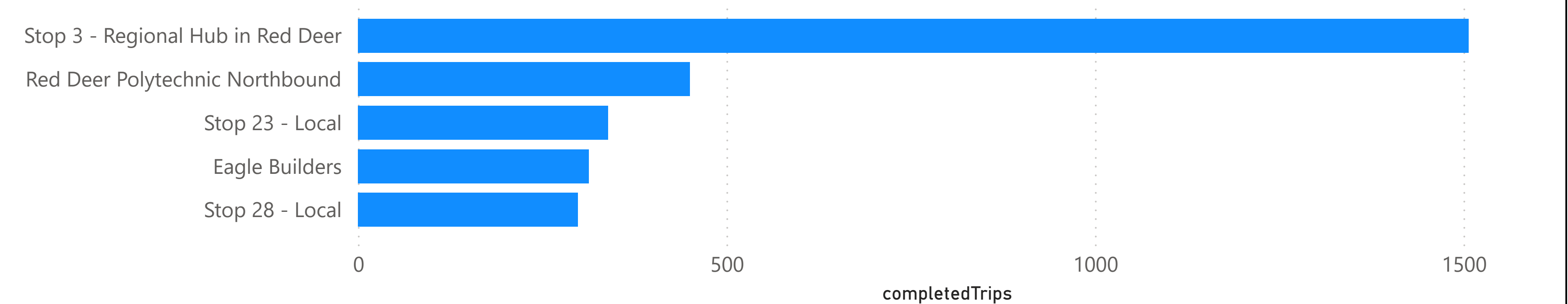
1/1/2025

9/30/2025

Top 5 Pickup Locations



Top 5 Drop Off Locations



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	1507	1804	3311
Red Deer Polytechnic Northbound	450	355	805
Eagle Builders	313	281	594
Stop 28 - Local	298	167	465
Stop 1 - Regional Hub West Blackfalds	180	261	441
Stop 23 - Local	339	34	373
Womacks Rd at Blackfalds Skateboard Park	108	233	341
Eastpointe Dr at McKelvey CI - WB	38	269	307
Stop 16 - Local	113	168	281
Total	5583	5583	11166

MEETING DATE: October 14, 2025

PREPARED BY: Darolee Bouteiller, Finance Manager

SUBJECT: Citizen Engagement Budget 2026 Survey Results

BACKGROUND

A part of the budget process is for the Town Council to engage with the citizens and get feedback regarding the Town budget. This year the Town has engaged with citizens through a budget survey and an in-person interaction held at the Community Information Expo. This item is to report back to council the results of the survey.

DISCUSSION

The survey was created in-house by the Finance Manager, and MarCom Team lead using Survey Planet. The survey was made available from Aug 25 – Sept 22, and was promoted through the Town website, utility bills, monthly newsletter, Town Electronic Signs, at the Community Information Expo. and on social media accounts with links to the survey on a QR code.

The survey included nine questions about Town Services and asked the respondents how effectively they feel the Town is currently delivering the service. Rating range was between very effectively, effectively, adequately, ineffectively, very ineffectively, and not applicable. Then, it asked them to comment on the biggest challenge or area for improvement that they have observed with that service.

The survey then had a section of questions designed to generate feedback on solutions for balancing the budget and create a deeper level of understanding of citizens' tax rate tolerance for maintaining and improving the town.

The survey asked five questions regarding how acceptable specific solutions are to balance a budget. The choices were completely acceptable, acceptable, neutral, unacceptable, completely unacceptable. Followed by four questions that asked the respondent to rate their willingness to support a property tax increase for specific purposes. Each option had a response of strongly support, support, neutral, oppose, or strongly oppose. Followed by a comment box to provide additional areas for improvement. The survey then asked for some demographic information and gave participants an opportunity to enter a draw for participating.

There were 327 residents who completed the entire survey. The largest age group of survey participants was between the ages of 31-45 years of age and accounted for 40.9% of all respondents, 86% of respondents were Blackfalds property owners, and 72.5% of the respondents found out about the survey through social media.

The results are tabulated in the final report attached as Appendix A, with the responses of each question portrayed in a doughnut chart. This gives a great visual of how effectively the respondents feel the town meets their service level expectations.

Summary of the results.

- The most popular response for each of the service level questions was that the Town is “Effectively” delivering the service, with the exception of Economic Development, where the most popular response was “Adequate”.
- The highest rating given to any one service level was Environmental Services rated at 45.6% “Effectively” on currently delivering the services.
- Parks, Playgrounds, and Green Spaces received the highest percentage of “Very Effectively” rated with 33.3%, and also rated 38.5% “Effectively”.

The next series of questions were focused on balancing the budget: The question asked, “how acceptable each of the following solution is to you in order to keep a balanced budget.” There was such a vast range of responses for these solutions, which indicates the many diverse positions taken by the 327 residents that responded to the survey.

- The highest rating for – **Reducing the level of Town services e.g. reduced hours for facilities, fewer program offerings, mowing restrictions** was “unacceptable” with 31.8% of responses.
- The highest rating for - **Increasing user fees for Town services that currently have fees e.g. Abbey Centre access, permits, licenses** was “acceptable” with 32.7% of responses.
- The highest rating for - **Postponing infrastructure projects e.g. new amenities or major repairs** was “unacceptable” with 32.4% of the responses.
- The highest rating for – **Increasing property taxes** was “completely unacceptable” with 43.7% of the responses.
- The highest rating for – **Introducing new user fees for some Town services that currently have no fees e.g. RV dumping fees or transfer site fees** was “acceptable” with 32.7% of the responses.

The next series of questions asked the respondent to indicate “your willingness to support a property tax increase for the following specific purposes.” Again, we see a vast range of responses, with no clear support for one specific purpose.

- The highest rating - **To maintain the current level of all Town Services e.g. Protective Services, Infrastructure, Community Services** was “Strongly Oppose” with 26.6%.
- The highest rating – **To enhance specific existing services e.g. increased frequency of snow removal, expanded community programs, more policing presence** was “Support” with 24.8%
- The highest rating for the purpose - **To fund new programs or amenities that do not currently exist in the Town** was “Strongly Oppose” with 29.1%
- The highest rating for the purpose – **To keep pace with inflation and rising operational costs across all departments** was “neutral” with 32.4%

A closer review of the donut charts for balancing the budget and for tax increase puts these solutions into perspective. There is a vast range of opinions, therefore a complex and multi-faceted solution will be necessary.

Each question also included a comment box, an important component of the survey, to allow residents to elaborate on their answers or voice concerns. The comment section has been compiled into a document to be distributed to all council members, CAO, and Directors and Managers. Comments from citizens will be taken into consideration when prioritizing department service levels.

The survey was anonymous; however, if they submitted their email address, they were able to participate in a draw for completing the survey. Prize #1 – is \$150 credit towards the Town of Blackfalds Utility account, along with a Town of Blackfalds fluffy blanket and travel mug. Prize #2 – was a \$75 gift pass to the Abbey Centre, a Blackfalds fluffy blanket and a travel mug. The winners were randomly selected in a draw. The winner of prize 1 was Shannon Deleeuw, and the winner of prize 2 was Hailey Malloy – Caissie.

The Survey results give Council valuable feedback on citizen satisfaction of current service levels, property tax tolerance, valuable feedback on solutions to balance the budget.

The approach going forward will be to consider options and feedback received in this survey, identify cost savings, prioritize projects, give consideration for the current economic conditions, and keep fiscal responsibility for existing services to establish the 2026-2028 budget.

ATTACHMENTS

- *Appendix A – Summary Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Manager





TOWN OF BLACKFALDS

CITIZEN ENGAGEMENT 2026 BUDGET SURVEY

The Town of Blackfalds aims to deliver a balanced budget that maintains affordability for taxpayers while delivering services that residents value and expect.

BLACKFALDS
ALBERTA

INTRODUCTION

The Town of Blackfalds conducted the annual Budget Survey from August 25 - September 22, 2025.

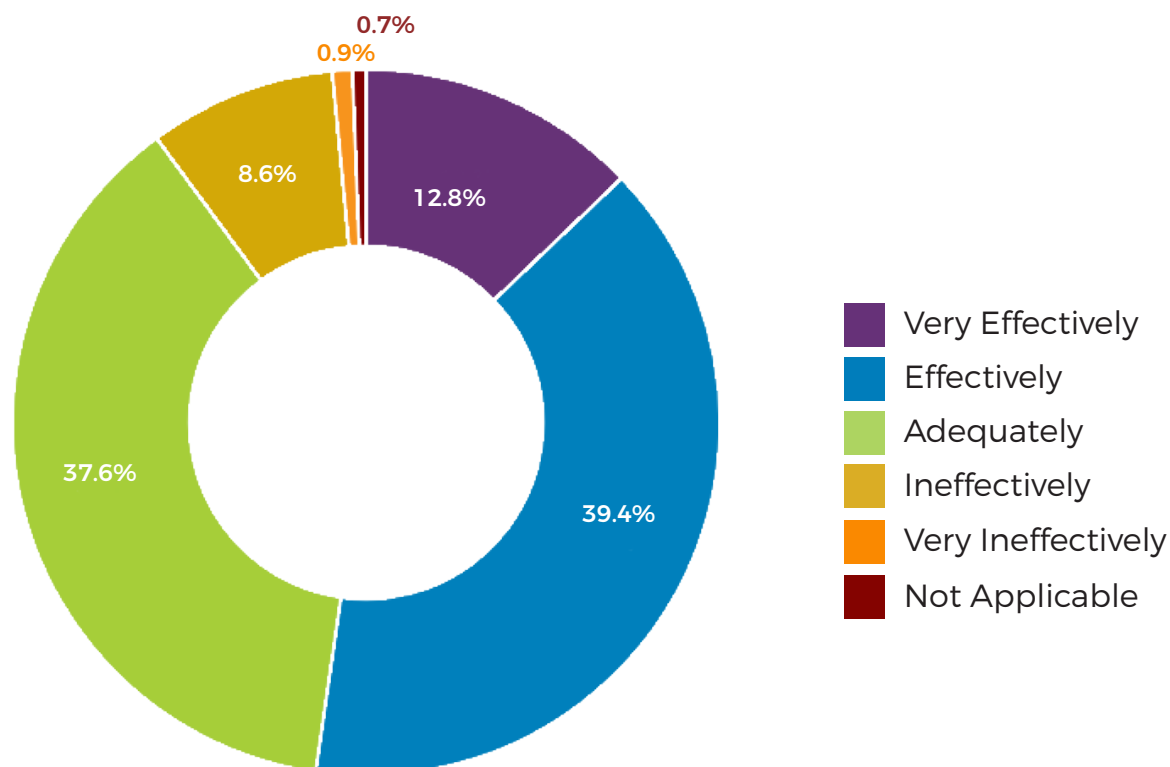
The “Have a Say in What You Pay” budget survey was promoted and distributed using various tools and events including:

- Promoted on social media - Twitter, Facebook (Boosted Ad) , LinkedIn, Instagram.
- Back side of Utility Bill
- Blackfalds Connect
- Community Info Expo
- Website home page slider
- Budget presentation boards
- Monthly newsletters
- Town Electronic Signs

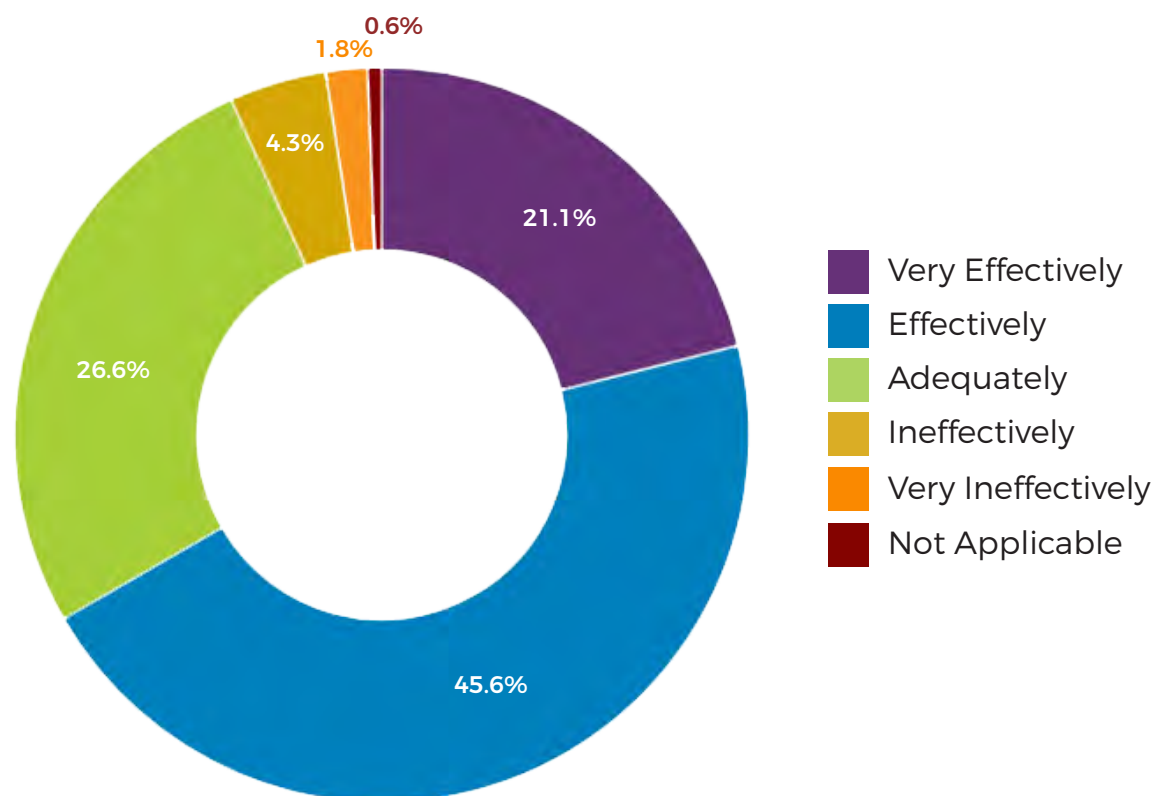
The survey received 327 responses, 86% of which were Blackfalds residents.



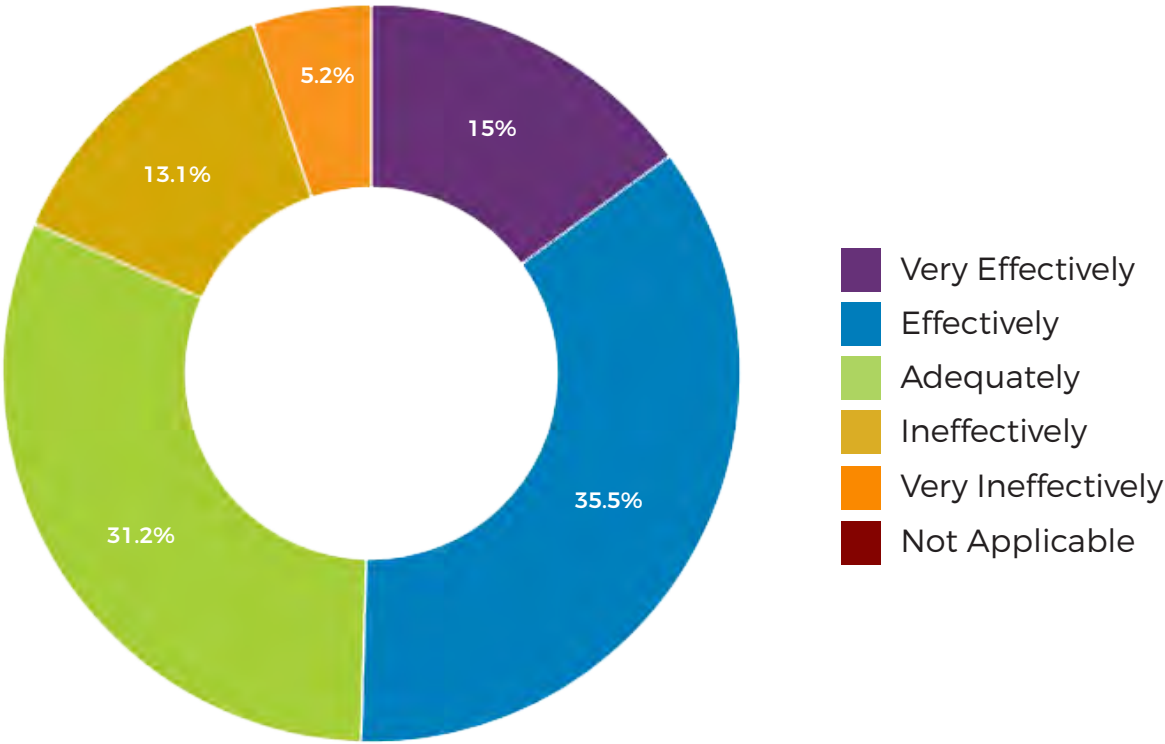
Thinking about the various functions of Protective Services in Blackfalds, how effectively do you believe the Town is currently delivering on services?



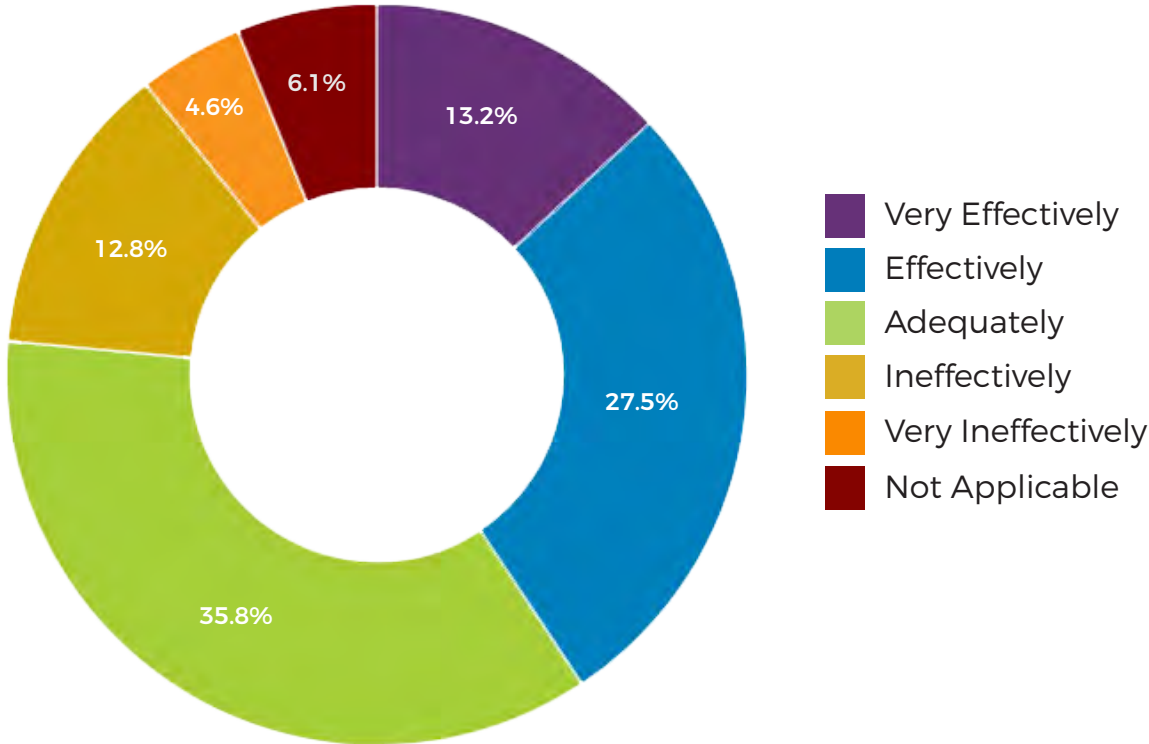
Thinking about the various functions of Environmental Services in Blackfalds, how effectively do you believe the Town is currently delivering on these Services?



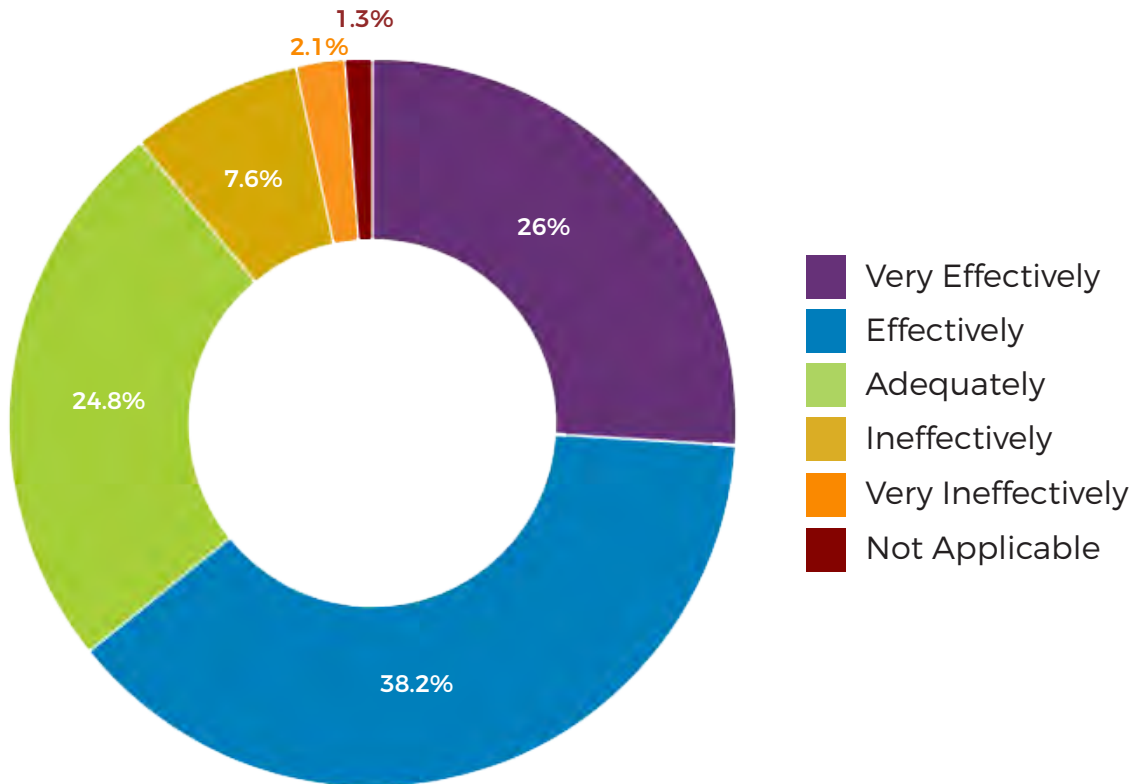
Thinking about the various functions of Infrastructure Services in Blackfalds, how effectively do you believe the Town is currently delivering on Services?*



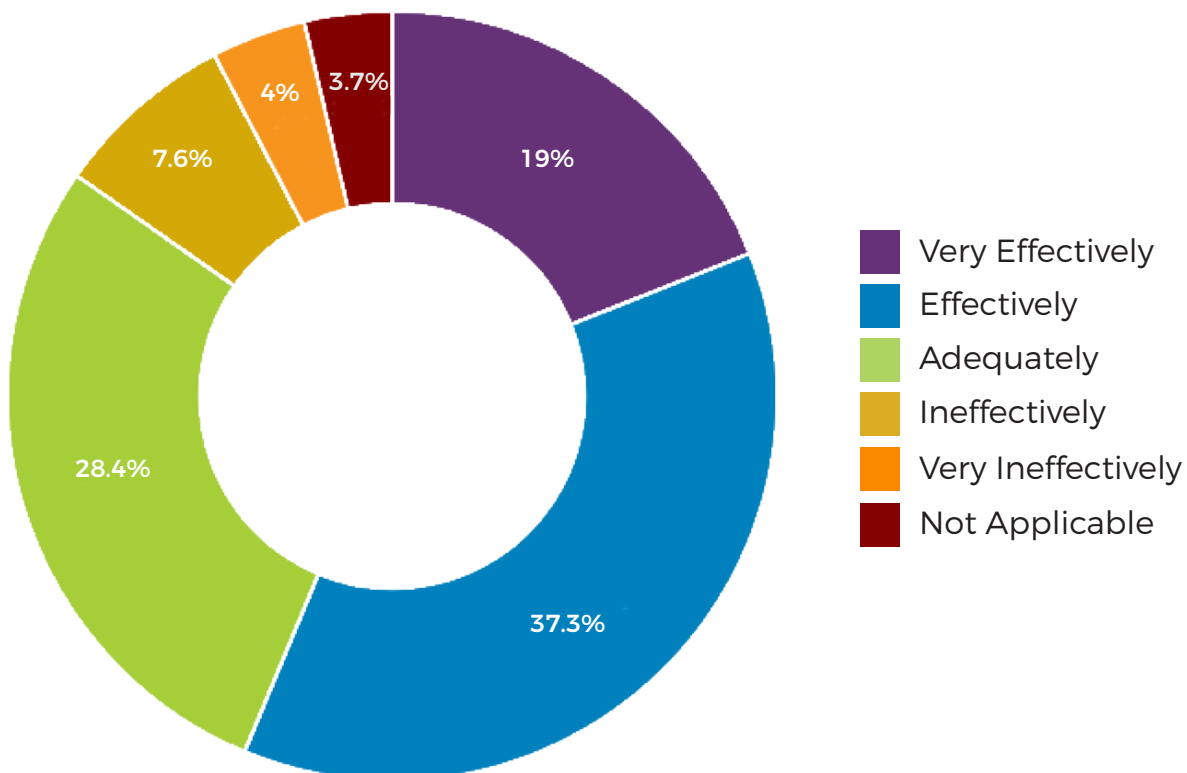
Based on your experience with Economic Development, how would you rate your level of satisfaction?



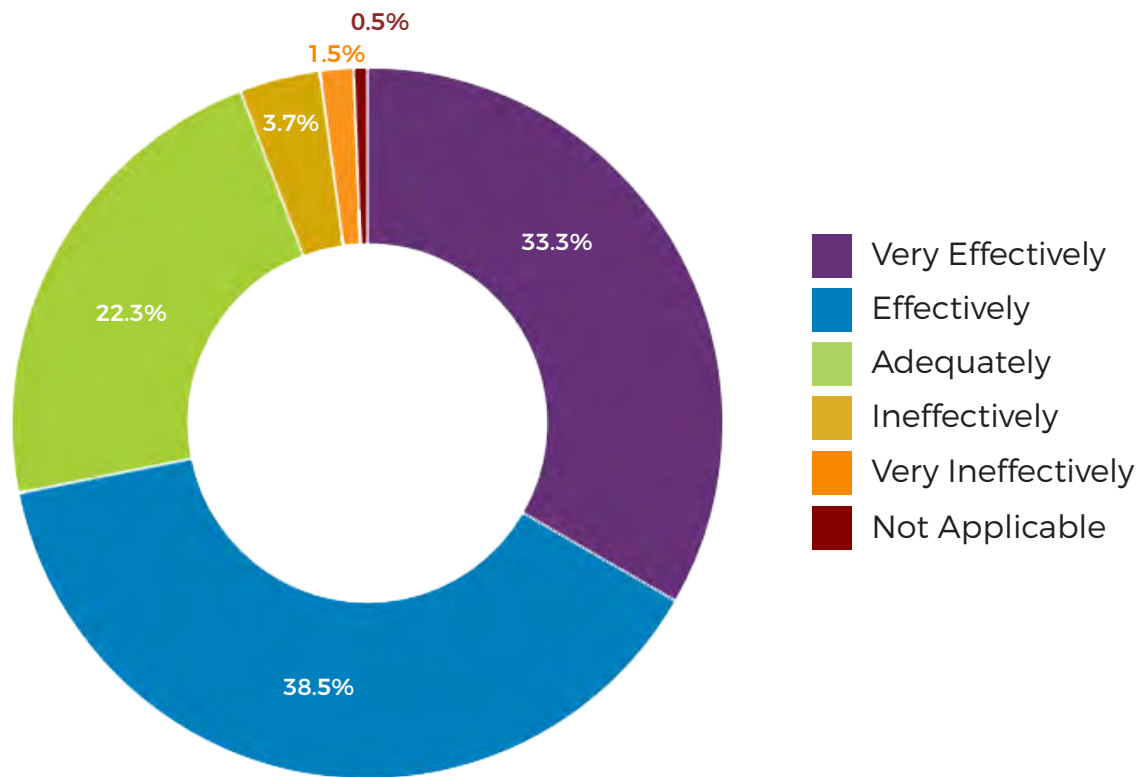
Thinking about the various functions of Facility Services in Blackfalds, how effectively do you believe the Town is currently delivering on Services*



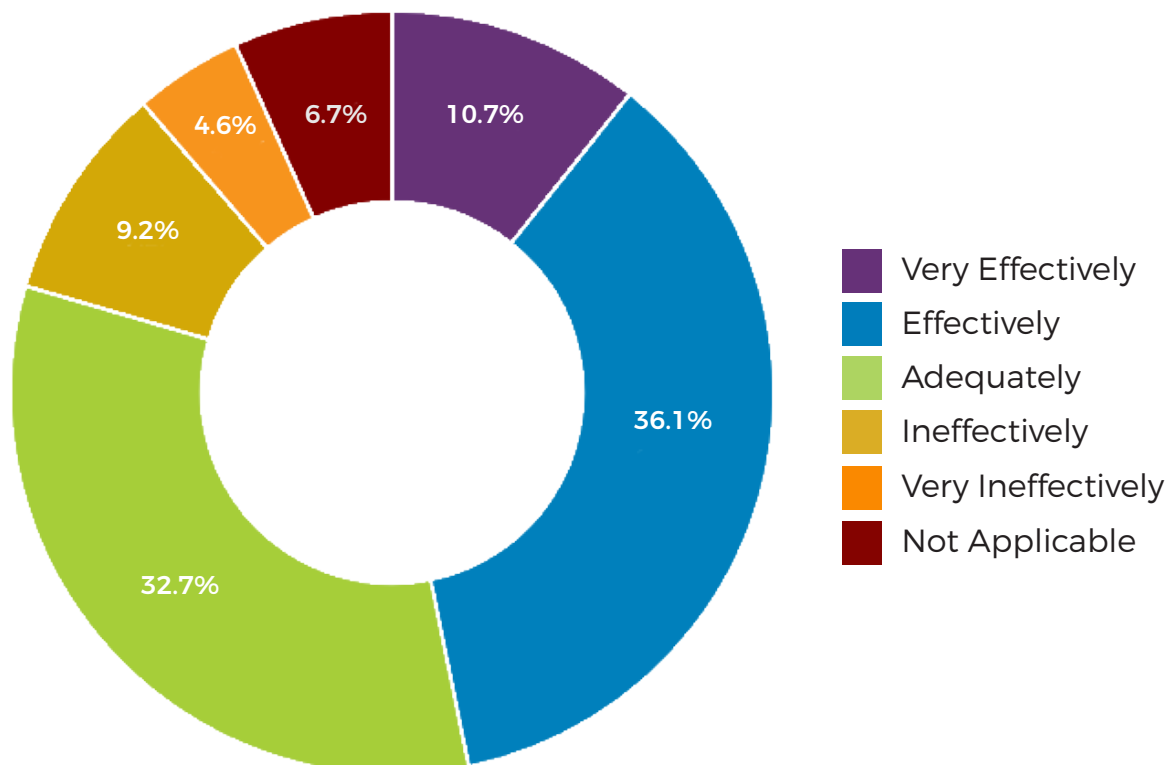
Thinking about the various functions of Programs & Events in Blackfalds, how effectively do you believe the Town is currently delivering on Services?***



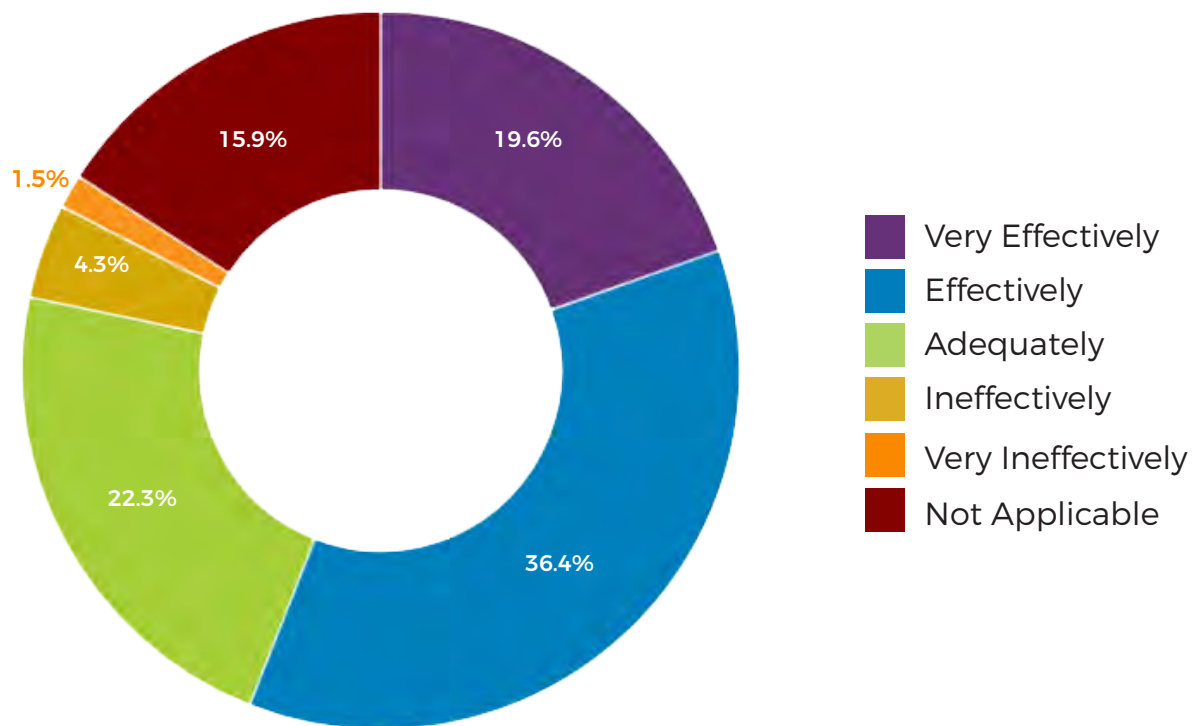
Thinking about the various functions of Parks, Playgrounds and Green Spaces in Blackfalds, how effectively do you believe the Town is currently delivering on Services



Based on your experience with Marketing & Communications, how would you rate your level of satisfaction?

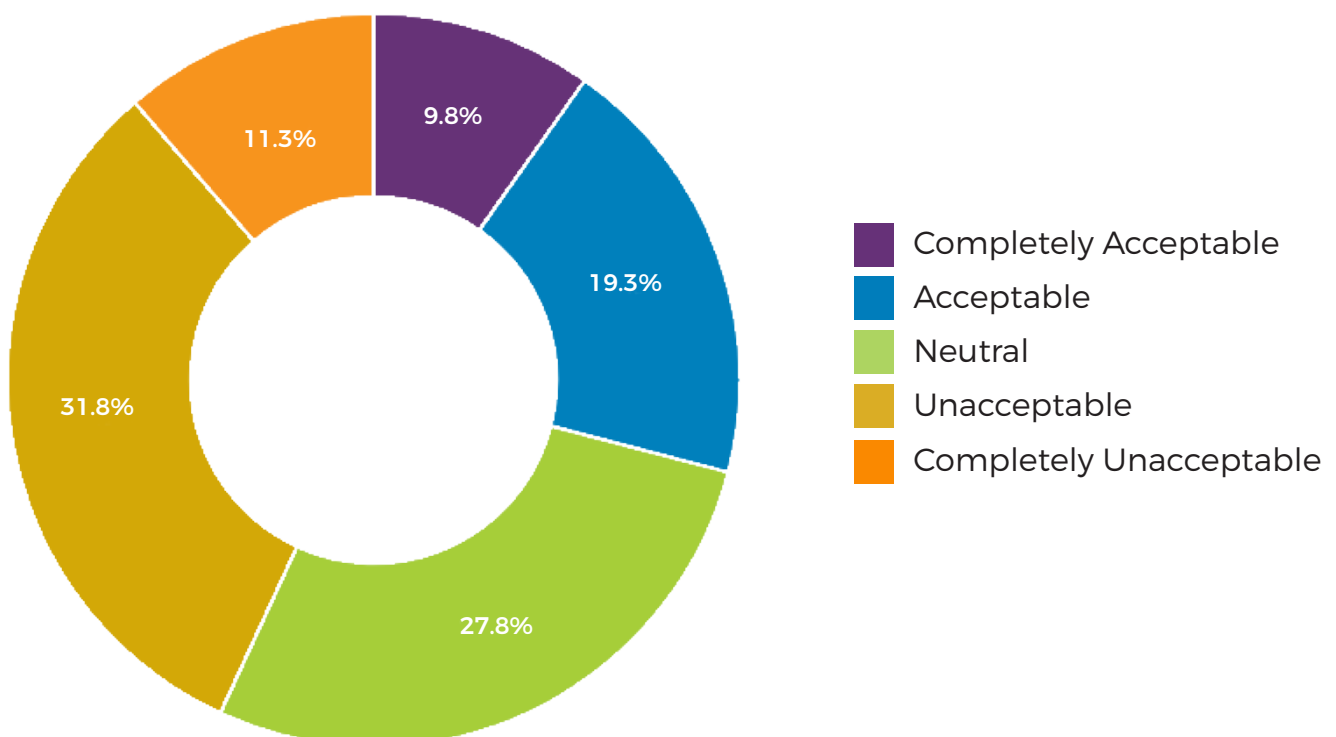


Thinking about the various functions of Family & Community Support Services (FCSS) in Blackfalds, how effectively do you believe the Town is currently delivering on Services?



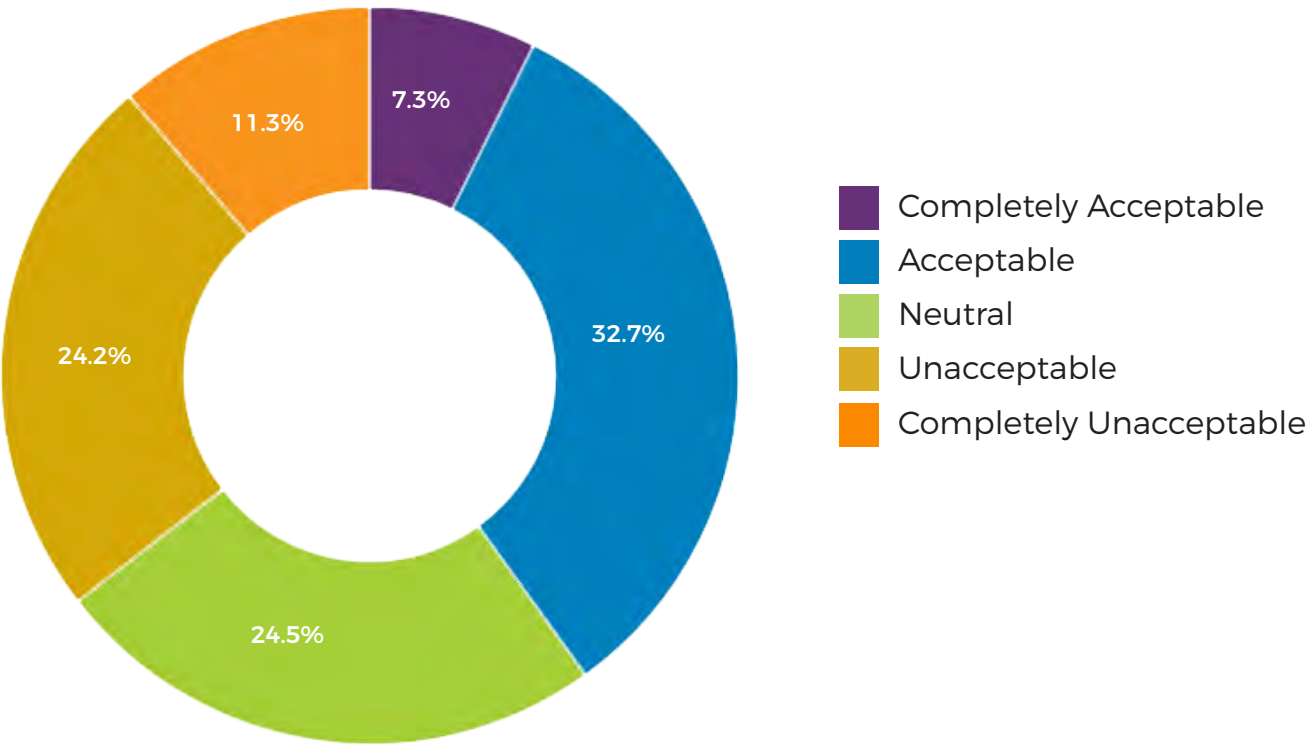
The next few questions will ask you to rate how acceptable each of the following solutions is to you in order to keep a balanced budget.

Reducing the level of Town services (e.g., reduced hours for facilities, fewer program offerings, mowing restrictions).*



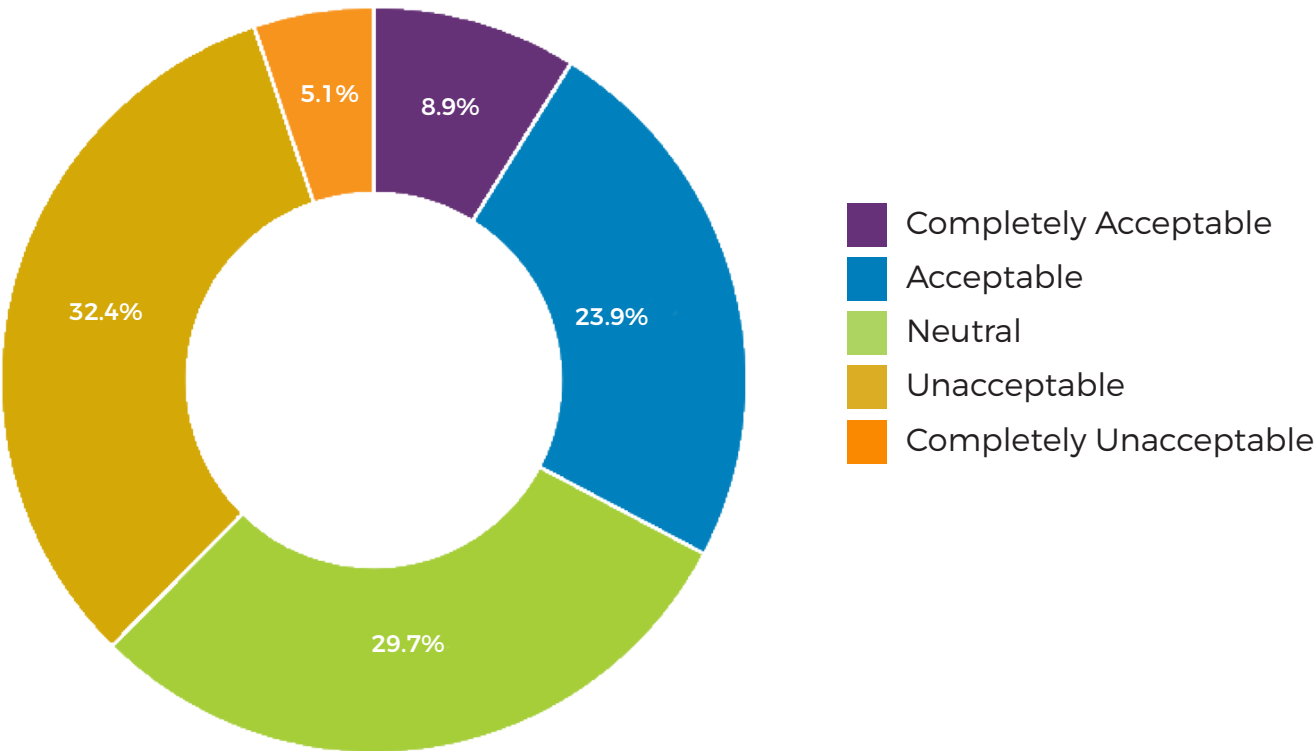
The next few questions will ask you to rate how acceptable each of the following solutions is to you in order to keep a balanced budget.

Increasing user fees for Town services that currently have fees (e.g., Abbey Centre access, permits, licenses).*



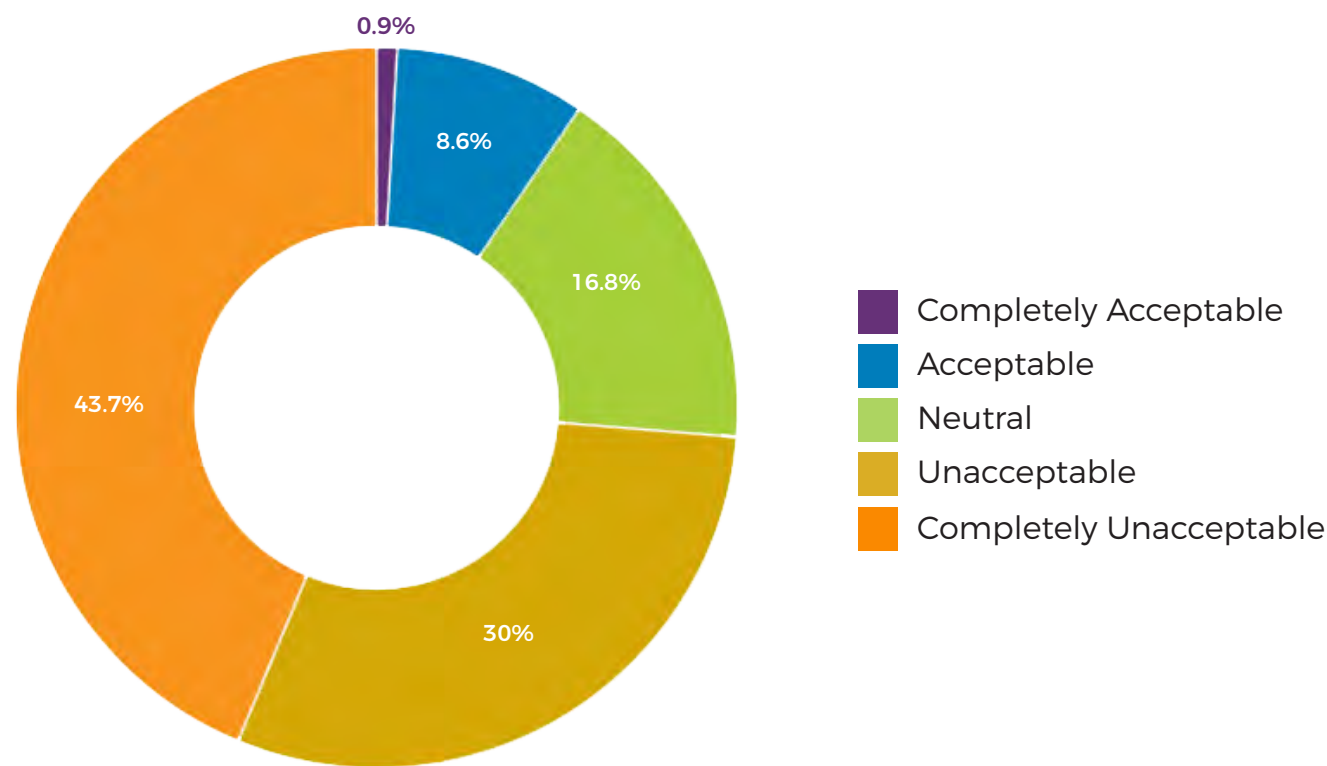
The next few questions will ask you to rate how acceptable each of the following solutions is to you in order to keep a balanced budget.

Postponing infrastructure projects (e.g., new amenities or major repairs).*



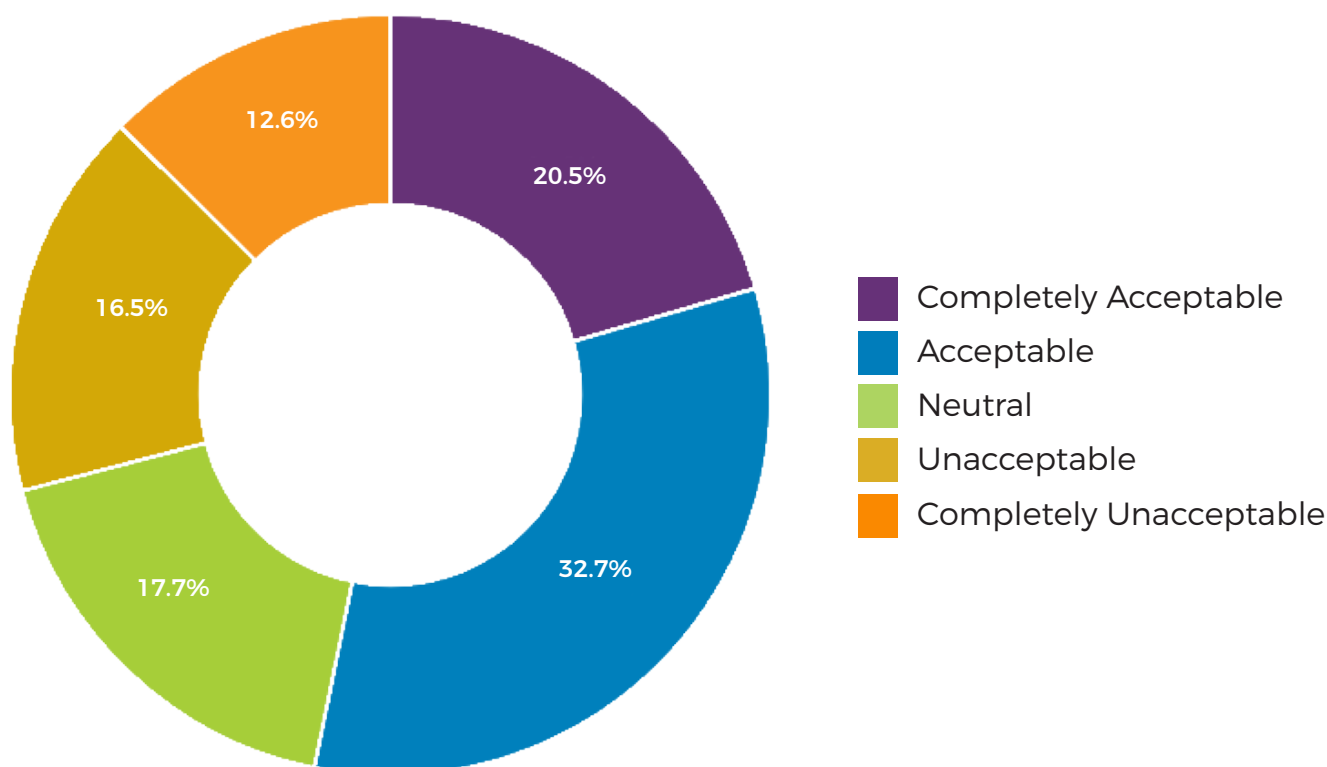
The next few questions will ask you to rate how acceptable each of the following solutions is to you in order to keep a balanced budget.

Increasing property taxes.*



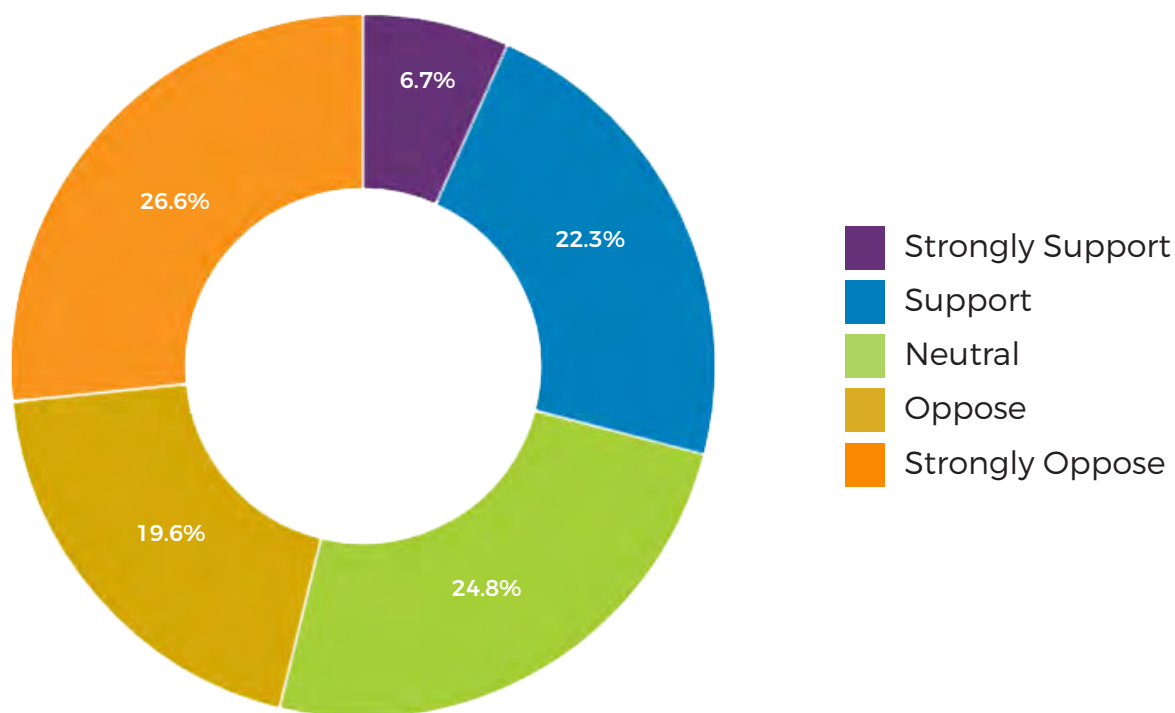
The next few questions will ask you to rate how acceptable each of the following solutions is to you in order to keep a balanced budget.

Introducing new user fees for some Town services that currently have no fees (e.g., RV dumping fees or transfer site fees)*



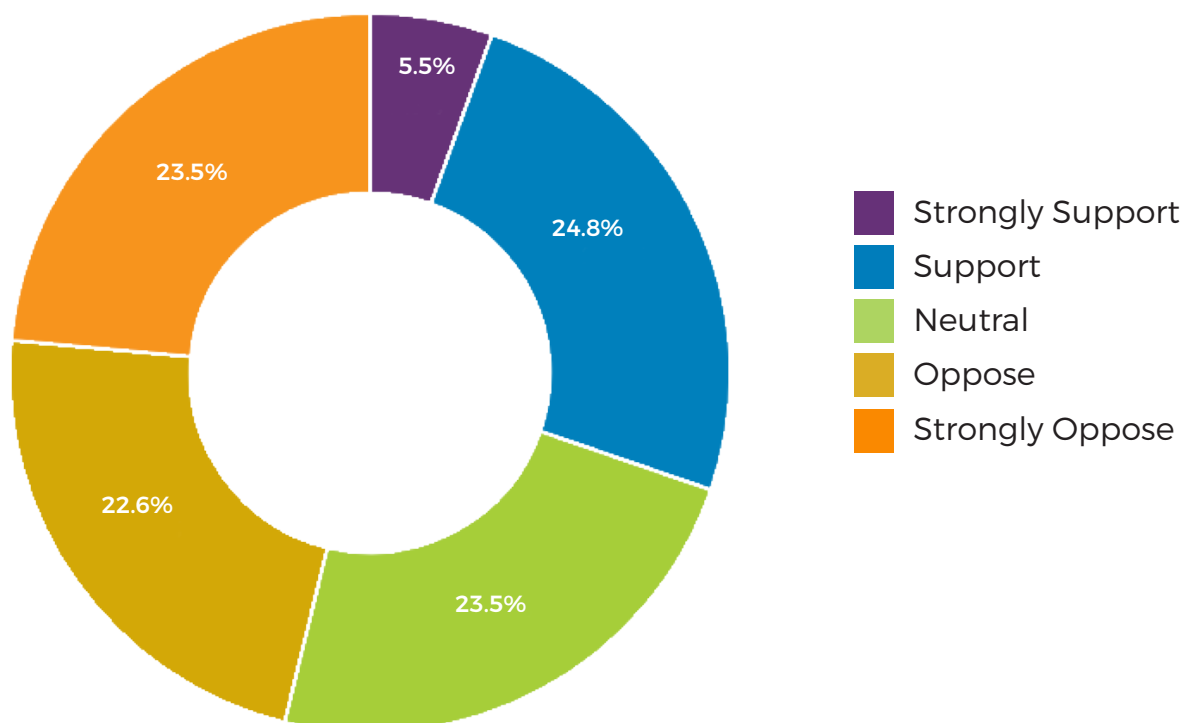
Please indicate your willingness to **support a property tax increase** for the following specific purposes:

To maintain the current level of all Town services (e.g., Protective Services, Infrastructure, Community Services).*



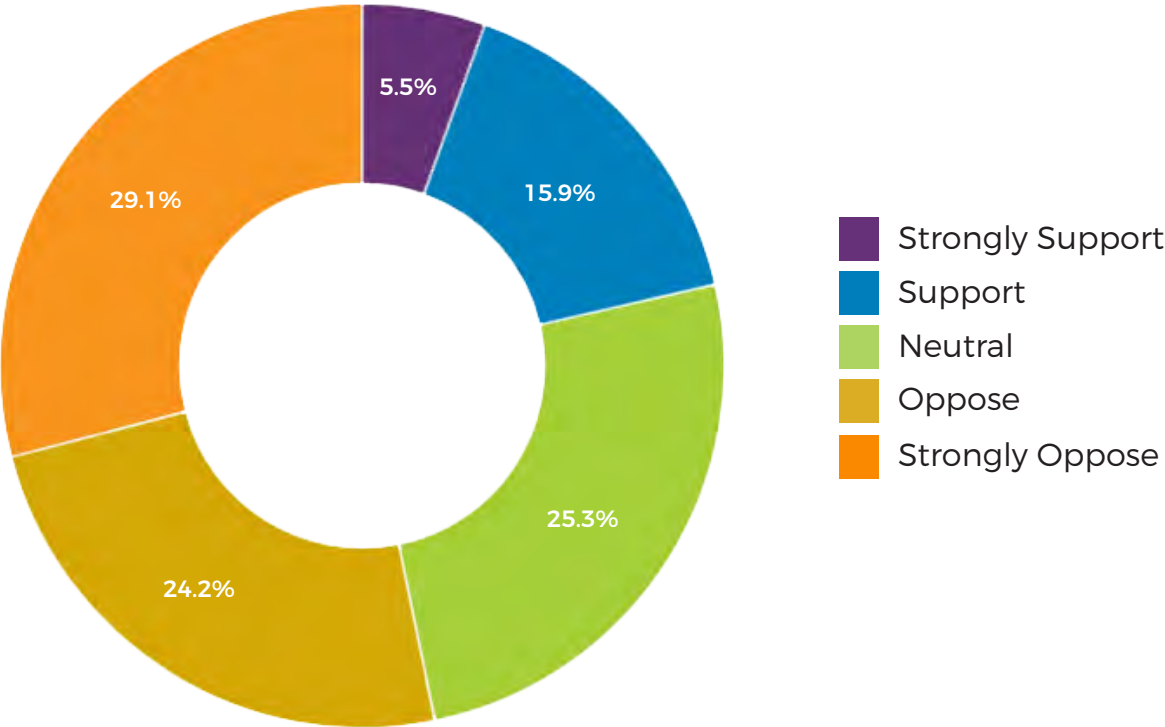
Please indicate your willingness to support a property tax increase for the following specific purposes:

To enhance specific existing services (e.g., increased frequency of snow removal, expanded community programs, more policing presence).*



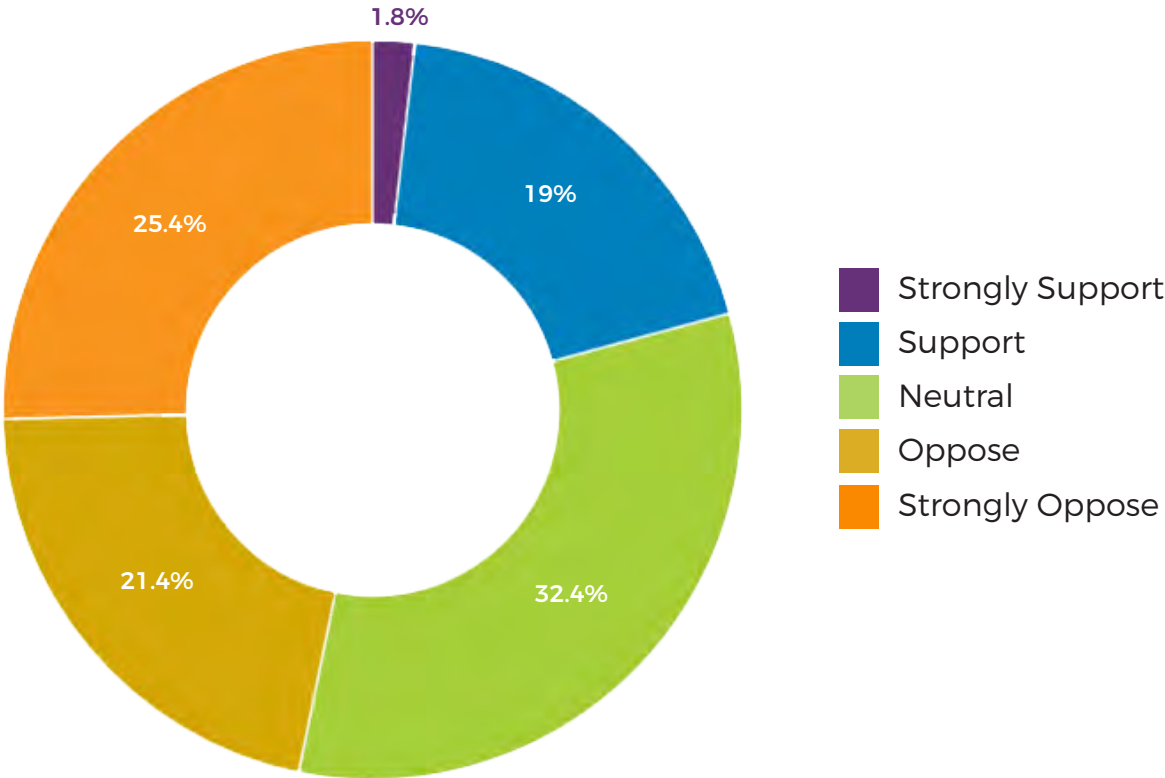
Please indicate your willingness to support a property tax increase for the following specific purposes:

To fund new programs or amenities that do not currently exist in the Town.*

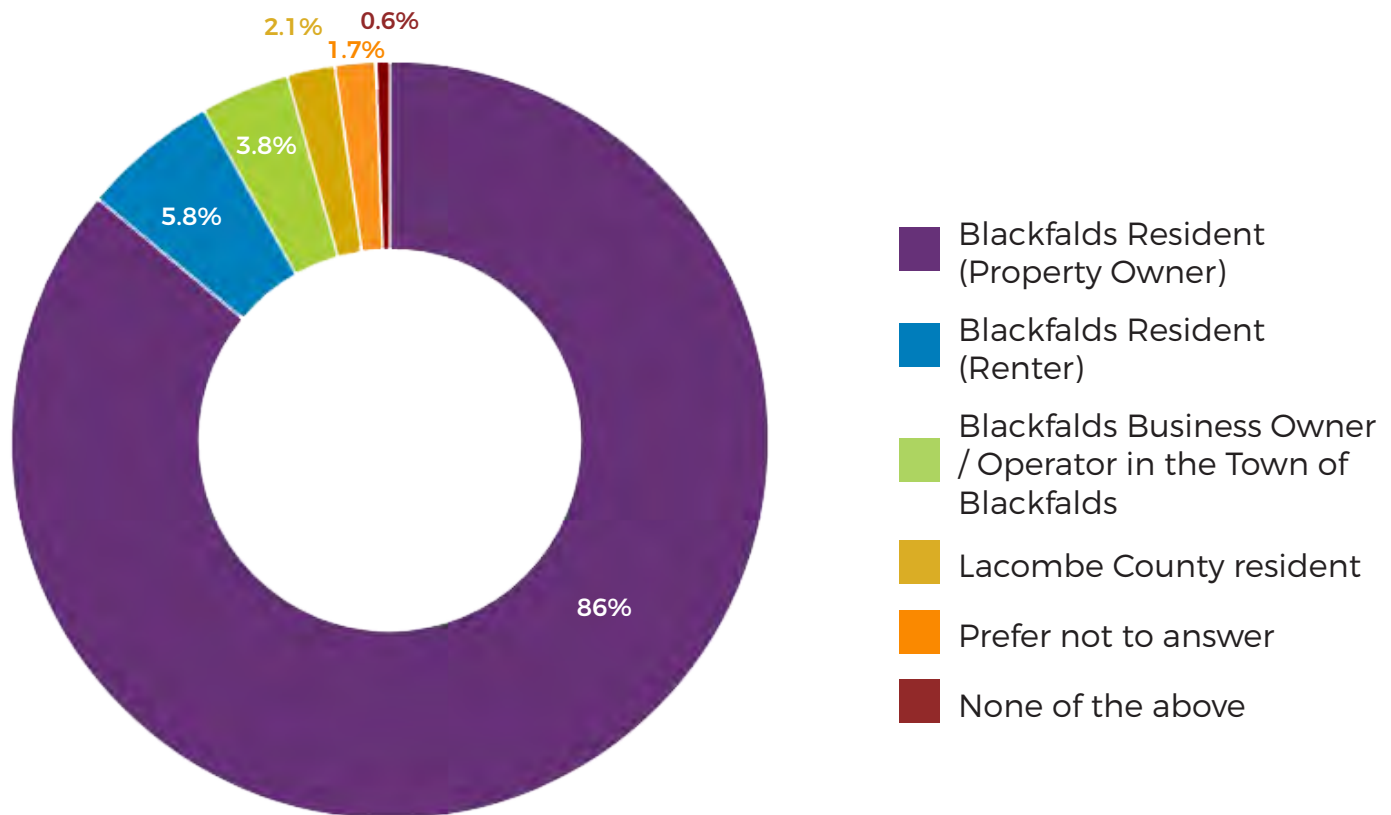


Please indicate your willingness to support a property tax increase for the following specific purposes:

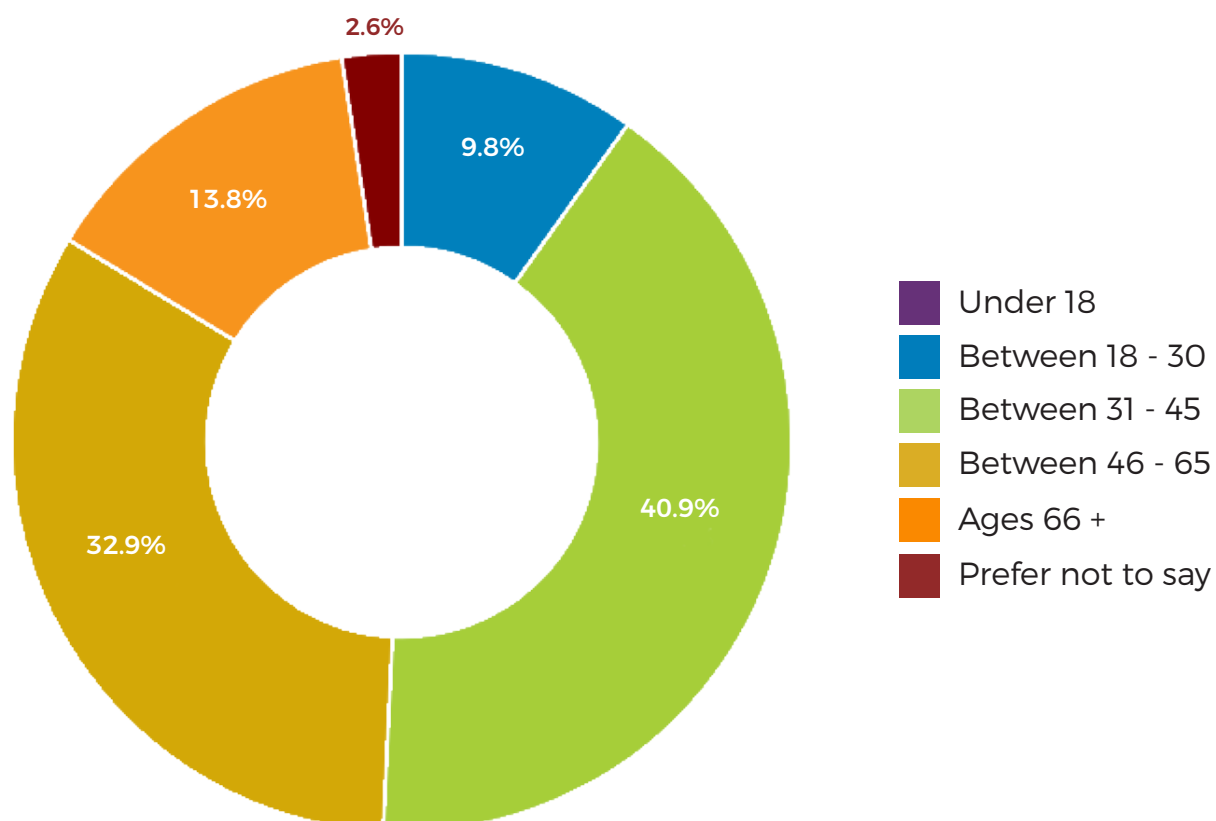
To keep pace with inflation and rising operational costs across all departments*



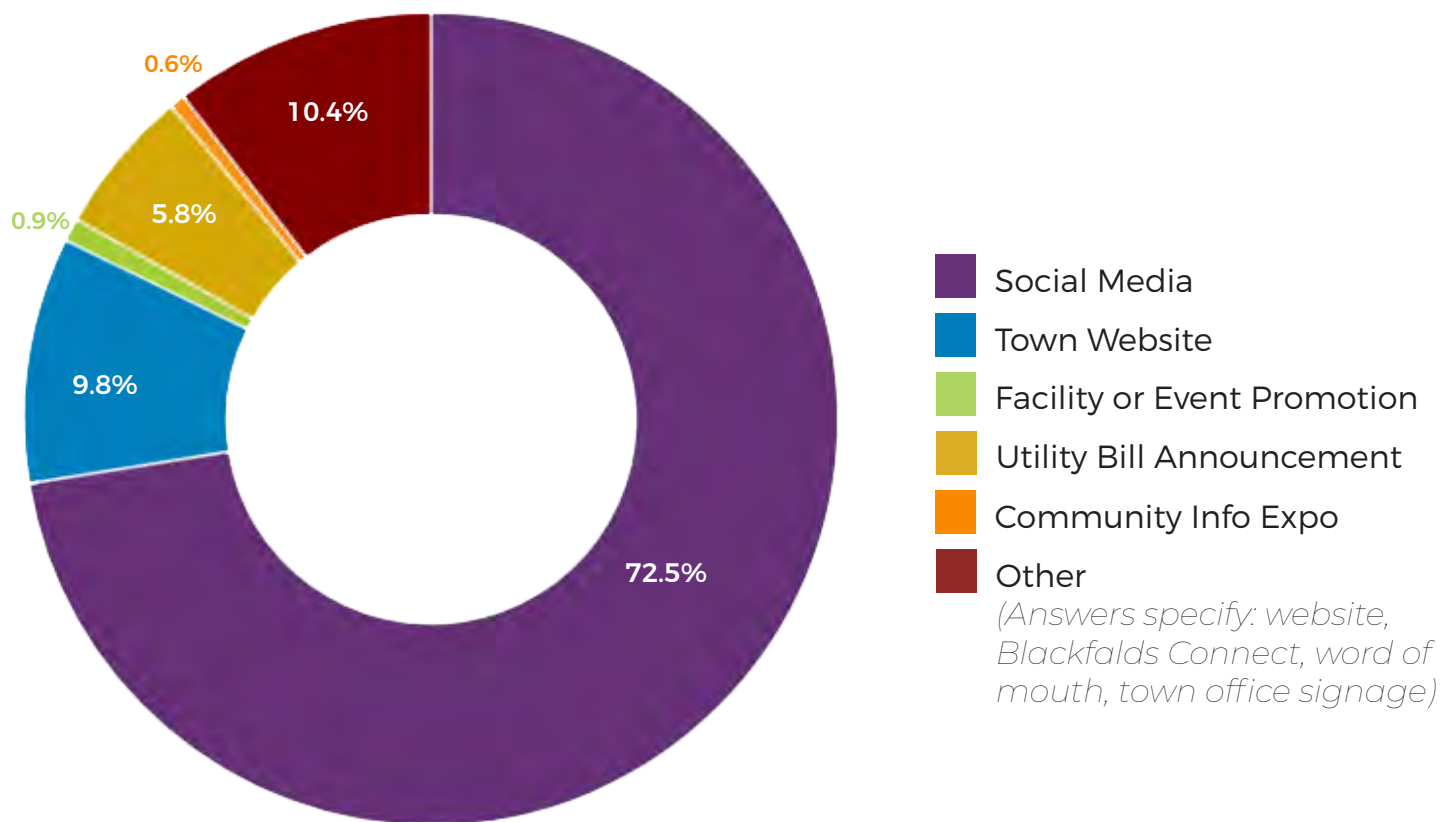
Which best applies to you?



Which age group best represents you?



How did you hear about this survey?



Thank you to everyone who took the time
to answer our survey!



Lacombe Foundation Board Meeting
Monday June 23, 2025 @ 1:00pm
Lacombe Memorial Center

MINUTES

Attendance:	Karin Engen	Town of Eckville
	Lenore Eastman	Town of Bentley
	Rob Fehr	Village of Alix
	Barb Shepherd	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe
	Jamie Hoover	Town of Blackfalds
	Lacombe Foundation – Finance	Ann Hultink
	The Bethany Group	Carla Beck, Shannon Holtz, Melodie Stol (recorder)

1.	Call to Order The meeting was called to order at 1:00 pm by Board Chair Jamie Hoover.												
2.	Approval of Agenda <i>K. Engen moved to approve the agenda as presented.</i> <i>CARRIED</i>												
3.	Approval of Minutes <i>B. Shepherd moved to approve the May 12, 2025 Regular Meeting Minutes as presented.</i> <i>CARRIED</i>												
4.	Correspondence												
	a.												
5.	Reports												
	a. Financial Reports Review of the financial statements and explanatory notes for the 4 months ending April 30, 2025 Reviewed balance sheet items. Reviewed reserve amounts as follows: <table><tr><td></td><td>Unrestricted</td><td>Restricted Equipment and Facility</td></tr><tr><td>Lacombe Lodge</td><td>\$1,743,224</td><td>\$2,180,259</td></tr><tr><td>Eckville Lodge</td><td>\$1,199,273</td><td>\$5,641</td></tr><tr><td>Affordable Housing</td><td>\$123,920</td><td>\$57,139</td></tr></table>		Unrestricted	Restricted Equipment and Facility	Lacombe Lodge	\$1,743,224	\$2,180,259	Eckville Lodge	\$1,199,273	\$5,641	Affordable Housing	\$123,920	\$57,139
	Unrestricted	Restricted Equipment and Facility											
Lacombe Lodge	\$1,743,224	\$2,180,259											
Eckville Lodge	\$1,199,273	\$5,641											
Affordable Housing	\$123,920	\$57,139											

Caring Communities

		Lodge: Amounts for the CLAC agreement retro pay will be reflected in the May statements. Affordable: Fridge and stove replacements. All exterior stair stringer replaced. When GIC renewals occur, watch for flexibility to access cash should any grant announcements be made. <i>T. Hallman moved to accept the financial reports as information. CARRIED</i>
	b.	Occupancy Report to May 31, 2025 Affordable 100%, with growing waitlist. Eckville DSL 14/15 and good relationship with AHS placement. Lacombe having move ins to smaller rooms, then transferring people to larger rooms as they become available. <i>L. Eastman moved to accept the occupancy report as information. CARRIED</i>
	c.	CAO Report Renamed Ministry of Assisted Living and Social Services announced May 16. Minister Nixon remains which has been good to provide stability. Capital projects: Nurse call system completed, awaiting product for handrail project and specs being prepared for exhaust fan replacement. The 2025-2027 CLAC Collective agreement has been finalized and implemented. Lodge events and Senior's week. EDI activities. Waitlist information and LAP grant amounts confirmed Continuing Care Alliance highlights April 2025 ASCHA regional meeting info will be sent in August. Lodge program review no update Discussed different care levels in the system, and state of continuing care and health care system refocusing. <i>R. Konnik moved to accept the CAO report as information. CARRIED</i>
6.	New Business	
	a.	Business Planning 2026-2028 Reviewed the completed plan and appendices. <i>R. Fehr moved to approve the 2026-2028 Business Plan and appendices for Submission to the Ministry of Assisted Living and Social Services as presented. CARRIED</i>
	b.	Annual Report 2024 Reviewed the annual report. <i>T. Hallman moved to approve the 2024 annual report as presented. CARRIED</i>
7.	Previous Business	



	a. Lacombe Lodge Redevelopment Update - Graham Capital overview emailed to the board June 20 - City of Lacombe land profiles completed on three potential sites. These will be forwarded to Graham for review. - Review of items for the June 24 MLA meeting. J. Hoover, B. Shepherd and R. Konnik are attending. - No information on potential Premier visit has been received. - Will schedule some virtual meetings over the summer (one for Graham presentation, one for discussions) <i>B. Shepherd moved to accept the report as information. CARRIED</i>
8.	Next Meeting Date The next meeting will be held on September 22, 2025 at 1:00 pm, at the Lacombe Memorial Center. Information on summer zoom meetings will be shared once confirmed.
9.	Adjournment The June 23, 2025 Lacombe Foundation meeting was declared adjourned at 2:44 pm.

A handwritten signature in blue ink, appearing to read "Jamie Hoover".

Jamie Hoover, Board Chair
Lacombe Foundation

A handwritten signature in blue ink, appearing to read "Carla Beck".

Carla Beck, CEO or Shannon Holtz, Director
The Bethany Group

A handwritten date in blue ink, "Sept 22, 2025".

Date

A handwritten date in blue ink, "Sept 22, 2025".

Date

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING SEPTEMBER 11, 2025

PLANNING SERVICES UPDATE

Council received an update on the progress and activities of the Planning Services Department for the month of August 2025.

DIVISION 1 RESIDENT ROAD CONCERNS

Council received a presentation addressing residents' concerns about gravel roads in Division 1 and reviewed strategies to improve gravel road maintenance and overall road conditions.

MIRROR JOLLY SENIORS SOCIAL CLUB FUNDING REQUEST

Council approved funding of up to \$2,888 toward the Mirror Jolly Seniors Social Club's soffit, eavestrough, and fascia replacement project at the Mirror Jolly Seniors Hall. Funding will come from the County's Recreation Capital Assistance Reserve.

OVERLAY OF THE COUNTY OFFICE PARKING LOT

Council authorized the County Manager to award the work to overlay the County Office parking lot to TJ Paving Ltd. in the amount of \$210,000. Funding will come from the County's Municipal Facilities Reserve.

OFFER TO PURCHASE PROPERTIES FOR SALE IN THE HAMLET OF MIRROR

Council received an update on the sale of tax-forfeited properties acquired under Section 424 of the Municipal Government Act. Two lots in Mirror were sold.

By resolution of Council, the following bids were accepted:

- Lot 3, Block 25, Plan 7159AI - \$3,000 (plus GST)
- Lot 4, Block 25, Plan 7159AI - \$2,000 (plus GST)

CANLIN ENERGY – REQUEST FOR TAX CANCELLATION

A motion that Lacombe County approve the payment plan proposed by Canlin Energy for its tax account with five monthly payments commencing on August 29, 2025, as outlined in its August 22, 2025 proposal, did not receive Council approval.

DECK ENCROACHMENT APPEAL PRESENTATION

Council received a presentation on a deck encroachment appeal from Mrs. Robin Coombs and Mr. Jamie Coombs, outlining their concerns and request for consideration.

LACOMBE PUBLIC SCHOOLS ENHANCEMENT SOCIETY FUNDING REQUEST

A motion that Lacombe County contribute up to \$20,000 to the Lacombe Public Schools Enhancement Society's James S. McCormick Playground Replacement project did not receive Council approval.



SUCCESS GROWS HERE!

FOOD CYCLE SCIENCE PRESENTATION

Council received a presentation on the *FoodCycler Pilot Program Results in Lacombe County*, highlighting the program details, pilot results and proposed next steps.

SOUTH SYLVAN LAKE AREA OFF-SITE LEVY BYLAW

Bylaw No. 1442/25, a bylaw of Lacombe County to adopt an off-site levy for land that is to be subdivided or developed within the South Sylvan Lake Area, was given first reading by Council.

A public hearing regarding Bylaw No. 1442/25 will be held on October 9, 2025, commencing at 9:00 a.m.

COUNCIL CODE OF CONDUCT REPEAL BYLAW

Council received an update on amendments to the Municipal Government Act, which now prohibit councils from having policies, procedures or bylaws that regulate or address councillor behaviour.

Council approved first, second, and third readings to Bylaw No. 1443/25, the Council Code of Conduct Repeal Bylaw.

Next Regular Council Meeting is
September 25, 2025 – 9:00 a.m.

Next Committee of the Whole Meeting is
October 7, 2025 – 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.**

Town of Blackfalds: Notice of Advance Days, Election Day and Requirements for Voter Identification

FORM 7

Local Authorities Election Act (Sections 12, 35, 46, 53, 74)

LOCAL JURISDICTION: TOWN OF BLACKFALDS, PROVINCE OF ALBERTA

Notice is hereby given that an election will be held for the following offices:

Office (s)	Number of Vacancies	Ward, or Electoral Division #, if applicable
Chief Elected Official (Mayor), Town of Blackfalds	1	N/A
Councillor, Town of Blackfalds	6	N/A

Voters are encouraged to vote early to reduce crowding and wait times on Election Day.

Advance Vote

October 15 | 11am - 7pm

October 18 | 9am - 5pm

The Advanced Voting station is located at: Eagle Builders Centre – Banquet Room (Upstairs), 5302 Broadway Ave | Blackfalds, AB T0M 0J0

Election Day

October 20 | 10:00am and 8:00pm

The voting station will be located at: Blackfalds Community Centre, 4810 Womacks Road, Blackfalds, AB T0M 0J0

In order to vote, you must produce for inspection one or more of the acceptable forms of identification required by Section 53 of the *Local Authorities Election Act*. For more information and a list of authorized identification, please visit the Town's website at www.blackfalds.ca/vote

DATED at the Town of Blackfalds, in the Province of Alberta, this 4th day of October, 2025.

Danielle Nealon, Returning Officer

BLACKFALDS
A L B E R T A

Silent Auction
Entertainment
Artisan Pottery
Homestyle Soups
Games

EMPTY BOWLS

*Third Annual
Fundraising Gala*

GIVE & Feed Community



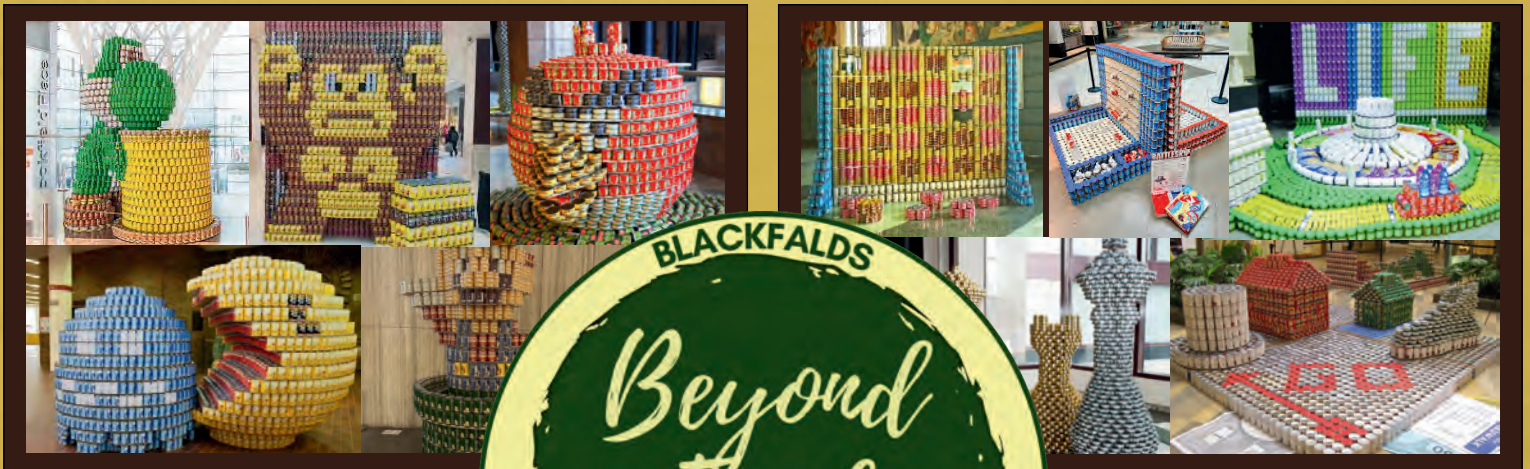
Blackfalds Community Centre
Saturday, October 18th
6:00 PM

Tickets: \$25/each or
\$180/table of 8
\$160/table of 8
403-600-1768

EARLY BIRD
DISCOUNT



events@beyondfoodcommunityhub.com



2025 Empty Bowls Gala

Build to Nourish
Game Themed Food Art

- Video Games
- Board Games
- Sports





**BLACKFALDS
FOOD BANK
SOCIETY**

5014 Waghorn St.
Box 1383
Blackfalds, AB.
T0M 0J0

info@beyondfoodcommunityhub.com

beyondfoodcommunityhub.com

403-600-1768



Empty Bowls Price is Right

In support of Blackfalds Food Bank Society

What is the Empty Bowls Price is Right?

It is part of the evening's entertainment at our **Empty Bowls Fundraising Gala**.

When: **October 18th at 6 p.m.**

Where: **Blackfalds Community Centre**

How is Empty Bowls Price is Right played?

Tickets to Play – Purchased in-person at the 2025 Empty Bowls Fundraising Gala.

Come on Down! – Contestants' Row participants selected from the tickets purchased at the Gala.

Bidding – Contestants' Row participants bid on a prize, attempting to get as close to the actual retail price as possible without going over.

Play a Pricing Game – The Contestants' Row winner advances to the stage to play a pricing game.

Next Contestant – After each Pricing Game, a new contestant is selected from the tickets purchased to fill the spot in Contestants' Row.

The Big Wheel – We don't have one, so we're going to play Plinko. The 3 Contestants' Row winners receive up to 2 Plinko chips to get as close to \$1 as possible without going over.

The Showcase Showdown – The 2 contestants advancing from the Big Wheel (Plinko) compete in the Showcase Showdown, bidding on two different showcase prizes.

The Grand Prize – The player who bids closest to the actual retail price of their showcase, without going over, wins our Grand Prize.

What is the Grand Prize?

Alpine Helicopter's Three Sisters Peaks Tour

How can I help the Blackfalds Food Bank Society?

Pricing Game Prizes – We are asking local businesses to help us assemble three pricing game prize packages.

Why makes a good prize package donation?

Anything you can think of and are willing to donate; goods, gift cards for goods and services, sports and event tickets, etc.

Why does your donation matter?

Creatively fighting hunger – Allowing us to provide community services that aid Blackfalds residents with food security.

Do you have more questions?

Email: events@beyondfoodcommunityhub.com

Phone: 403-600-1768

**Come on Down — you can help us with
Empty Bowls Price is Right today!**





**BLACKFALDS
FOOD BANK
SOCIETY**

5014 Waghorn St.
Box 1383
Blackfalds, AB.
T0M 0J0

info@beyondfoodcommunityhub.com

beyondfoodcommunityhub.com

403-600-1768



Build to Nourish Food Art Competition

In support of Blackfalds Food Bank Society

What is a food art competition?

It is a fun and creative way for **business** and **community group** teams to build **themed structures** entirely from **non-perishable food**!

After the competition is over, all food is donated to the **Blackfalds Food Bank Society**.

When is this food art competition happening?

Build Dates: **October 17 & 18**

Location: **Blackfalds Community Centre**

Judging & Awards: **2025 Empty Bowls Fundraising Gala** — October 18th, 6 – 9 p.m.

What is the food art competition theme?

This year's competition theme is **"GAMES!"**

Think sports, board games, arcade and video games— **let your imagination run wild!**

How do we enter a team?

1. **REGISTER YOUR TEAM**

Email: events@beyondfoodcommunityhub.com

Include:

- o Team name
- o Contact person
- o Optional: Description or sketch of your idea

2. **BUY YOUR CANS**

- o Each team provides their own canned food
- o All cans must be unopened, unexpired & suitable for donation

3. **BUILD YOUR STRUCTURE**

- o Build at the **Blackfalds Community Centre** on **October 17 & 18**

4. **SHOWCASE & WIN!**

- o Structures displayed and judged at the **Empty Bowls Fundraising Gala**
 - o Prize for **Best Design!**
-

Why does your participation matter?

All canned food used will go to local families in need through the **Beyond Food Community Hub**, operated by the **Blackfalds Food Bank Society**.

Help us **fight hunger** creatively — while you build team culture and have fun doing it!

Do you have more questions?

Email: events@beyondfoodcommunityhub.com

Phone: 403-600-1768

**Let's build something amazing — together.
Register your team today!**





**BLACKFALDS
FOOD BANK
SOCIETY**

5014 Waghorn St.
Box 1383
Blackfalds, AB.
T0M 0J0

info@beyondfoodcommunityhub.com

beyondfoodcommunityhub.com

403-600-1768



2025 Empty Bowls Fundraising Gala

In support of Blackfalds Food Bank Society

The Blackfalds Food Bank Society is hosting our 2025 Empty Bowls Fundraising Gala Saturday, October 18th and we have four opportunities for your business to be involved in supporting our event.

1. Place the attached Empty Bowls poster in a prominent location at your business to help us promote the event, encouraging your team to purchase tickets and attend. Scanning the poster QR Code links to our event ticket site.
2. Purchase tickets, a table or tables for your team and attend our Empty Bowls Fundraising Gala. Show your businesses commitment to our community and your team by making the Empty Bowls Fundraising Gala a company social event.
3. Make a donation to our Empty Bowls Price is Right game. We are assembling three pricing game contestant prize packages and providing our local business community the opportunity to be a part of the FUN!
4. Enter a team in the Empty Bowls Build to Nourish Food Art Competition. Here your team will compete with other local businesses and community groups by building a game themed food art sculpture.

Whether you choose one level of support, all four levels of support, or anywhere in between, we appreciate your contribution to making our event a success.

Being a part of Empty Bowls is rewarding in itself but there are also opportunities for business contribution recognition in-person and through our socials.

Please let us know the level of contribution your business is able to make. We appreciate the support of our community and look forward to growing partnerships.

Thank you for your commitment to helping our community.

Blackfalds Food Bank Society

SPECIAL EVENT PERMIT

Permit #: 013.25
Date of Issue: October 10, 2025

Organization Name: Blackfalds Christian Ministerial Association
Name of Event Organizer: James Clark
Address: 27318 TWP RD 400
Phone: 403-896-8525

Event Name: Remembrance Day Service
Event Date(s): November 11, 2025
Location: Abbey Centre
Road Closure: Abbey Centre Parking Lot
Event Start Time: 10:30 AM **Event Finish Time:** 1:30 PM
Set-up to begin on: November 10, 2025 **Time:** 6:00 PM
Takedown to end by: November 11, 2025 **Time:** 1:30 PM
Number of Participants: Unknown **Number of Spectators:** Unknown

This Special Event Permit is hereby approved and issued on the following conditions:

CONDITIONS

Event Conditions:

1. The Special Event must commence within the dates and times of the issued approved Special Event Permit. Failure to commence the Event during this time will cause the Special Event Permit to expire. Any variations in dates must be approved by the Town, and a new Special Event Permit will be issued for the new dates and times.
2. The proposed Special Event shall be undertaken in accordance with the approved Route Map and Site Map plans, and variations must be approved by the Town, and a new Special Event Permit will be issued.
3. The Event Organizer shall at all times remain a valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the Special Event.
4. The Special Event must comply with the Community Standards Bylaw and noise.
5. The Event Organizer shall indemnify and save harmless the Town of Blackfalds, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Road Closure Conditions:

6. The Town will be responsible for closing the road for the Special Event. At no time shall the Event Organizer close any roads.

Additional Conditions:

None

Approved By:

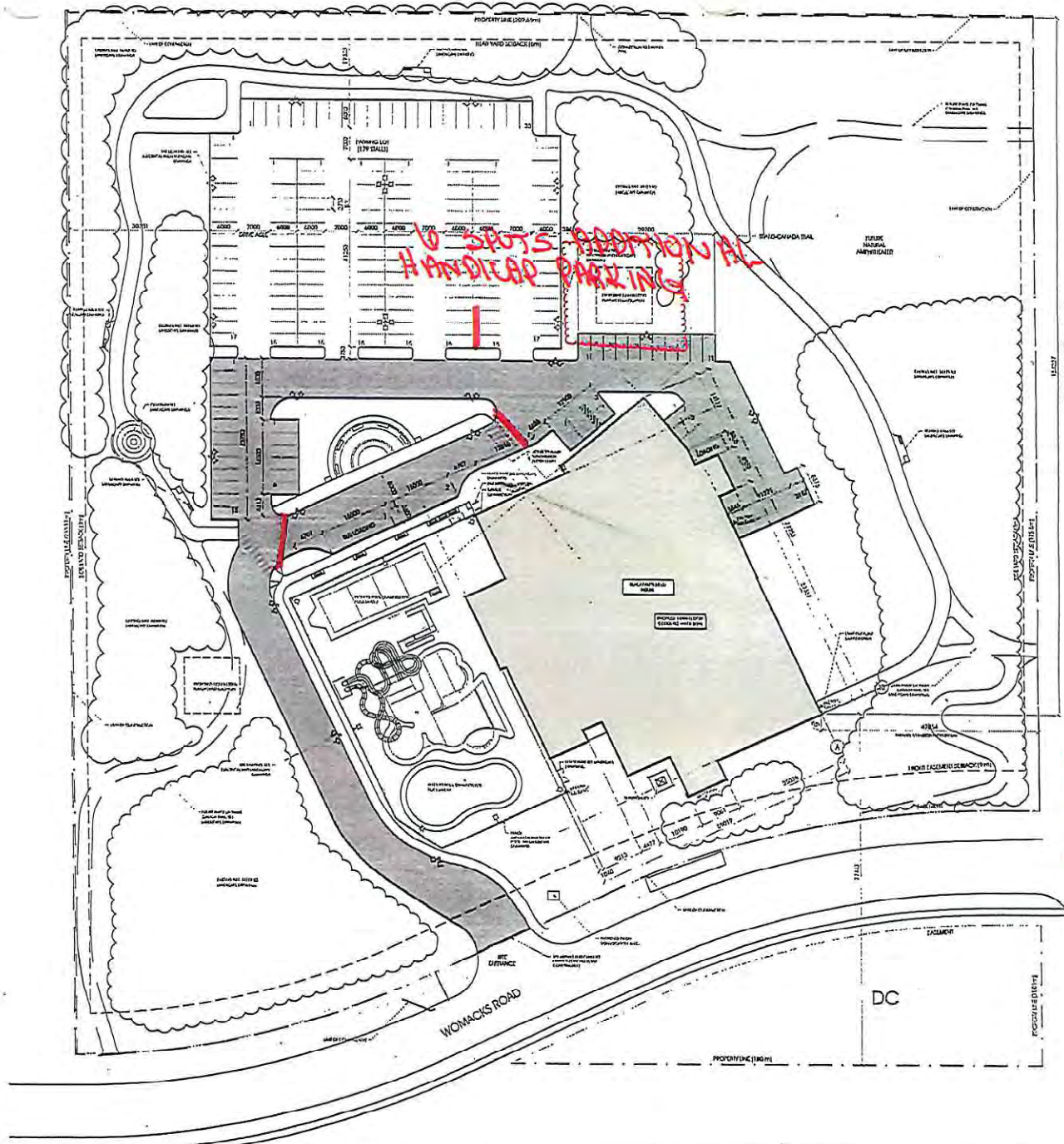
Kim Isaak

**Kim Isaak,
Chief Administrative Officer**

ARCHITECTURE INTERIOR DESIGN URBAN PLANNING

ARCHITECTURE INTERIOR DESIGN URBAN PLANNING

ARCHITECTURE INTERIOR DESIGN URBAN PLANNING ARCHITECTURE INTERIOR DESIGN URBAN PLANNING ARCHITECTURE INTERIOR DESIGN URBAN PLANNING ARCHITECTURE INTERIOR DESIGN URBAN PLANNING ARCHITECTURE INTERIOR DESIGN URBAN PLANNING



ARCHITECTURAL SITE PLAN
10-11-12

A001

ARCHITECTURAL
SITE PLAN

ABBEY CENTRE
WOMACK ROAD, BLACKFALDS, AB
ISSUED FOR TENDER - MAY 21, 2012

Architecture
Andri Thelcke Bengert



ARCHITECTURE INTERIOR DESIGN URBAN PLANNING ARCHITECTURE INTERIOR DESIGN URBAN PLANNING ARCHITECTURE INTERIOR DESIGN URBAN PLANNING ARCHITECTURE INTERIOR DESIGN URBAN PLANNING ARCHITECTURE INTERIOR DESIGN URBAN PLANNING

MEETING DATE: October 14, 2025
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
SUBJECT: **Bylaw 1341.25 – 1 McKay Boulevard Redistricting**

BACKGROUND

The purpose of Bylaw 1341.25 is to amend Schedule 'A' of Land Use Bylaw 1268.22 to redistrict 1 McKay Boulevard (legally described as Lot 3 Block 13 Plan 142 2837) from Commercial Local District (C-3) to Commercial Mixed Use District (CMU).

First Reading was given to Bylaw 1341.25 on September 9, 2025.

Notice of this Public Hearing was advertised in accordance with Section 606 of the *Municipal Government Act* and the Town of Blackfalds' Public Notification Bylaw and Public Participation Policy:

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers, commencing September 10, 2025.
- A hard copy of proposed Bylaw 1341.25 was available for viewing at the Town's Civic Centre Front Counter (upstairs) as of September 10, 2025.
- Via email to all local authorities and agencies on September 10, 2025.
- Via email to internal departments on September 10, 2025.
- On the Town's HWY 2A electronic sign commencing September 10, 2025.
- On the Town's Broadway electronic sign commencing September 10, 2025.
- October 2025 edition of "Talk of the Town".
- On the Town's website commencing on September 10, 2025.
- Circulation to adjacent landowners on September 12, 2025.
- Via email to the Municipal Planning Commission on September 11, 2025.
- In the October 2nd and October 9th, 2025 editions of the Lacombe Express.
- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- September 15, 2025, submission from Lacombe County
- September 22, 2025, submission from Telus
- September 25, 2025, submission from ATCO Transmission
- October 2, 2025, submission from ATCO Distribution
- October 2, 2025, submission from Fortis

ATTACHMENTS

- *Bylaw 1341.25 – 1 McKay Boulevard Redistricting*
- *September 15, 2025, submission from Lacombe County*
- *September 22, 2025, submission from Telus*
- *September 25, 2025, submission from ATCO Transmission*
- *October 2, 2025, submission from ATCO Distribution*
- *October 2, 2025, submission from Fortis*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND LAND USE BYLAW 1268.22 SCHEDULE 'A'**

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 Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict Lot 3 Block 13 Plan 142 2837 from Commercial Local District (C-3) to Commercial Mixed Use District (CMU).

WHEREAS, pursuant to Section 641(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a Land Use Bylaw.

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on October 2, 2025, and October 9, 2025, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

WHEREAS, a Public Hearing was held on October 14, 2025, to allow the general public to provide input into the proposed Bylaw amendment;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "Redesignation of Lot 3 Block 13 Plan 142 2837 to Commercial Mixed Use District (CMU)".
- 1.2 That Schedule "A" shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Lot 3 Block 13 Plan 142 2837 be redistricted from Commercial Local District (C-3) to Commercial Mixed Use District (CMU), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.2 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

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 JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

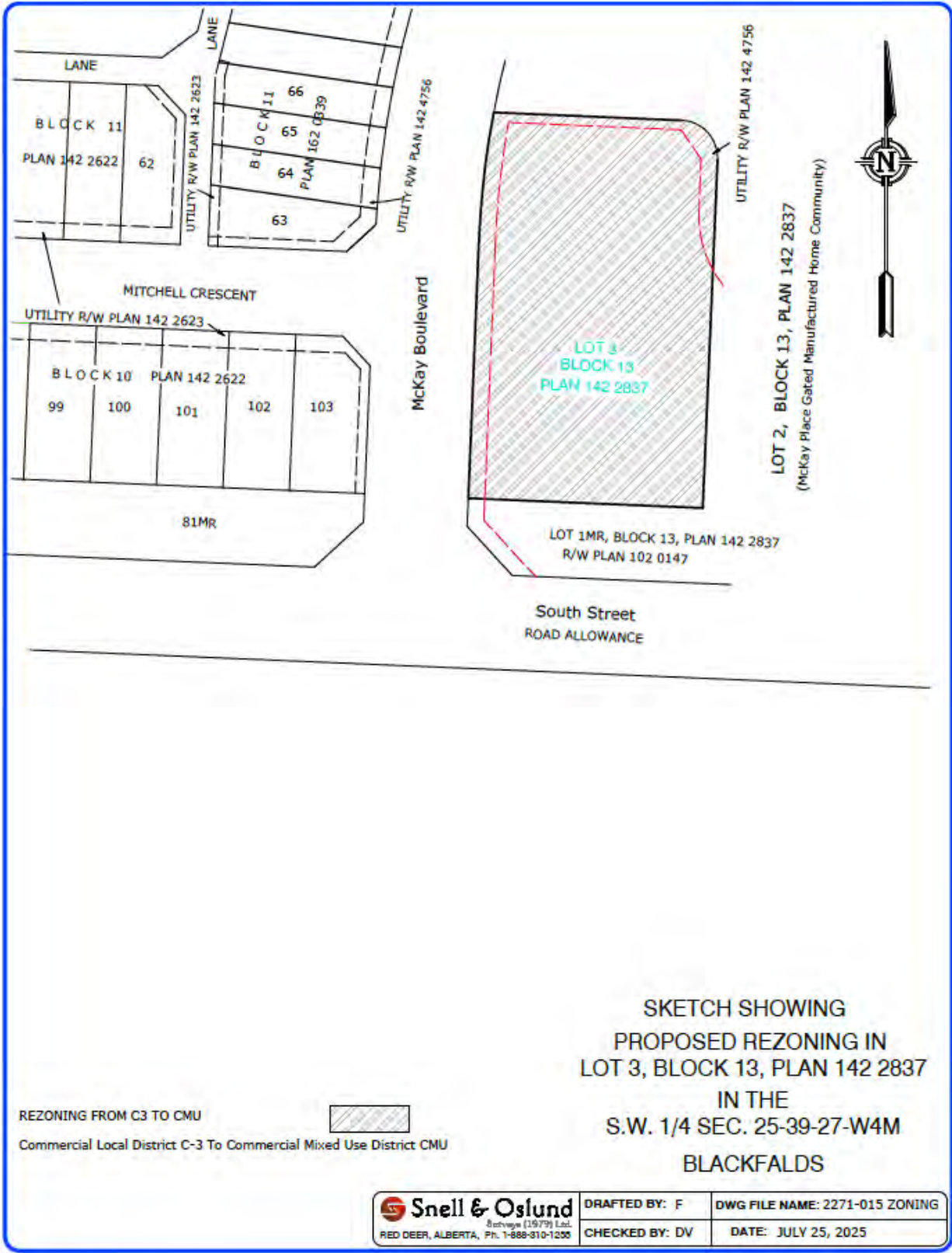
(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE “A”





September 15, 2025

Town of Blackfalds
Box 220 5018 Waghorn Street
Blackfalds AB T0M 0J0

**sent by email to legislative@blackfalds.ca
original to follow in mail*

To whom it may concern:

**RE: Public Hearing Notice
Town of Blackfalds Bylaw 1341.25
Land Use Bylaw Amending Bylaw**

Thank you for the opportunity to comment on the above noted amending bylaw.

Lacombe County has no concerns with the updates to the Land Use Bylaw.

Should you require further information, please contact our office.

Sincerely,
LACOMBE COUNTY

A handwritten signature in black ink, appearing to read "Will Cebuliak".

Will Cebuliak
Planning Intern

Subject: Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837)

From: circulations . <circulations@telus.com>
Sent: September 22, 2025 1:32 PM
To: Amanda Partridge <APartridge@blackfalds.ca>
Subject: Re: Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Good Day,

Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.

Thank you,

Tanya Roberts

Sr. Real Estate Specialist | TELUS Land Solutions Team
Customer Network Planning (CNP)
2930 Centre Avenue NE, Calgary, AB T2A 4Y2

The future is friendly®

circulations@telus.com

On Wed, Sep 10, 2025 at 4:06 PM Amanda Partridge <APartridge@blackfalds.ca> wrote:

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837) Redistricting that has been set for Tuesday, October 14, 2025 at 7:00 p.m.

Please provide any written comments on or before noon, October 8, 2025 to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator

Box 220

5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: Legislative@blackfalds.ca

Thanks,

Amanda Partridge

Infrastructure and Planning Services Clerk

Town of Blackfalds

Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0

T: 403.885.9679

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

This email and any attachments are confidential and intended only for the named recipient. If you are not the intended recipient, please notify the sender and delete this message. The Town of Blackfalds is not responsible for any loss or damage resulting from the use of this email or its attachments.

Subject: ATCO Transmission 3027 Response RE: Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837)

From: Gas Land Department <land.admin@atco.com>

Sent: September 25, 2025 1:04 PM

To: Amanda Partridge <APartridge@blackfalds.ca>

Subject: ATCO Transmission 3027 Response RE: Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

ATCO Transmission wishes to confirm we have no conflict as we have no high-pressure pipelines in the proposed area.

NOTE: ATCO Distribution [Gas] will reply under separate email.

Thank you for allowing ATCO to review your proposal and provide feedback.

Cleva Thomas
(she/her)

Senior Administrative Coordinator, Lands

T. 780-409-4782



[ATCO.com](https://atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.

From: Amanda Partridge <APartridge@blackfalds.ca>

Sent: Wednesday, September 10, 2025 4:06 PM

To: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837)

CAUTION: This email originated outside of ATCO. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837) Redistricting that has been set for Tuesday, October 14, 2025 at 7:00 p.m.

Please provide any written comments on or before noon, October 8, 2025 to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator

Box 220

5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: Legislative@blackfalds.ca

Thanks,

Amanda Partridge

Infrastructure and Planning Services Clerk

Town of Blackfalds

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

This email and any attachments are confidential and intended only for the named recipient. If you are not the intended recipient, please notify the sender and delete this message. The Town of Blackfalds is not responsible for any loss or damage resulting from the use of this email or its attachments.

Subject: ATCO Distribution Review FW: Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 Mckay Boulevard (Lot 3 Block 13 Plan 142 2837)

From: Wong, Lennae <lennae.wong@atco.com>

Sent: September 30, 2025 11:26 AM

To: Legislative <Legislative@blackfalds.ca>

Cc: Amanda Partridge <apartridge@blackfalds.ca>

Subject: RE: ATCO Distribution Review FW: Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 Mckay Boulevard (Lot 3 Block 13 Plan 142 2837)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Hi Amanda,

ATCO has no objections to the change of land use.

Same comments as last circulation involving this lot, that there is existing gas main already installed in the URW on this lot and the URW's are to be carried forward. Locates are required before digging/ground disturbance.

Side note: Red Deer Engineering circulations now has a common email SouthDistrictEngineering1@atco.com where circulations can be sent directly to our group, so they don't end up sitting with our land department for an extended period of time.

CAUTION: This email originated outside of ATCO. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837) Redistricting that has been set for Tuesday, October 14, 2025 at 7:00 p.m.

Please provide any written comments on or before noon, October 8, 2025 to:

Regular Mail or Town of Blackfalds Drop Off Box:
The Office of the CAO, c/o Executive & Legislative Coordinator
Box 220
5018 Waghorn Street, Blackfalds AB T0M 0J0
or Email: Legislative@blackfalds.ca

Thanks,

Amanda Partridge
Infrastructure and Planning Services Clerk

Town of Blackfalds
Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0
T: 403.885.9679

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

This email and any attachments are confidential and intended only for the named recipient. If you are not the intended recipient, please notify the sender and delete this message. The Town of Blackfalds is not responsible for any loss or damage resulting from the use of this email or its attachments.

Subject: [CAUTION] Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 Mckay Boulevard (Lot 3 Block 13 Plan 142 2837)
Attachments: Public Hearing Notice Bylaw 1341.25.pdf

From: Tracy Davidson <tracy.davidson@fortisalberta.com> **On Behalf Of** Land Service
Sent: October 1, 2025 3:28 PM
To: Legislative <Legislative@blackfalds.ca>
Subject: FW: [CAUTION] Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 Mckay Boulevard (Lot 3 Block 13 Plan 142 2837)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Good afternoon,
FortisAlberta Inc. has no concerns with this land use bylaw amendment.



Thank you,

Tracy Davidson | Land Coordinator

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park, AB, T8A 4H4 | Direct 780-464-8815



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Amanda Partridge <APartridge@blackfalds.ca>

Sent: Wednesday, September 10, 2025 4:06 PM

To: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: [CAUTION] Town of Blackfalds Public Hearing Notice - Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837)

THINK BEFORE YOU CLICK:

Before taking any action, please pause and review this message for any **Red Flags** and signs of phishing.

If this is a suspicious email, **before you delete it**, use the 'Phish Alert Report' button in Outlook or contact the Service Desk.

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1341.25 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837) Redistricting that has been set for Tuesday, October 14, 2025 at 7:00 p.m.

Please provide any written comments on or before noon, October 8, 2025 to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator

Box 220

5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: Legislative@blackfalds.ca

Thanks,

Amanda Partridge

Infrastructure and Planning Services Clerk

[Town of Blackfalds](#)

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

This email and any attachments are confidential and intended only for the named recipient. If you are not the intended recipient, please notify the sender and delete this message. The Town of Blackfalds is not responsible for any loss or damage resulting from the use of this email or its attachments.

MEETING DATE: October 14, 2025

PRESENTED BY: Mayor Hoover and Fire Chief Robert Côté

SUBJECT: Fire Department Medal Awards

BACKGROUND

Mayor Hoover and Fire Chief Robert Côté will present the Canadian Federal Fire Services Exemplary Medal and the Canadian Volunteer Fire Service Association Awards, including the Municipal Long Service Award Medal.

The Canadian Federal Fire Services Exemplary Medal, which celebrates long and outstanding service by both full-time and volunteer firefighters. This recipient is:

- **William (Bill) Stock** for his 20 years of exemplary service since joining in May 2003. Rising to the rank of Captain in 2010, Bill has earned international firefighting certifications and has been a dedicated mentor to new members.

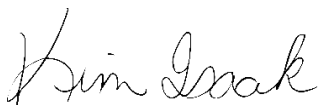
The Canadian Volunteer Fire Service Association Medal for 10 to 29 years of volunteer service. These recipients are:

- **Jeff Dahms**, who joined in February 2015, bringing prior experience from Ontario. Now a Lieutenant, Jeff has been a key mentor.
- **Brandon Hauck**, an active member since 2015, was promoted to Lieutenant in November 2024. Brandon's leadership guides our team, and we celebrate his 10 years of service.
- **Kurtis Kenway**, who joined in 2015 and rose to Captain by November 2024. Kurtis is a mentor to the new recruits and contributes to initiatives like the junior firefighter props at our open house, earning recognition for his 10 years of service.
- **William (Bill) Stock**, recognized for his 20 years of volunteer service.

The Canadian Volunteer Fire Service Association Municipal Long Service Award Medal is presented to those with 30 or more years of service:

- **Brad Brown**, who joined in July 1995 and became a Captain in 2009. Brad remains a mentor and active leader, recognized tonight for 30 years of service.
- **Eugene Ostropolski**, a member since 1988 and former Fire Chief from 1994 to 1995. As a Class A Firefighter, Eugene's guidance is invaluable, and we honour his 35 years of service.
- **John McCrimmon**, who joined in 1987 and continues as a Class A Firefighter and active member of the Blackfalds Firefighters Association. We celebrate his 35 years of service.

APPROVALS



Kim Isaak,
Chief Administrative Officer

MEETING DATE: October 14, 2025

PRESENTED BY: Director Preston Weran

SUBJECT: Introduction of Engineering Services Manager – Aws Al Sammarraie

BACKGROUND

Director Preston Weran will introduce and welcome the new Engineering Services Manager, Aws Al Sammarraie.

APPROVALS



Kim Isaak,
Chief Administrative Officer

MEETING DATE: October 14, 2025
PRESENTED BY: Sarah Skinner, Programs Manager
SUBJECT: Battle River Watershed Alliance Annual Report

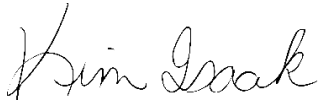
BACKGROUND

Sarah Skinner, Programs Manager, representing the Battle River Watershed Alliance, will present an annual update on the Alliance's activities.

ATTACHMENTS

- *Battle River Watershed Alliance - Annual Report*

APPROVALS



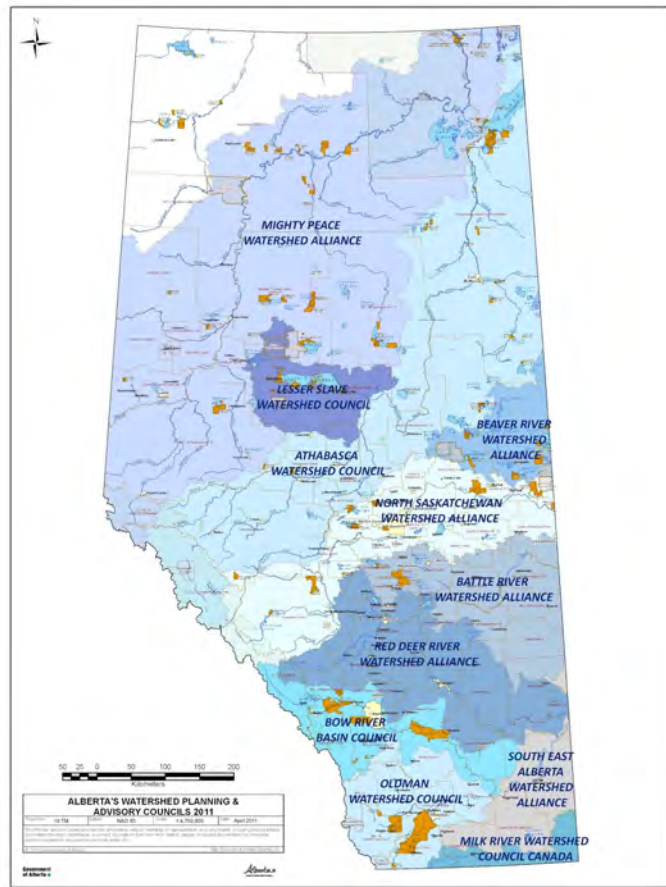
Kim Isaak,
Chief Administrative Officer

Battle River Watershed Alliance

Municipal Update



Battle River, Township Road 454



Watershed Planning & Advisory Council (Since 2006)

Water for Life Goals

- Safe, secure drinking water supply
- Healthy aquatic ecosystems
- Reliable, quality water supplies for a sustainable economy

WPAC Mandate and Roles

- State of the Watershed
- Watershed Management Planning
- Convening & Collaborating
- Education & Literacy





ANNUAL REPORT



2024-2025



Town of Blackfalds

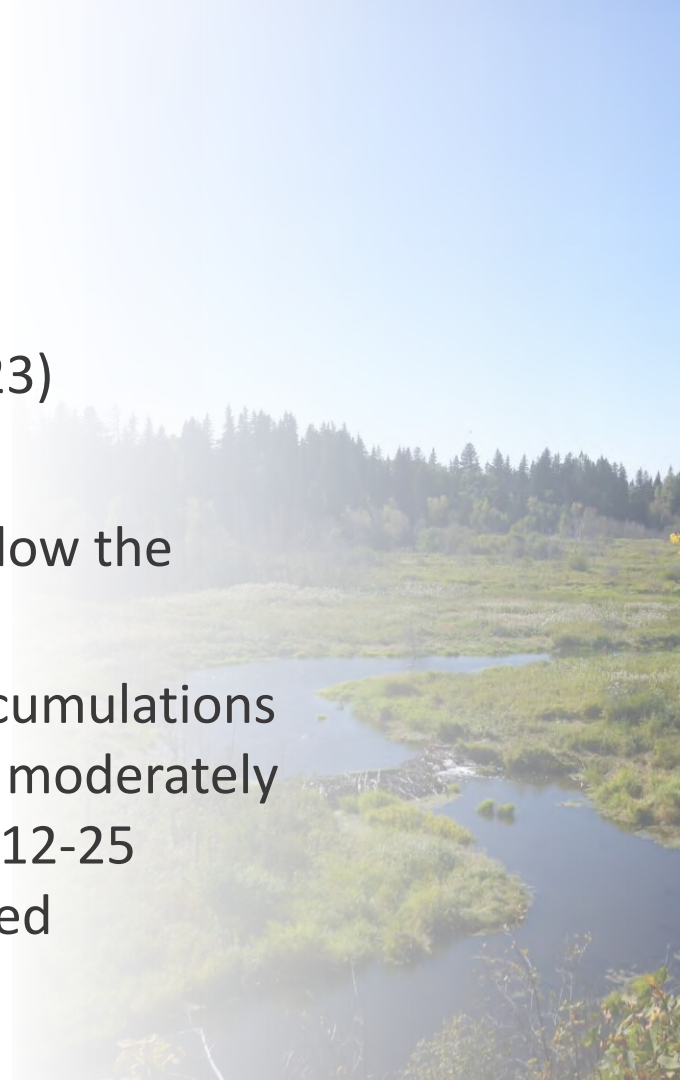
Thank you!

- **Invest 50 contributions support BRWA programs, including:**
 - RiparianCare, \$165K investment
 - Watershed Education, 1600 youth
 - Community Events and Engagement
- **Board Representative**
 - Preston Weran

Drought Update

Battle River Basin

- Water shortage advisory (since May 31, 2023)
- GOA Drought Stage 2 (Moderate Drought)
- Battle River flows have remained mostly below the normal range throughout summer 2025
- Growing season (Apr-Sept) precipitation accumulations relative to long-term normal conditions are moderately low (once in 3-6 years) to very low (once in 12-25 years) across a large portion of the watershed



Extreme Weather & Climate

Taking Notice to Take Action: Integrating Environment, Community, and Health
A Health in the Watershed Atlas of the Battle River and Sounding Creek
Watersheds

Introduction

Across the globe, wildfires and extreme weather events are becoming more frequent and unpredictable. The best way to combat the risks associated with these events is to stay informed and stay prepared.

Our main concerns within the Battle River and Sounding Creek Watersheds are:

- Since 1950, Alberta's climate has been warming, and winter temperatures have increased 0.5-1°C per decade. The annual frequency of extreme heat days is greatest in areas south of Consort.
- Within the watershed, men show a higher rate of heat-related illnesses. The male prevalence rate is around 14-16 per 100,000 people, while the female rate falls in the 6-8 per 100,000 range.
- Temperature increases may extend the growing season and extend the first freeze period by about two weeks.
- Extreme precipitation events (exceeding 25 mm per day) have occurred most frequently in areas west of Tofield and Camrose. The number of days with precipitation is projected to increase by 50% within Alberta.
- Since 1961, Plant Hardiness Index scores have increased by 1-2 points, indicating that winter temperatures have become milder. Some native species and crops may struggle to adapt to this shift, but invasive species are likely to spread more easily.
- Monitoring of dissolved oxygen, total phosphorus, total nitrogen, and pH in watershed tributaries revealed values that exceed guidelines for healthy aquatic ecosystems.
- The main water bodies that have historically had cyanobacteria advisories are Pigeon Lake, Battle Lake, and Little Beaver Lake, while the Battle River at Riverdale Mini-Park has seen advisories more recently.

Here is a collection of resources to help you stay up to date with current wildfire and weather news:



Wildfire Risks

Check the wildfire status in your area with the [Government of Alberta website](#) and [interactive map](#). And where there's fire there's smoke, so take a look at the Canada wide [Smoke Forecast](#) and [PurpleAir](#) air quality map. Help prevent wildfires by observing fires bans and advisories.

Updates & Resources

- Executive Director update, quarterly
- Monthly e-newsletter
- Information sheets for watershed community members
- State of the Watershed data on water quality/quantity, land cover, biodiversity, and more

Watershed 101 Webinars

For Elected Officials

- Water for Life: Alberta's Strategy for Sustainability
- Watershed Planning and Advisory Councils
- Ecological considerations
- State of the Watershed
- Watershed Management Plan
- Resources for land use planning

Virtual Lunch & Learn Sessions (12 - 1:30 PM)

Nov. 4 & Nov. 21

Register on BRWA's Eventbrite page



Education & Engagement

Waste in Our Watershed Tour (Grade 4)

Weather Watchers in the Watershed (Grade 5)

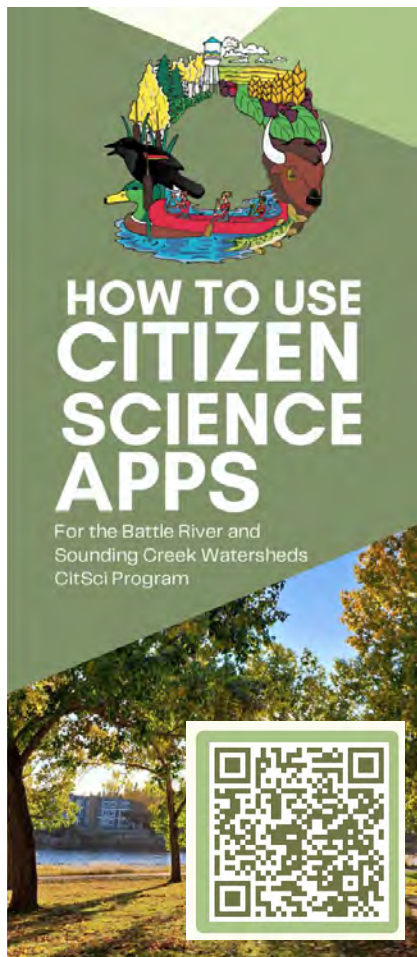
Habitat Tour (Grade 6)

X-Stream Science (Grade 7-12)

Caring For Our Watersheds (Grade 7-12)

Over 1600 students,
774 teachers, 258 schools
reached over the past year!





Citizen Science

Volunteers Needed

Five programs to monitoring biodiversity and water quality:

- River Observer
- Lake Observer
- Invasive Species Monitoring
- Bird Monitoring using eBird
- Biodiversity Monitoring using iNaturalist

Opportunity to host a community science event in a park or natural space near you!

Guide to Watershed Management in Land Use Planning for Local Governments



Prepared by: Municipal Planning Services

Call for Stories & Photos of Local Bridges

Celebrating BRWA's 20th Anniversary!

- AGM and Bus Tour in June 2026
- Bridging Communities, Commemorative Booklet

Contact: Sheila@battleriverwatershed.ca



**THANK YOU FOR YOUR
ONGOING SUPPORT!**



MEETING DATE: October 14, 2025
PRESENTED BY: Francine Forrest, Executive Director
SUBJECT: Red Deer River Watershed Alliance Annual Report

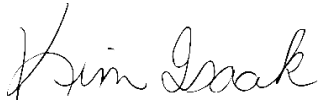
BACKGROUND

Francine Forrest, Executive Director, representing the Red Deer River Watershed Alliance, will present an annual update on the Alliance's activities.

ATTACHMENTS

- *Red Deer River Watershed Alliance Presentation*
- *Red Deer River Watershed Alliance Annual Report 2024-2025*

APPROVALS



Kim Isaak,
Chief Administrative Officer



RDRWA – Update

Francine Forrest, M.Sc. Executive Director



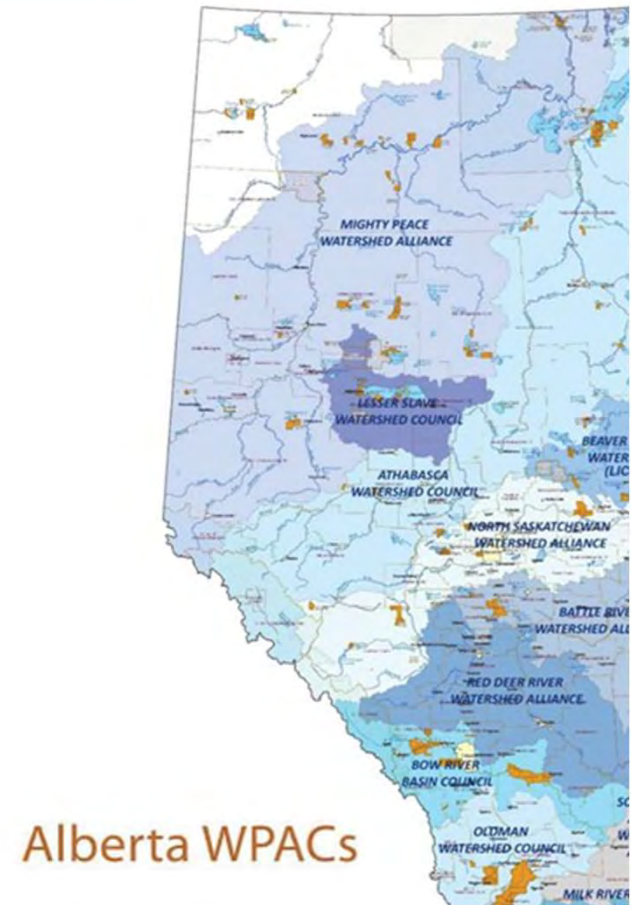
Outline

- RDRWA - Who we are
- Mandate and Roles
- Value to your citizens and municipality
- Working together

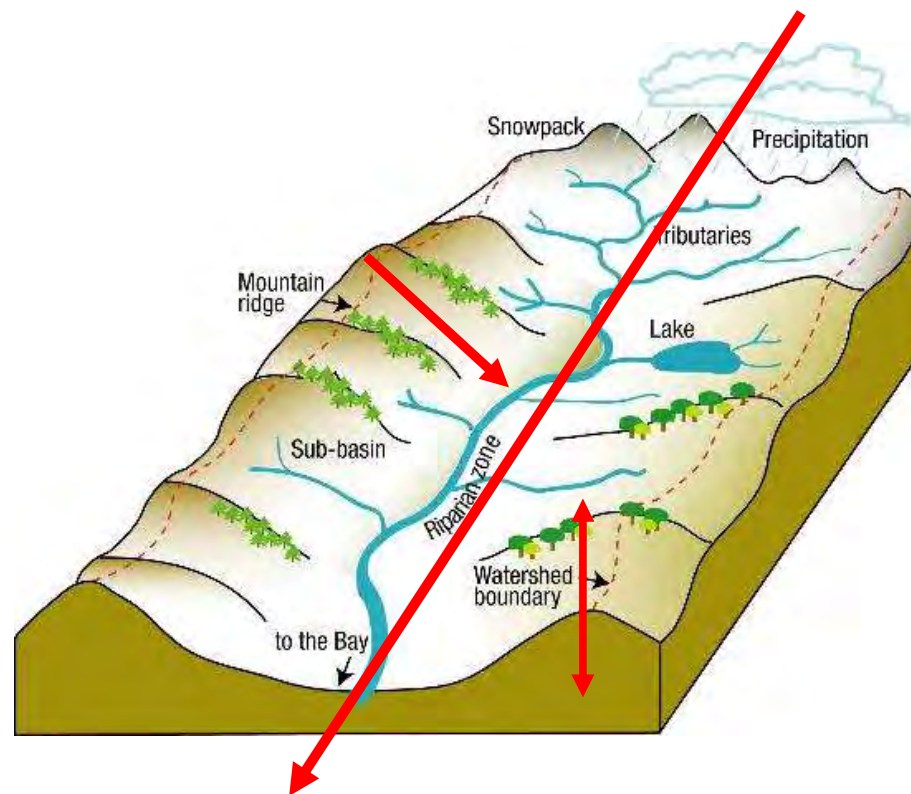


Red Deer River Watershed Alliance (RDRWA)

- Designated Watershed Planning and Advisory Councils (WPAC) for the Red Deer River Basin
- Multi-sector, not-for-profit, science-based organization
- *Vision: “healthy, dynamic and sustainable waters through the efforts of the entire community”.*



What is a Watershed



Municipalities : Shared Interests in a Healthy Watershed

The health of the Red Deer River watershed is vital to:



Sourcewater
Protection



Fisheries and Lake
Management



Stormwater
Management



Flood Mitigation



Wetlands and
Riparian Areas



Drought Mitigation

- **Water is *vital* for**
 - **Economy**
 - **Environment**
 - **Community**
- **The decisions we make today, will shape tomorrow**

Municipalities are leaders and important land use decision makers

Value through our Mandate and Roles

- **Convener & Collaborator**
- **Water Literacy & Education**
 - **Watershed Planning**
- **State of Watershed Reporting**

Convenor and Collaborator



CONNECTING

We bring people and sectors together to share information and find practical ways forward through science and dialogue.



- Core Events- e.g. Spring Forum was in Bentley with presentations from local watershed groups and an update on GW research study
- Special events: technical review teams for the State of watershed report

Water Literacy and Education

Build public understanding and action for watershed health and resilience

- Outreach & Education Programs
- Videos & Website Resources
- E-Newsletters and Social Media



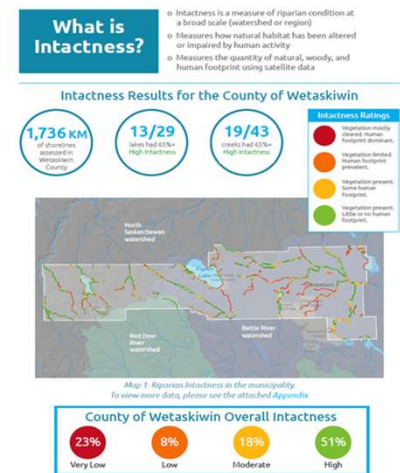
Watershed Planning & Implementation

As a science-based organization, we work collaboratively to advance understanding of key watershed issues through research, analysis, and engagement, and to guide practical actions to improve watershed health outcomes.



IWMP recommendations:

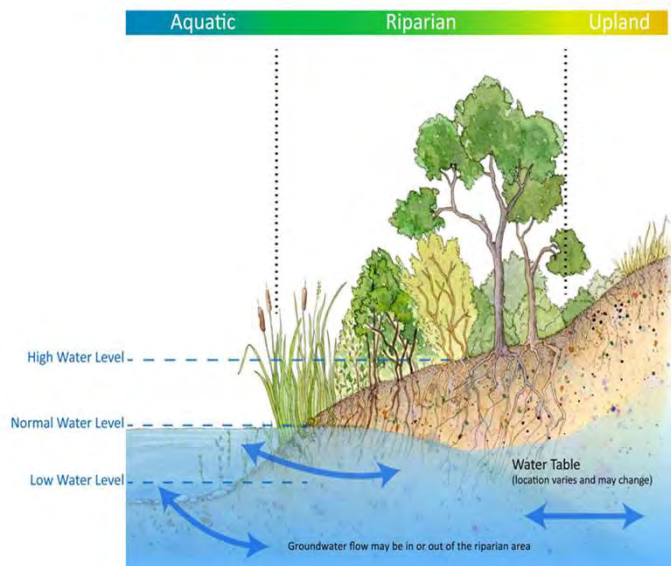
- Increase monitoring in tributaries
- Increase shoreline health assessments



>10,000 km of shoreline riparian health mapped !

<https://rdrwa.ca/riparian-mapping-in-the-medicine-blindman>

Riparian Areas Provide Goods and Services



Goods and Services: Riparian areas benefit people and communities.



Affordable drinking water



Increased resiliency to flood and drought



Recreational, cultural or wildlife viewing opportunities



Livestock shelter, forage and grazing opportunities



Water storage



Groundwater well security



Hunting and angling opportunities



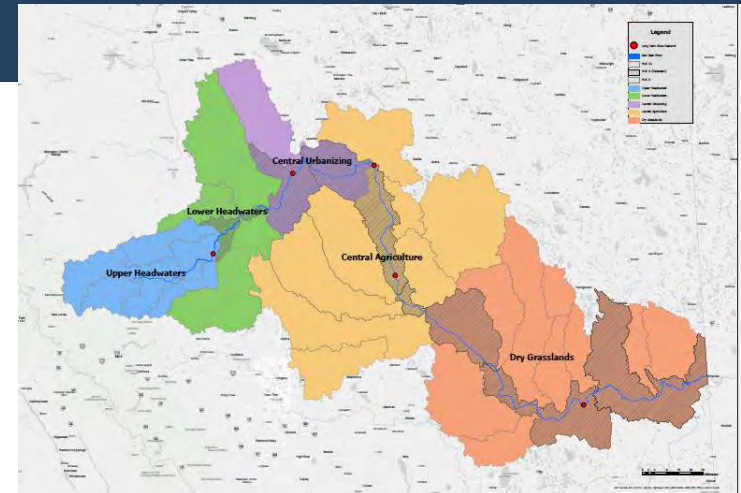
Erosion and sedimentation control

Images courtesy of Riparian Web Portal

Watershed Assessment & Reporting

State of the Watershed – a decision support reference

- Online & Interactive
- Phased Approach
- Collaborative Effort
- Watershed Health Issues & Projects Committee (WHIP)



Surface Water Quality



Groundwater Quality



Surface Water Quantity



Groundwater Quantity



Riparian and Wetland Intactness



Landcover



Aquatic Biodiversity



Terrestrial Biodiversity

Partnerships and Scales of Watershed Work



SW
GW
RIPARIAN
GIS

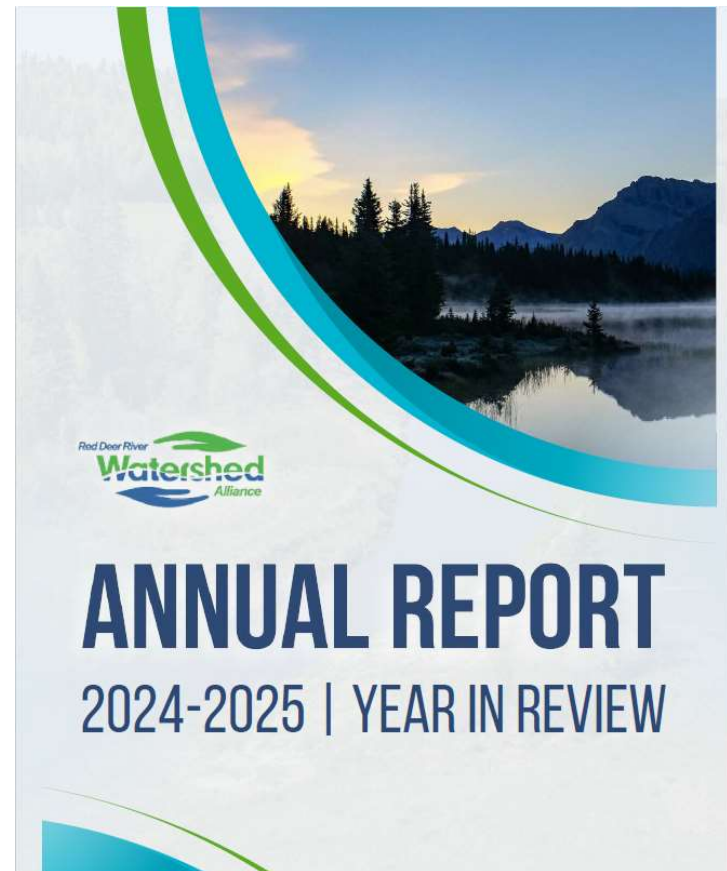
Municipal Support for Watershed Management

- **Strength in numbers** -Support watershed initiatives by donating \$0.50 for every resident
- **Longterm funding** enables continued work on watershed planning, developing resources and tools, delivering environmental education programming, major projects, engaging with community members, hosting regular forums and events, and helping to meet your needs.
- **Major funders** - approximately 30% of the RDRWA's annual funding
- **Enables partners** -Secures grants, leverage funds, and strengthens ability to provide support to partner municipalities, engage different sectors and lead water literacy and environmental education efforts.

Summary – RDRWA Regional Watershed Partner

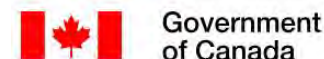
- Convenor & Collaborator
 - Spring Forum
- Education and Water Literacy
 - [E-News](#) & [Events](#)
 - Website Materials www.rdrwa.ca
- Watershed Assessment and Planning
 - State of the Watershed update
 - Fill in gaps and update IWMP

Thank you, together we can make a difference!



Thank you to our Funders

- Village of Beiseker
- Summer Village of Parkland Beach
- Lacombe County
- Wheatland County
- Starland County
- Special Areas
- Clearwater County
- Mountain View County
- Town of Blackfalds
- Town of Sundre
- Town of Bentley
- Summer Village of Burnstick Lake
- Town of Oyen
- Rocky View County
- Summer Village of Half Moon Bay
- Summer Village of Jarvis Bay
- Summer Village of Norglenwold
- Summer Village of Birchcliff
- Summer Village of Sunbreaker Cove
- County of Newell
- Town of Stettler
- Red Deer County
- Nova Chemicals
- Kim Sturgess





ANNUAL REPORT

2024-2025 | YEAR IN REVIEW

TABLE OF CONTENTS

 Land Acknowledgement	Page 2
 Executive Summary	Page 3
 About the RDRWA	Page 5
 Welcome to your Watershed	Page 6
 Board of Directors	Page 7
 RDRWA Staff	Page 8
 RDRWA Committees	Page 9
 Measuring Progress	Page 10
 Water Literacy & Education	Page 11
 RDRWA as a Convenor & Collaborator	Page 13
 State of the Watershed Planning & Reporting	Page 15
 Integrated Watershed Management Plan	Page 16
 2024-2025 Financials	Page 17
 Thank you to our Funders	Page 18
 Up Next in 2025-2026	Page 19
 Get Involved	Page 20
 Become a Member	Page 22

LAND ACKNOWLEDGEMENT

The Red Deer River Watershed Alliance acknowledges all the Indigenous Peoples whose footprints have marked these lands since time immemorial.

The Red Deer River Watershed in which we live and work spans what is now known as Treaty 6 of the Dene Suliné, Cree, Nakota Sioux and Saulteaux peoples, and Treaty 7 of the Blackfoot [Siksika, Piikani, Kainai], the Tsuu T'ina, and the Iyârhe Nakoda [Bears paw, Chiniki and Wesley] peoples and is home to the Métis Nation.



Together we can learn and honour the Traditional Knowledge and ways of knowing of Indigenous Peoples and work to further their recognition as the original stewards of the land and water.

EXECUTIVE SUMMARY

In 2024–2025, the RDRWA advanced its vision of a healthy, sustainable watershed through innovation, collaboration, and science. Building on partnerships, technical credibility, and growing community engagement, the RDRWA’s ongoing efforts in state of watershed reporting, watershed plan implementation, and multi-level outreach ensures that watershed health remains a regional priority. Below are some key highlights:

Partnerships

RDRWA partnered with over 25 different agencies on outreach events, environmental monitoring, restoration activities, and technical input for our State of the Watershed project.

Watershed Assessment and Planning



State of the Watershed Reporting (SoW): work is well underway, online report framework has been developed, priority chapters in progress or completed



Watershed Plan Recommendations: Our third riparian mapping and engagement project was completed this year and we hosted three events, planting > 3,000 shrubs and trees. In total, > 10,000 km of shoreline has been mapped in the basin to focus restoration efforts.

Water Literacy and Education

Significantly expanded outreach by increasing our presence on digital platforms and in-person engagements. Engaged with over:



990 followers on Facebook and 2,987 followers on X



6,600 active users of our website



1,500 participants in outreach activities ; and



hosted seven events and participated in > 20 others

Convener and Collaborator

Our informative Fall and Spring Forums continue to be well received. These key gatherings provided valuable opportunities for dialogue, collaboration, and knowledge sharing across sectors.

Thank you to all our supporters and staff for their dedication, particularly during a drought year with many pressures and important discussions on water. Together we will continue to strive to promote, maintain, and improve watershed health and literacy in the basin.



NOTE FROM THE CHAIR

The Executive Committee can report we had a very busy year. Our emphasis was to get our organization working to achieve the best success. Preparing *The State Of The Watershed* report was our major emphasis along with successfully completing a number of outreach projects and major events.

I want to personally thank Francine and Darian along with help from Canada Student Grant for our summer student, Samantha.

With our shortage of adequate precipitation this year we can only realize the important challenges we will face. Water will be our most important resource in the future and it is our job to protect our watershed's health.

Bob Mills, Chair of the RDRWA Board of Directors

NOTE FROM THE EXECUTIVE DIRECTOR

This was another dry year and the RDRWA heard from many partners regarding social, environmental and economic stresses across the basin. Thank you to my board for their support and direction while RDRWA pivoted to participate in unplanned Water Sharing Agreements and support with drought communications.

I am also grateful to my team who achieved so much this year including: assessment of conditions using biomonitoring in the tributaries of the headwaters to the grasslands, increased engagement with youth (>1,025), and coordinated input from technical teams into a newly developed online GIS framework for our State of the Watershed report.

Thank you to our partners, volunteers and members who continue to inspire me. The Red Deer River Basin is truly amazing, ongoing learning, local action and communication will ensure this basin remains a treasure for future generations to enjoy.

Francine Forrest

ABOUT THE RDRWA

The Red Deer River Watershed Alliance (RDRWA) was created in 2005 as a non-profit society. We are one of 11 designated Watershed Planning and Advisory Councils in Alberta identified under the Government of Alberta's Water for Life Strategy. We are a science-based organization and share information on watershed health and management in the Red Deer River basin .

OUR VISION

The Red Deer River watershed will be healthy, dynamic, and sustainable through the efforts of the entire community.

OUR MISSION

The Red Deer River Watershed Alliance (RDRWA) is an inclusive, collaborative partnership that promotes a healthy watershed to ensure a legacy of ecological integrity and economic sustainability.

STRATEGIC GOALS: 2023-2027

-  Assess State of the Watershed and Integrate with Planning
-  Expand Engagement and Develop Relationships
-  Secure Adequate and Stable Funding
-  Build and Strengthen the Organization – Board and Staff

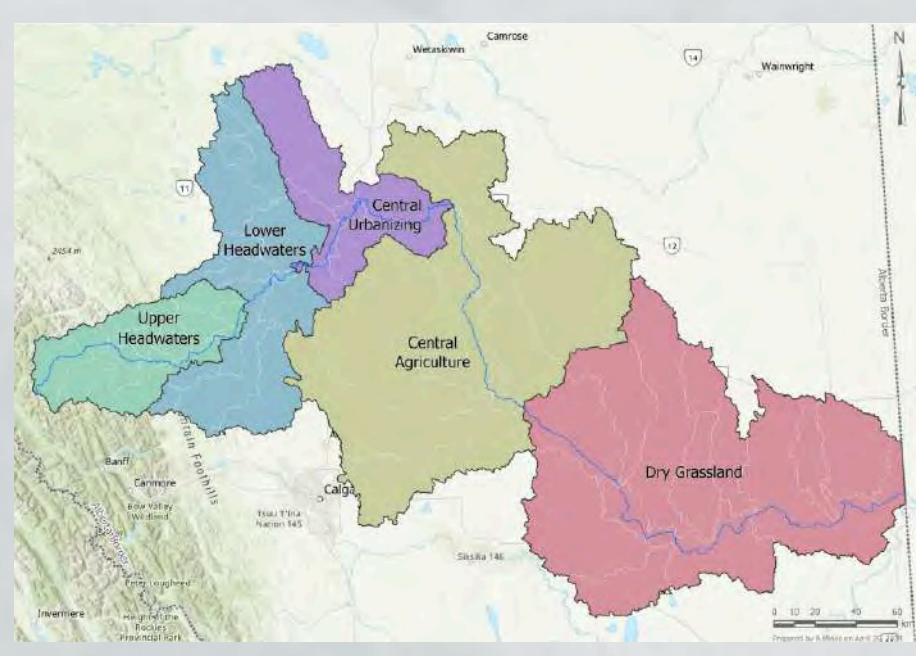


WELCOME TO YOUR WATERSHED

The Red Deer River watershed is approximately 50,000 km² and 8% of Alberta's landmass. The

headwaters of the Red Deer River are in the Rocky Mountains and the river flows eastward 724 km through Foothills, Boreal Forests, Parkland, and Grasslands to join the South Saskatchewan River. The South Saskatchewan River continues on to Lake Winnipeg, and eventually to Hudson's Bay.

Many factors including climate, topography, geology and land use significantly influence the Red Deer River watershed's overall health and water resources. The watershed is home to approximately 300,000 people, includes some of Canada's best farmland, and many important parks and cultural areas. The river provides many social, economic and environmental benefits.



The above map shows the different subwatersheds, grouped into five watershed management zones defined in our Integrated Watershed Management Plan (RDRWA 2016) that reflect geography, landuse patterns and natural ecosystems across the Red Deer River Basin.

OUR BOARD OF DIRECTORS 2024-2025

Environmental and Stewardship

Helge Nome – Alberta Freshwater Alliance
Jessica Hayes – Nature Conservancy of Canada

Agriculture and Business /Industry

Dara Kudras – Independent Producer
Mark Lansing – Parallax Energy Operating Inc.
Mike Gallant – Kerr Wood Leidal Associates Ltd.

Municipal Government

Peggy Johnson – Mountain View County
Kraymer Barnstable – City of Red Deer
Trent Caskey – Special Areas Board
Philip Massier – Red Deer County

Provincial, Federal and Academia

Amanda Halawell – Alberta Environment & Protected Areas
Dan Karran – Olds College
Robert (Bob) Mills – Individual

Indigenous and First Nations

Amy Mendenhall – A Place for Youth to Live and Gather

Individual

Adam Minke – Independent
Karen Fahrlander – Independent

Ex Officio

Richard Warnock – Town of Sundre



RDRWA FULL TIME STAFF 2024-2025



FRANCINE FORREST

Executive Director



DARIAN COULTER

Watershed Outreach and
Program Coordinator



SAMANTHA BENNETT

Summer Watershed
Outreach Program

The following contractors and casual staff also provided significant support:
Jennifer Caudron, Emily Genereux, Chris Clark, Heather Marshall, Jeff Meier, Lauren Comba, Barb Duncan, Angela Menzel.

RDRWA COMMITTEES

The RDRWA has five committees: Executive, Governance, Board Recruitment, Outreach and Watershed Health, Issues and Projects (WHIP) committees.

The Executive, Governance, and Board Recruitment Committees met throughout the year to manage board and organizational affairs. The Governance Committee updated the staff handbook and reviewed policy. The Watershed Health Issues and Projects (WHIP) and Outreach Committee worked closely with RDRWA staff to achieve operational goals.

This past year the WHIP Committee provided input and direction on the State of the Watershed project. Updates on regional watershed activities were also shared and further communicated to our members .

The Outreach Committee strives to achieve outreach, education, engagement, and stewardship goals. The committee met to collaborate on public engagement events, education and stewardship initiatives.

These efforts contributed directly to strategic planning, grant implementation, and a productive organizational culture. Furthermore, they increase community understanding and support for the RDRWA's vision and strategic priorities.

MEASURING PROGRESS

Convenor and Collaborator		Watershed Assessment & Planning	
Hosted Core Events (AGM, Fall Forum, Spring Forum)	✓	State of the Watershed Report	 working
RDRWA Communications (e.g., website, e-newsletter, social media)	✓	Surface Water Quantity and Riparian Chapters <i>Complete</i>	✓
Engaging with key partners & stakeholders (e.g., municipalities, stewardship groups, First Nations, etc.)	 working	Watershed activities: Raven, Rosebud, and Michichi sub-watersheds riparian mapping and restoration project <i>WRRP grant complete</i>	✓
Literacy and Education			
Provided communications (e.g., website, e-newsletter, social media)	✓	Engagement on natural asset importance	 ongoing
Governance		Literacy and Education	
Funder engagement and reporting (e.g., AEP, municipalities, grant providers, etc.)	✓	Delivered outreach and education programs with partners and a focus on experiential activities	✓
RDRWA Committees	✓		

WATER LITERACY & EDUCATION

As a Watershed Planning and Advisory Council (WPAC), we are dedicated to raising awareness about water, watershed health, and the vital roles that various sectors play in watershed management. In 2024-2025, our outreach efforts expanded significantly, allowing us to connect with a broader range of audiences including technical professionals, students, municipalities, and the general public.

Communications

Our digital and print media presence continues to support our outreach by delivering timely, engaging, and informative content.

- Newsletter: Produced 11 e-newsletters, reaching 398 monthly subscribers with updates, resources, and event highlights.
- Social media: Connected with 990 followers on Facebook and 2,987 followers on X, respectively.
- Website: Promoted local activities and important watershed resources. We also added a new blog featuring updates on the Dickson Dam. >6,600 active users.
- Print media: A marketing poster was developed for broader visibility.

Outreach

We had an amazing year for outreach with staff attending 23 events and hosting 10 events including workshops, booth events, and educational seminars. Over 1,500 participants were engaged on water conservation and other watershed management topics in our community. Outreach for this year helped reinforce RDRWA's identity and connect with future stewards.

- School-Based Events: We conducted in school visits delivering engaging and interactive presentations on water and watershed health, including pond dipping. Pond dipping allowed students to do science-based exploration of their local wetlands.

We also participated in Farm Safety School Tours educating students on watersheds and their importance in rural communities and taught an environmental monitoring lesson to TenPeaks students, a youth-focused event which encourages leadership in environmental sustainability.

- Public Events: Public events allowed us to broaden our reach, providing opportunities to engage with diverse audiences and raise awareness of watershed issues in accessible, meaningful ways. (e.g. Aggie Days, Sundre Watershed Exoo,)
- Watershed Activities: Hands-on, interactive learning opportunities allow participants to connect directly with watershed environments. These events including environmental monitoring with the Medicine River Watershed Society and hosting several riparian planting events.



Photo: Outreach with Holy Family School

PLANTING EVENTS IN THE ROSEBUD AND MICHICHI SUBWATERSHEDS

With funds from the Watershed Restoration and Resiliency Program, RDRWA hosted three riparian restoration events with partners at Wheatland County, the Nature Conservancy and Cows and Fish. Two events were hosted in the Rosebud watershed, at Serviceberry Creek and along the Rosebud River. One event occurred in the Michichi watershed. With support from 54 staff and volunteers, over 3,400 native shrubs and trees were planted at these sites. Restoration of these areas provided an opportunity to learn new skills and take local action to improve riparian health which increases local flood and drought resiliency, erosion management, biodiversity and provides other river and habitat enhancements.



Planting event at Service Berry



Planting event at Michichi



Planting event at Rosebud

RDRWA AS A CONVENER AND COLLABORATOR

Throughout 2024 – 2025, the RDRWA demonstrated strong leadership as a convener, bringing together stakeholders across sectors to share knowledge and discuss pressing watershed issues.

- RDRWA AGM: (June 27, 2024) River Bend Golf Course in Red Deer. Guest speaker Paul Bauman, a global leading geophysicist, gave a presentation titled “Tales & Tools of Underground Water Exploration”. Board member elections and appointments occurred as well as discussion of RDRWA’s financials and projects.
- RDRWA Fall Forum: (October 4, 2024) The Fall 2024 Forum in Delburne (30 attendees) addressed “Water and Watershed Management in a Changing Climate,” and included a robust speaker lineup from Trout Unlimited, Fiera, GOA, and more. Topics included updates on: Ardley Dam, riparian mapping in the Basin, Red Deer River fish species, water licensing policy and ALUS programs that support producers with drought resiliency.
- Spring Forum: (March 5, 2025) The Spring 2025 Forum in Bentley featured over 65 attendees and talks were focused on local watershed stewardship initiatives (Medicine, Blindman, Gull Lake), groundwater research updates and a demonstration on RDRWA’s online State of Watershed (SoW) report.





PARTNERSHIPS

- Intrabasin Water Coordinating Committee (IWCC) and Drought Emergency Management Support: Water Sharing Agreement Meetings: 2024 was another dry year. RDRWA participated in the province led water-sharing discussions and brought questions and local concerns forward.
- Research partners: Shallow Groundwater study in the Highway 2 corridor: RDRWA is collaborating with researchers at the University of Calgary, Alberta Biomonitoring Institute, Alberta Geological Survey branch of the Alberta Energy Regulator, Alberta Environment and Protected Areas, and the Ludwig Maximilian University to assess the historic patterns and future trends of anthropogenic impacts on shallow groundwater quality in southern Alberta. This was the third year of a three-year study which is partially funded by a grant from Alberta Innovates.
- Monitoring partners: Health Canada Pesticide Monitoring: RDRWA collaborated with Health Canada for a second year to evaluate the prevalence of pesticides in a key tributary and source watershed of the Red Deer River Basin.
- Monitoring partners: Medicine River Monitoring Program: RDRWA collaborated again with the Medicine River Watershed Society on their citizen science sampling program. Additions included in-kind chemical analysis of grab samples by the Mountain View Regional Water Services Commission and in-situ temperature measurements to evaluate aquatic ecosystem conditions.
- Water for Life Partners: Alberta Water Council and other WPACs continue to work together to enhance communications, initiatives and leverage funds for watershed improvements.
- Eastern Slopes Bioindicator Model: RDRWA is collaborating with WPACs and other partners to create a reference model. Once created this tool will quantitatively evaluate the state of watershed conditions and potential impacts in tributaries located in the eastern slopes. Seven reference sites were sampled in the Red Deer River headwaters in 2024.
- Municipal and Regional Engagement: RDRWA met with the City of Red Deer and Red Deer River Operators Group, to discuss source water protection and drought communications throughout the year. This collaboration supported planning and aligned communications.



STATE OF THE WATERSHED PLANNING & REPORTING

As a science-based organization, we understand that research, planning, and engagement are a foundational part of effective watershed management. The State of the Watershed report was a major strategic focus this year. The report is a snap shot in time summary of basin conditions . Information is being summarized into five watershed management zones. Key developments include:

- Online GIS framework created: RDRWA is using experience builder to create an online interactive state of the watershed report.
- Riparian areas and Wetlands: Information from satellite mapping (Fiera; Riparian Intactness) and local assessments (Cows and Fish), were integrated and summarized. A technical advisory group helped inform chapter development.
- Surface Water Quantity: RDRWA worked with KWL and a technical review team to develop text and interactive online tools for the surface water quantity chapter. Information was uploaded to the online State of the Watershed Report.
- Surface Water Quality: A technical advisory team has been created and a contractor selected to summarize mainstem and tributary conditions.
- Aquatic Health /Biodiversity: RDRWA is utilizing the Canadian Aquatic Biomonitoring Network (CABIN) approach to evaluate the health of aquatic ecosystems in both the Red Deer River mainstem and its tributaries.
 - CABIN sampling has been completed for tributary confluence sites for this and future State of the Watershed Reporting.
- Groundwater: Under the Alberta Innovates Grant, RDRWA is working with research partners on a water quality study which will be used to inform the ground water chapter.

INTEGRATED WATERSHED MANAGEMENT PLAN

RDRWA continues to work with partners on the promotion of natural assets for ecosystem services such as flood and drought resiliency. Supported by funds from the Watershed Resiliency and Restoration Program (WRRP), mapping riparian areas in the: Raven, Rosebud, and Michichi sub-watersheds was completed and results were communicated with stakeholders. RDRWA also hosted three riparian planting events in late fall of 2024 at Serviceberry Creek, Rosebud River, and Michichi Creek. Technical reports are now available on the website along with mapping data for regional municipal source water protection or conservation planning projects.



Photo: Michichi Planting Event

2024/2025 FINANCIALS

Statement of Operations and Changes in Net Assets

Year Ended March 31, 2025*

Revenue		RDRWA 2023 - 2024 (Funding by %)							
Government of Alberta	328,651	<table><tr><td>Government of Alberta</td><td>67.2%</td></tr><tr><td>Municipal</td><td>21.2%</td></tr><tr><td>Other (Federal, Charitable Donations)</td><td>11.6%</td></tr></table>		Government of Alberta	67.2%	Municipal	21.2%	Other (Federal, Charitable Donations)	11.6%
Government of Alberta	67.2%								
Municipal	21.2%								
Other (Federal, Charitable Donations)	11.6%								
Municipal	103,751								
Other contributions and income	56,785								
Total (\$)	489,187								
Other Income									
Interest income	18,772								
Total (\$)	18,772								
Excess of revenue over expenses (\$)	45,317								

Expenses		Summary of Financial Position		
Board and governance	1,117		March 31, 2025*	March 31, 2024*
Human resources and administration	226,252	Assets	913,579	832,595
Office space and operations	91,340	Liabilities	149,223	113,556
Watershed assessment and planning	130,513	Net assets	764,356	719,039
Outreach, convenor and collaborator	13,420			
Total (\$)	462,642	Total (\$)	913,579	832,595

THANK YOU TO OUR FUNDERS AND DONORS 2024-2025

Over \$100,000



Up to \$500

Border Paving – Vic Walls
Karen Fahrlander

Over \$20,000



Kim Sturgess

Also thank you to everyone for your in-kind support on committees and at events. Together we are working towards a healthy and resilient watershed for generations to come.

\$500 - \$15,000

Alberta Irrigation Districts Association
Alberta Innovates
Clearwater County
County of Newell
Government of Canada
Lacombe County
Lake Winnipeg Grant
NOVA Chemicals
MD of Bighorn
Medicine River Watershed Society
Mountain View County
Red Deer County
Rocky View County
Special Areas Board
Starland County
Summer Village of Birchcliff
Summer Village of Burnstick Lake
Summer Village of Gull Lake
Summer Village of Half Moon Bay
Summer Village of Jarvis Bay
Summer Village of Norglenwold
Summer Village of Parkland Beach
Summer Village of Sunbreaker Cove
Town of Bentley
Town of Blackfalds
Town of Rimbey
Town of Sundre
Village of Delburne
Village of Halkirk
Wheatland County



Photo: Farm Safety School Tour,
May 28, 2024

UP NEXT IN 2025-2026

The RDRWA's work in 2025-2026 will continue to be guided by our four-year strategic plan and our mandate and roles. Core priorities in the workplan are summarized below.

Ongoing

Convenor and Collaborator:

- Host core events (AGM, Fall Forum, Spring Forum)
- Engage with Indigenous Communities and key stakeholders (e.g., municipalities, stewardship groups, etc.)
- Engage with core Water for Life partnerships (e.g., WPACs, AEPA, Alberta Water Council)

Literacy and Education:

- Enhance communications (e.g., website, e-newsletter, social media)

Governance:

- Increase funder engagement and reporting (e.g., AEPA, municipalities, grant providers, etc.)
- Continue to improve governance practices.

Major Programs/ Projects

Watershed Assessment and Planning:

- Source funds and focus on on the State of the Watershed Report
- Continue chapter development of the online framework to facilitate future updates.
- Continue to promote riparian restoration and conservation initiatives for ecosystem benefits with various stakeholders.
- Continue to support biomonitoring in tributary SoW sites and for reference model.

Literacy and Education:

- Deliver outreach and education programs with partners and a focus on experiential activities.
- Support drought literacy, engagement and outreach capacity.

A photograph showing two people engaged in a serviceberry planting event. One person, wearing a green shirt and khaki pants, is using a shovel to plant a sapling. The other person, wearing a dark blue jacket and a beanie, is also working with a shovel. They are standing on a grassy bank next to a river. A large, stylized green and blue curved graphic element is overlaid on the right side of the image.

GET INVOLVED

Learn more about the watersheds:

Visit our new Resources page www.rdrwa.ca to discover RDRWA or our partner resources.

Use your voice:

Advance conversations about water and land use in central Alberta. Participate in RDRWA events and stay up to date on engagement opportunities.

Build community:

By checking out our online community calendar for upcoming workshops, education, and environmental stewardship programs on offer from RDRWA and our partners.

<https://rdrwa.ca/events>

Follow us on social media:

Follow us on X at @RDRWA and we are also on Facebook under Red Deer River Watershed Alliance.

Subscribe to our e-newsletter:

We publish a monthly e-newsletter, The Source, each month, and each edition is filled with the latest local and national water news, academic articles, employment opportunities, events, and more. It's free to subscribe! Sign up today to stay up to date on all the latest news!

<https://rdrwa.ca/news>

Donate to the RDRWA:

Every contribution makes a difference! We are a registered charity and provide receipts for all donations greater than \$20.

<https://rdrwa.ca/donate/>



BECOME A MEMBER

Become a member of the RDRWA. Membership is free!

We offer both individual and organizational memberships.

Become a member to:

- Join an active community of people supporting the watershed
- Vote at the Annual General Meeting
- Run for our Board of Directors.
- Access information and learn about the Red Deer River Watershed
- Assist with fundraising and volunteering events



**Scan the QR code, or visit
<https://rdrwa.ca/> to join**



CONTACT RDRWA



www.rdrwa.ca



info@rdrwa.ca



403.340.7379



@RDRWA



Red Deer River Watershed Alliance



MEETING DATE: October 14, 2025

PRESENTED BY: Councillor Marina Appel

SUBJECT: **Mid-Term Strategic Plan – Canada Post**

At the August 13, 2024, Regular Meeting of Council, a motion was passed to add Alberta Registry Services and increased services by Canada Post to action items under Strategic Priority 1 – Community Life, Focus Area – Connect Residents to Services and Services to Residents.

Residents of our community continue to face challenges due to limited Canada Post services. Although Administration and Council have attempted to resolve these issues through email communication, our concerns remain unaddressed. Given the importance of reliable postal services to the well-being of residents and recognizing that this issue is reflected in the Town's Mid-Term Strategic Plan under Town Residents and Services, it is necessary for Council to advance the matter through a formal letter to Canada Post leadership.

Notice for the following motion was given at the September 23, 2025, Regular Council Meeting to be brought forward to the October 14, 2025, Regular Meeting of Council for discussion, debate, and Council's consideration.

MOTION

That Council consider the following motion:

Councillor Appel moved That Council write a letter to Canada Post leadership to voice our continued concerns and that the letter be sent to the following:

- Doug Ettinger, President CPC
- Joel Lightbound, MP
- Daniel Beaulieu, VP Health and Safety
- Francois Coulombe, People and Safety
- Wayne Beckles, General Manager – Delivery Operations
- Steve Sinnott, Collection and Delivery Support and Planning
- Christopher Watchorn, Director – Customer Service
- Kim Mannion, Collection and Delivery
- Ben McCutcheon, General Manager – Operations Prairie Region.

Thank you,



Marina Appel, Councillor

MEETING DATE: October 14, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1341.25 – 1 McKay Boulevard Redistricting**

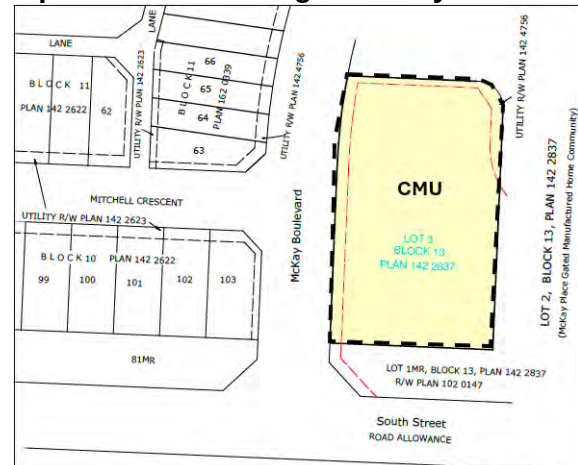
BACKGROUND

Bylaw 1341.25 proposes to amend Land Use Bylaw 1268/12 (LUB) to redistrict 1 McKay Boulevard (Lot 3 Block 13 Plan 142 2837) from Commercial Local District (C3) to Commercial Mixed Use District (CMU). The intention of this redistricting is to support the development of a modest, well-integrated mixed use building featuring ground-floor commercial space with a maximum of twelve (12) residential units above.

Current Districting: 1 McKay Boulevard



Proposed Redistricting: 1 McKay Boulevard



The developer has provided rationale to support the redistricting application which is included as Appendix 2 of this report.

Council gave First Reading to Bylaw 1341.25 at the September 9, 2025 meeting and set the Public Hearing for this evening:

233/25 Councillor Svab moved That Council give First Reading to Bylaw 1341.25 – Redistricting of Lot 3 Block 13 Plan 142 2837 (1 McKay Boulevard), as presented.

CARRIED UNANIMOUSLY

234/25 Councillor Sands moved That a Public Hearing date be set for October 14, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

DISCUSSION

In Administration's opinion, the proposed redistricting is in general consistency with the updated McKay Ranch Area Structure Plan (ASP) that was adopted by Council on June 25, 2024. The ASP identifies the parcel specifically for the C-3 District, the intent of which is to provide for local commercial uses that serve and are compatible with adjacent residential uses. The intent of the CMU District is very similar to that of the C-3 District in that the anticipated commercial uses serve and are compatible with residential uses. The primary difference is that the proposed CMU District allows for a residential component. Copies of the C-3 and CMU Districts are included in Appendices 3 and 4 respectively for Council's consideration.

Administration is supportive of the proposed redistricting as the anticipated development meets the following Town policies and focus areas:

- The Town of Blackfalds 2024-2026 Mid-Term Strategic Plan, Strategic Priority #1 – Community Life, identifies promoting options for housing as an area of focus.
- Policy 3.12 of the *Municipal Development Plan* (MDP) provides matters for consideration when redistricting of a parcel of land is proposed; Administration is satisfied that the proposed redistricting is suitable in light of the listed considerations.
- Policies 4.4 and 5.1 of the MDP directs commercial uses and residential uses to those areas identified in Map 2 Future Land Use Concept or the governing Area Structure Plan. The subject property is identified for residential in Map 2 and commercial in the McKay Ranch ASP.
- Policies 5.2 and 5.6 of the MDP speaks to the Town providing a range of housing types and avoiding excessive concentration of any single type of housing in a community. The proposed CMU District will provide residential with a commercial component which is different type of housing that is currently available in the McKay Ranch community.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give Second Reading to Bylaw 1341.25 – Redistricting of Lot 3 Block 13 Plan 142 2837 (1 McKay Boulevard), as presented.
2. That Council give Third Reading to Bylaw 1341.25 – Redistricting of Lot 3 Block 13 Plan 142 2837 (1 McKay Boulevard), as presented.

ALTERNATIVES

- a) That Council defer Second Reading to Bylaw 1341.25 – Redistricting of Lot 3 Block 13 Plan 142 2837 (1 McKay Boulevard), back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1341.25*
- *Rationale for Redistricting*
- *Commercial Local District (C-3)*
- *Commercial Mixed Use District (CMU)*

APPROVALS

Kim Isak

Kim Isaak,
Chief Administrative Officer

P. W. Newman J. C. L. L.

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND LAND USE BYLAW 1268.22 SCHEDULE 'A'**

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 Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict Lot 3 Block 13 Plan 142 2837 from Commercial Local District (C-3) to Commercial Mixed Use District (CMU).

WHEREAS, pursuant to Section 641(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a Land Use Bylaw.

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on October 2, 2025, and October 9, 2025, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

WHEREAS, a Public Hearing was held on October 14, 2025, to allow the general public to provide input into the proposed Bylaw amendment;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "Redesignation of Lot 3 Block 13 Plan 142 2837 to Commercial Mixed Use District (CMU)".
- 1.2 That Schedule "A" shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Lot 3 Block 13 Plan 142 2837 be redistricted from Commercial Local District (C-3) to Commercial Mixed Use District (CMU), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.2 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

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 JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

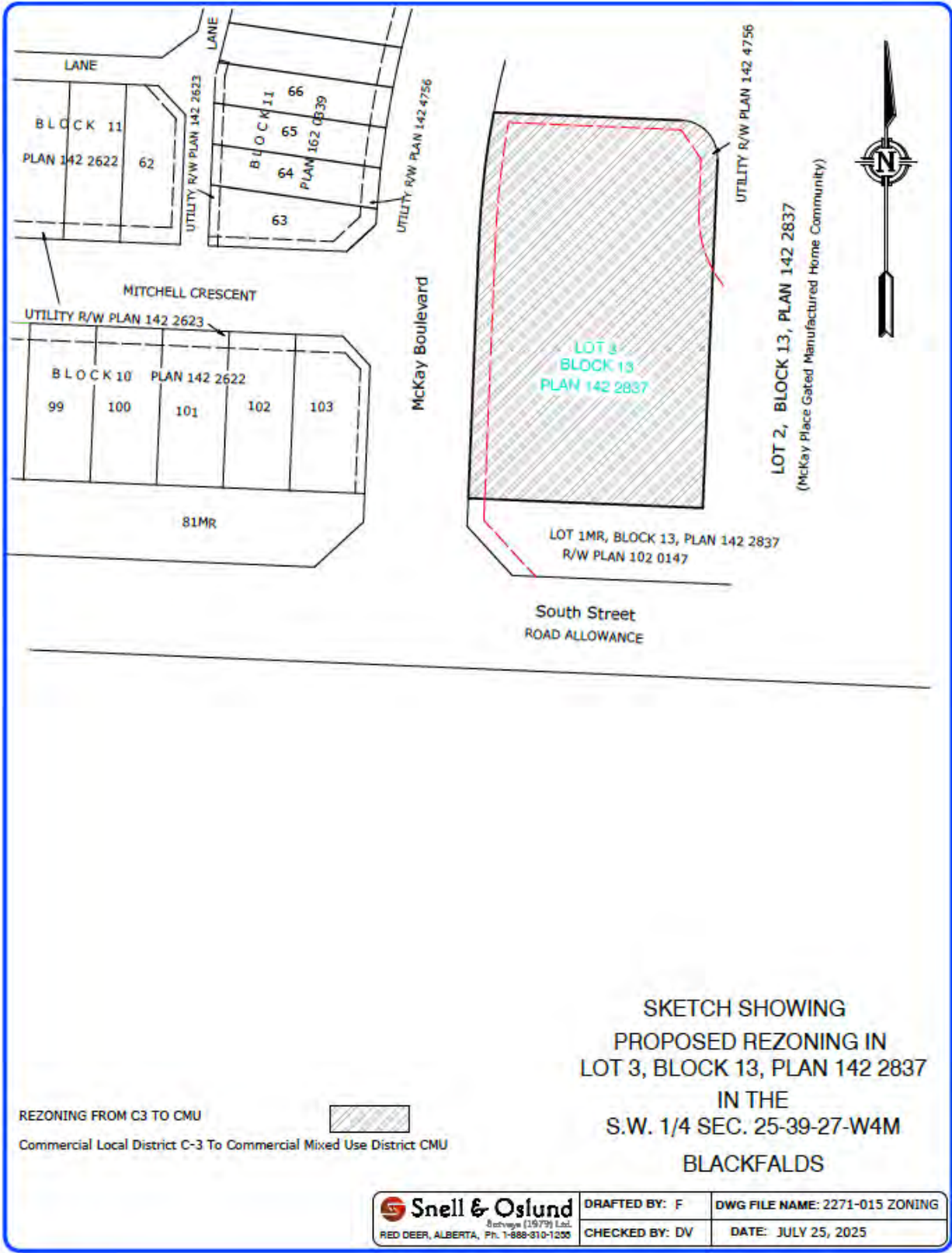
(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE “A”





GS COMMUNITIES

"We're Ready For You!"

July 29, 2025

Town of Blackfalds
Planning and Development Department
5018 Waghorn Street
Blackfalds, AB T0M 0J0

RE: Rezoning Application for 101 McKay Blvd – From Commercial (C3) to Commercial Mixed Use (CMU)

To Planning and Development,

I am writing to request a rezoning of the property located at 101 McKay Blvd, Blackfalds from its current Commercial (C3) designation to Commercial Mixed Use (CMU). The purpose of this rezoning is to support the development of a modest, well-integrated mixed-use building featuring ground-floor commercial space with a maximum of 12 residential units above.

Rationale for Rezoning

1. More Efficient Use of Land

The proposed CMU designation will allow for a better utilization of this site by enabling a blend of residential and commercial uses within the same building footprint. This is particularly important along McKay Blvd, where maximizing the function of serviced land supports long-term sustainability.

2. Supporting Local Businesses and Community Growth

Adding residential units above commercial space contributes to local economic activity by increasing foot traffic and creating a built-in customer base. This strengthens the commercial viability of businesses and supports a more vibrant streetscape.

3. Diversifying Housing Options

Allowing up to 12 residential units will contribute to housing diversity in Blackfalds, providing more options for residents. This helps meet the Town's growing housing needs without encroaching on surrounding low-density residential areas.

4. Alignment with Municipal Planning Objectives

This rezoning request is consistent with the Town of Blackfalds' Municipal Development Plan (MDP) and other relevant planning documents, which promote compact, complete, and mixed-use development in designated growth areas. The CMU zoning is also aligned with the Town's broader goals around smart growth, land efficiency, and economic resilience.

www.glennstar.ca

BUS. 403.341.5166 • FAX. 403.341.5188
6784-65 AVENUE RED DEER, AB T4P 1A5

5. Site Context and Compatibility

The property at 101 McKay Blvd is well-positioned for a mixed-use development due to its location. A low-rise, 12-unit residential component would be compatible with the surrounding context and provide a smooth transition between commercial and residential areas.

Conclusion

Rezoning 101 McKay Blvd from Commercial (C3) to Commercial Mixed Use (CMU) will enable a balanced development that benefits both the community and the local economy. The inclusion of a maximum of 12 residential units allows for modest residential intensification while preserving the commercial function of the site. We are committed to ensuring that any development on this site is of high quality and complements the existing character of the area.

Sincerely,

A handwritten signature in black ink, appearing to read 'Glenn Fraser', with a stylized, cursive script.

Glenn Fraser
McKay Ranch Developments

6.11 Commercial Local District (C-3)

6.11.1 Purpose

To facilitate the Development of local convenience trade centres to serve adjacent to residential neighbourhoods or non-commercial areas only.

6.11.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
• Accessory Building • Commercial Service Facility • Daycare, Minor • Food Service, Restaurant • Gas Bar • Retail, General • Retail, Liquor (Amended, Bylaw 1275.23, 05/23/23) • Office	• Accessory Use • Car Wash • Daycare, Major • Live Work Unit • Recreation Facility, Indoor • Public Facility • Signs • Similar Use

6.11.3 District Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	6.0 m (19.69 ft)
Minimum Side Yard	1.5 m (4.92 ft) except adjacent to a residential Parcel, where it shall be 3.0 m (9.8 ft).
Minimum Rear Yard	3.0 m (9.84 ft)
Minimum Parcel Area	2,000.00 m ² (0.2 ha)
Maximum Parcel Coverage	80%
Maximum Building Height	8.5 m (27.89 ft)
Building Design	All mechanical equipment on a roof shall be screened from view of a Highway, arterial Road, and residential Land Use Districts.

Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).
------------------	---

6.13 Commercial Mixed Use District (CMU)

6.13.1 Purpose

To provide a site that is comprehensively designed to encourage a mixture of commercial and residential and other uses herein listed that are complimentary of each other.

6.13.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
• Business Support Service • Commercial Service Facility • Home Based Business 1 • Daycare, Minor • Food Service, Restaurant • Health Services • Mixed Use Development • Office • Recreation Facility, Indoor • Retail, General	• Accessory Building • Accessory Use • Car Wash • Apartment • Daycare, Major • Gas Bar • Public Utility Building • Retail, Liquor (Amended, Bylaw 1275.23, 05/23/23) • Signs • Similar Use

6.13.3 District Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	nil or at the discretion of the Development Authority, taking into consideration the amenities of adjacent properties.
Minimum Side Yard	At the discretion of the Development Authority.
Minimum Rear Yard	At the discretion of the Development Authority.
Floor Area Ratio	At the discretion of the Development Authority.
Maximum Building Height	At the discretion of the Development Authority.

Density	For residential portion of the Development the Density shall not exceed 30 units/ha based on the total Parcel area.
Outdoor Storage	none allowed
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).
Amenity Space	Amenity Space for Mixed Use Development and Apartments and may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following: • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens • Other recreational or amenity uses that would satisfy the needs of the residents for the Development. Each Apartment and Dwelling within a Mixed Use Development shall provide a private outdoor Amenity Space or not less than 4.5 m² (48.44 ft²) in area

MEETING DATE: October 14, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Bylaw 1345.25 - Council Procedural Amendment Bylaw**

BACKGROUND

The Council Procedural Bylaw speaks to the order of precedence of rules governing the procedure of Council, which includes the Council Code of Conduct Bylaw in that order of rules.

As the *Municipal Government Act* has been amended to remove the requirement for Municipalities to have a Code of Conduct Bylaw, the Council Procedural Bylaw has been amended to remove the reference to the Code of Conduct Bylaw.

DISCUSSION

Administration is recommending that Council give three readings to the Council Procedural Amendment Bylaw, as the change to the bylaw is minor and housekeeping in nature.

FINANCIAL IMPLICATIONS

There are no financial implications to this bylaw amendment.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1345.25 – Council Procedural Amendment Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1345.25 – Council Procedural Amendment Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1345.25 – Council Procedural Amendment Bylaw.
4. That Council give Third Reading to Bylaw 1345.25 – Council Procedural Amendment Bylaw, as presented.

ALTERNATIVES

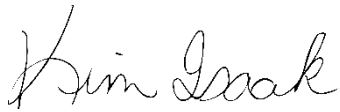
- a) That Council give First Reading to Bylaw 1345.25 – Council Procedural Amendment Bylaw, as presented.

- b) That Council refer Bylaw 1345.25 – Council Procedural Amendment Bylaw back to Administration for additional information.

ATTACHMENTS

- *Bylaw 1345.25 – Council Procedural Amendment Bylaw - Draft*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND THE COUNCIL PROCEDURAL BYLAW 1332.25.**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, for the purpose of amending Bylaw No. 1332.25.

WHEREAS, Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and Committees established by Council;

WHEREAS, Section 3.2 of Bylaw 1332.25 sets out the precedence of rules governing the procedure of Council.

WHEREAS, the *Municipal Government Act* has eliminated the mandatory Codes of Conduct Bylaws, it is deemed necessary that an amending bylaw be adopted to remove the Code of Conduct Bylaw from the precedence of rules governing the procedure of Council.

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 “**Council Procedural Amendment Bylaw**”.

PART 2 – AMENDMENTS

2.1 That Section 3.2 be amended to read as follows:

- 3.2 The precedence of the rules governing the procedure of Council is:
- (a) The Act
 - (b) Other Provincial legislation; and
 - (c) This Bylaw.

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 JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

MEETING DATE: October 14, 2025

PREPARED BY: Ken Morrison, Director of Emergency Management & Protective Services

PRESENTED BY: Ken Morrison, Director of Emergency Management & Protective Services

SUBJECT: **Bylaw 1346.25 - Municipal Policing Committee Bylaw**

BACKGROUND

In 2022, the provincial government passed Bill 6, the Police Amendment Act. The legislation requires the formation of civilian governance bodies for all municipalities in Alberta, so that communities can participate in setting policing priorities and performance goals. Prior to this, the formation of Policing Committees was optional, and the Town of Blackfalds chose to form their own committee in 2011. The Police Governance Regulation came into effect on March 1st, 2025.

The regulation requires that every community in Alberta served by the RCMP, depending on their size and type of police service agreement, is required to be represented on either a:

1. Communities policed under the Provincial police Servicing Agreement (PPSA) include communities under 5,000 population or are considered a rural municipality. These communities will be represented by the **Provincial Police Advisory Board**.
2. Communities with a population of 15,000 or greater, policed under a Municipal Police Service Agreement (MPSA) are required to establish a **Municipal Policing Committee**.
3. Communities with a population of less than 15,000 policed under an MPSA are required to participate in a **Regional Policing Committee and can opt to establish their own committee**.

The Town of Blackfalds falls within number 3 and has had an active Policing Committee under authority of Bylaw 1125/11 since 2011. The committee is further governed by their own Police Committee Policy manual.

The current Police Committee has provided an effective level of civilian governance with local policing over the time it has been in existence. The Committee has been active in bringing forward community concerns to local law enforcement as well as providing valuable insight into priorities within the community.

At the March 11th, 2025, Regular Council Meeting, Council made the following Motion and resolved:

“That Council write a letter to the Minister of Public Safety and Emergency Services requesting that the Town of Blackfalds opt out of the Regional Policing Committee and maintain the Town's established Policing Committee.”

On March 14th, a letter from the town was forwarded to the Honourable Mike Ellis, Minister for Public Safety and Emergency Services, requesting permission to opt out of the Regional Policing Committee and maintain the town's current established Municipal Policing Committee.

On May 30th, 2025, a letter was received from the Honourable Mike Ellis, Minister for Public Safety and Emergency Services, confirming the Town of Blackfalds was granted permission to maintain their existing Municipal Policing Committee.

DISCUSSION

A requirement for maintaining the town's Municipal Policing Committee was to update the current Policing Committee Bylaw 1125-11 to reflect the changes under the Police Amendment Act passed in December 2022.

Relatively minor changes were required in updating Bylaw 1125-11 to reflect the changes made under the amendment act.

The Bylaw name has been changed from "Policing Committee Bylaw" to Municipal Policing Committee Bylaw.

Additional duties and responsibilities for committee members have been added to the new Bylaw to reflect the changes within the Police Amendment Act.

Under Composition of the Committee, the reference to FOIP has been updated to reflect changes to the Access to Information Act and the *Protection of Privacy Act*.

Part 6 – Ministerial Appointments to the Policing Committee has been added to reflect the Police Amendment Act, which provides for the province to appoint committee members.

Part 9.4, The Committee shall be governed by the Procedural Bylaw, replacing the previous reference to Robert's Rules of Order, to reflect the process in which the Town of Blackfalds committees run.

The Bylaw has been further updated to the current Town of Blackfalds Bylaw format.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

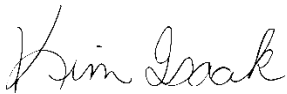
1. That Council give First Reading to Bylaw 1346.25 – Municipal Policing Committee Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1346.25 – Municipal Policing Committee Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1346.25 – Municipal Policing Committee Bylaw.
4. That Council give Third Reading to Bylaw 1346.25 – Municipal Policing Committee Bylaw, as presented.

ALTERNATIVES

- a) That Council refer Bylaw 1346.25 – Municipal Policing Committee Bylaw back to Administration for further information.
- b) That Council give First Reading to Bylaw 1346.25 – Municipal Policing Committee Bylaw, as presented.

ATTACHMENTS

- *Blackfalds Municipal Police Committee Bylaw 1346.25*
- *March 2025 letter to Minister Ellis.*
- *Town of Blackfalds Policing Committee bylaw 1125/11*
- *Letter to Mayor Jamie Hoover, from Minister Ellis dated May 2025.*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL POLICING COMMITTEE

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of establishing a Municipal Policing Committee.

WHEREAS, the *Municipal Government Act*, RSA 2000, c.M-26 and regulations as amended, provide that Council may pass bylaws in relation to services provided by or on behalf of the municipality.

WHEREAS, the *Police Act*, RSA 2000, c-P-17 and regulations as amended, provide that a municipality which has entered into an Agreement with the Government of Canada for the provision of police services through the Royal Canadian Mounted Police, may by Bylaw, establish a Municipal Policing Committee

WHEREAS, the Council of the Town of Blackfalds, in the Province of Alberta, deems it advisable to establish a Municipal Policing Committee to advise them of policing matters.

WHEREAS, the Council, by the Bylaw, shall prescribe the rules and regulations governing proceedings and meetings of the Committee.

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 “**Municipal Policing Committee Bylaw**”.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
- a) “**Act**” means the *Police Act*, RSA 2000, c P-17 and regulations thereto.
 - b) “**Agreement**” means the agreement between the municipality, the Town, and the Government of Canada for the provision of police services for the municipality.
 - c) “**Bylaw**” means the Police Committee Bylaw, as amended from time to time.
 - d) “**Chair**” means the individual elected to preside over meetings, as per
 - e) “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*.
 - f) “**Chief Elected Official**” means the Mayor of the Town of Blackfalds.
 - g) “**Committee**” means the Blackfalds Municipal Policing Committee.
 - h) “**Council**” means the duly elected Council of the Town of Blackfalds and includes the Mayor and all Councillors.
 - i) “**Member**” means a person appointed to the Policing Committee pursuant to the Policing Committee Bylaw.
 - j) “**Minister**” means the Minister of Public Safety and Emergency Services of the Province of Alberta.
 - k) “**Officer in Charge**” means the Officer in charge of the local RCMP detachment in Blackfalds.
 - l) “**RCMP**” means the Royal Canadian Mounted Police or any member of that police service as the case may require.
 - m) “**Town**” means the Town of Blackfalds.

PART 3 - DUTIES AND RESPONSIBILITIES

- 3.1 The overall objective of the Policing Committee is to act as a liaison between the Town Council, the RCMP detachment, Municipal Enforcement and the citizens of Blackfalds, fostering responsible community action towards the creation of a safe, secure community. The Committee shall endeavour to do this by encouraging an environment which allows for public concerns to be addressed by all affected parties. The Policing Committee shall have the following duties:
- 3.2 Representing the interests and concerns of the public and Council to the Officer in Charge.
- 3.3 In consultation with the Officer in Charge, develop a yearly plan of priorities and strategies for municipal policing and advise Council on the annual RCMP Goals and Priorities.
- 3.4 Assisting in the selection of the Officer in Charge.
- 3.5 Support the RCMP in integrated community safety planning.
- 3.6 Make recommendations to Council relating to policing matters or relevant community issues on its own initiative or upon request of Council.
- 3.7 Report annually or on request to the Minister on the implementation of and updates to programs and services to achieve the priorities of the police service.
- 3.8 Preparing annually a budget to be presented to Council outlining the expenses related to the operation of the Committee.
- 3.9 Developing a community safety plan in conjunction with the local police detachment, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister.
- 3.10 Recommend to Council the appointment of a Public Complaints Director.
- 3.11 Meeting quarterly, at a minimum, but as often as is required to carry on the business of the Committee.
- 3.12 Meeting times are to be posted on the Town website, meetings are to be open to the public and meeting minutes are to be available for viewing.

PART 4 - COMPOSITION OF THE COMMITTEE

- 4.1 The Committee shall be comprised of seven (7) voting members who shall be appointed by resolution of Council as follows:
 - a) Five (5) citizens residing within the Town of Blackfalds, one of whom may be a student between the ages of sixteen and eighteen.
 - b) Two (2) Town of Blackfalds Council members.
- 4.3 The Officer in Charge of the Blackfalds RCMP, or their delegate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 4.4 The Chief Administrative Officer, or their delegate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 4.5 The Committee, as a public body, must comply with the requirements of the Access to Information Act as well as the Protection of Privacy Act and have a designated Coordinator. The Town's Information Governance Coordinator will act as the Coordinator for the Blackfalds Policing Committee and is responsible for ensuring that personal information is managed in accordance with relevant access and privacy legislation. Requests for information involving the Committee will be subject to the Town's fees and policies and should be directed to the Town of Blackfalds Information Governance Coordinator.

PART 5 - MEMBERSHIP

- 5.1 A member of the Policing Committee shall not be a full-time member of the Policing Committee.
- 5.2 Each member from the public at large shall be appointed to the Committee for a term of three (3) years, or two (2) but not less than two, whichever Council deems appropriate, commencing at Council's annual Organizational meeting, unless they are appointed to complete the term of another member who resigns before their term is up.
- 5.3 Members shall remain in office until their respective successors are appointed.
- 5.4 Where a member ceases to be a member of the Committee before the expiration of their term, Council may appoint another eligible person for the unexpired portion of the term.
- 5.5 The term of office of a Member appointed to the Policing Committee shall be.
 - 5.5.1 three (3) years, or
 - 5.5.2 a term of less than three (3) years, but not less than two (2) years.
- 5.6 A Member shall not exceed 10 consecutive years serving as a Member of the Policing Committee.
- 5.7 All Members of the Policing Committee must pass an enhanced security check.
- 5.8 The appointment of a Member to the Policing Committee may not be revoked by Council except for cause.
- 5.9 If a person who is also a Member of Council is also appointed to the Policing Committee, that person's appointment with the Policing Committee terminates on that person ceasing to be a member of Council.
- 5.10 The Members of the Policing Committee shall, at their first meeting each year, elect from their members a Chair and one or more vice chairs.
- 5.11 A member who is a Chief Elected Official is not eligible to be elected as Chair or vice chair of the Municipal Policing Committee.
- 5.12 All Members of the Municipal Policing Committee shall take an oath as set out in Schedule 2 of the Act.

PART 6 - MINISTERIAL APPOINTMENTS TO THE POLICING COMMITTEE

- 6.1 If the Municipal Policing Committee consists of:
 - 6.1.1 Three (3) Members: The Minister may appoint one member to the Committee; or
 - 6.1.2 Four (4) to Six (6) Members: The Minister may appoint two (2) Members to the Committee; or
 - 6.1.3 Seven (7) Members: The Minister may appoint one (1) Member for each group of three (3) Members appointed to the Committee, including any remaining group that is fewer than three (3) Members.

PART 7 - RESIGNATION AND REMOVAL

- 7.1 Any member may resign from the Committee at any time upon providing written notice to Council to that effect.
- 7.2 Council may terminate a member's appointment to the Committee at any time with reasonable cause, or when a Member:
 - 7.1.1 Fails to attend three (3) consecutive regular meetings of the Committee, unless absence is caused by illness or is authorized in advance by resolution of the Committee.

- 7.1.2 Ceases to be a resident of the Town.
- 7.1.3 Is hired in a full-time, permanent capacity with the Town Bylaw Enforcement Service or the RCMP; or
- 7.1.4 Is convicted of a crime punishable by indictment.

PART 8 - OFFICERS OF THE COMMITTEE

- 8.1 The Chair and vice chair of the Committee shall be elected from amongst its members at the first regular meeting of each year.
- 8.2 All members of the Committee shall vote on every motion, including the Chair (subject to Section 12.1).
- 8.3 The Chief Administrative Officer, or their designate, shall attend all Committee meetings and ensure that the minutes are prepared and submitted to the Committee for approval at the next meeting. A copy of these minutes shall then be forwarded to Council.

PART 9 - MEETINGS

- 9.1 The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.
- 9.2 Special meetings may be called by the Chair or, in their absence, the Vice-Chair, by providing the members with 24-hour notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
- 9.3 Four (4) voting members of the Committee at a meeting shall constitute a quorum.
- 9.4 The Committee shall be governed by the Procedural Bylaw.
- 9.5 An agenda shall be prepared by the Chief Administrative or designate, in consultation with the Chair, or in his absence, the Vice-Chair, and circulated to the members prior to each Policing Committee meeting.
- 9.6 Each member, including the Chair, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, a motion will be deemed to be defeated.
- 9.7 Meetings of the Policing Committee shall be open to the public, but all matters relating to the personnel, conduct and contracts with the Royal Canadian Mounted Police and security of police operations shall be conducted in private or closed meetings.
- 9.8 The Policing Committee shall make reports to Council on matters of public concern as the Policing Committee deems are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

PART 10 - SUB COMMITTEES

- 10.1 The Committee may appoint sub-committees or ad hoc committees, which may include people from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-Committees or ad hoc committees may be terminated by a simple motion at any regular meeting.

PART 11 - LIMITATIONS

- 11.1 Neither the Committee nor any members shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the Town.

PART 12 - CONFLICT OF INTEREST

- 12.1 No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of the type referred to in Division 6 of the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000, as amended.

PART 13 - REPEAL

- 13.1 That Bylaw 1125/11 and any amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 14 - DATE OF FORCE

- 14.1 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 JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

March 14, 2025

Honourable Mike Ellis
Minister for Public Safety and Emergency Services
404 Legislative Building
10800-97th Avenue
Edmonton, AB
T5K 2B6

Re: Regional Committee Civilian Governance Body

Dear Minister Ellis,

As required under the Police Governance Regulation the Town of Blackfalds is required to participate in a Regional Policing Committee civilian governance body. At the March 11th, 2025, Regular Council Meeting, Council made the following Motion:

“that Council write a letter to the Minister of Public Safety and Emergency Services requesting that the Town of Blackfalds opt out of the Regional Policing Committee and maintain the towns established Policing Committee.”

As outlined in the Council resolution, the Town of Blackfalds is requesting Ministerial approval to opt out of the regional committee civilian governance body and maintain the current municipal policing committee that has existed since 2011 under authority of Bylaw 1125/11. The Committee has a current policy manual which was updated in 2024.

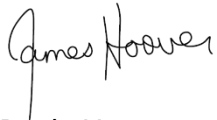
Since formation, the Committee members have been required to take training online through the Solicitor Generals Office. Members of the committee have also taken the opportunity to further their knowledge on police governance, by attending the annual Alberta Association of Police Governance conferences.

The committee has been very successful over the years bringing the concerns of the community to council and the police of jurisdiction for their action, resulting in improved safety throughout the town. The committee has also been part of two CPTED reviews within the town, providing great input into making our community safe. Committee members have worked with the RCMP in past developing the Annual priorities, bringing forward community concerns ensuring priorities are in line with community needs.

The town of Blackfalds population is approximately 11,500 and growing as such is a great fit for an active Policing Committee.

We would like to thank you for your consideration in approving the Town of Blackfalds request to opt out of the Regional Policing Committee and allowing it to maintain the Blackfalds Policing Committee.

Sincerely yours,



Jamie Hoover
Mayor

Cc: Town of Blackfalds Council
Town of Blackfalds Policing Committee
S/Sgt. Andrew Allan, N.C.O. IC, Blackfalds Detachment
Ken Morrison, Director of Emergency Management and Protective Services Town of Blackfalds



**TOWN OF BLACKFALDS
BYLAW NO. 1125/11**

**A BY-LAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA
TO ESTABLISH A POLICING COMMITTEE**

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 and regulations as amended, provides that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

AND WHEREAS the Police Act, R.S.A. 2000, c. P-17 and regulations as amended, provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of policing services through the Royal Canadian Mounted Police may, by Bylaw, establish a Policing Committee;

AND WHEREAS the member in charge of the Municipal Police Service shall, in enforcing the By-laws of the Municipality, act under the lawful direction of the Chief Administrative Officer or such other person as the Chief Administrative Officer may, in writing, designate;

AND WHEREAS the council of the Town of Blackfalds deems it advisable to establish a Policing Committee to advise them of policing matters;

AND WHEREAS Council, by the By-law, shall prescribe the rules and regulations governing proceedings and meetings of the Committee.

NOW THEREFORE the Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

NAME AND DEFINITIONS

1. This by-law may be referred as the "Policing Committee By-law".
2. For the purpose of this by-law:
 - (a) "Agreement" means the agreement between the Town of Blackfalds and the Government of Canada for the provision of police services for the municipality;
 - (b) "Chief Administrative Officer" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Blackfalds and includes any person that the Chief Administrative Officer may appoint as his or her designate for purposes carrying out his responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.
 - (c) "Committee" means Blackfalds Policing Committee;
 - (d) "Council" means the duly elected Municipal Council of the Town of Blackfalds;
 - (e) "Officer in Charge" means the Officer in charge of the local RCMP detachment in the Town of Blackfalds;
 - (f) Criminal Record is being convicted of a crime punishable by indictment
 - (g) "RCMP" means the Royal Canadian Mounted Police force or any member of that police force as the case may require; and
 - (h) "Town" means the Town of Blackfalds, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Blackfalds as the context may require.

DUTIES AND RESPONSIBILITIES

3. The overall objectives of the Policing Committee is to act as a liaison between Town Council, the RCMP detachment, By-law Enforcement and the citizens of Blackfalds and foster responsible community action towards the creation of a safe, secure community. The Committee shall endeavor to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:
 - (a) provide community feedback to the RCMP concerning policing and by-law enforcement strategies and activities;

- (b) in consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing and advise Council on the annual RCMP Goals and Priorities;
- (c) cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
- (d) represent the interests and concerns of the public to the officer in charge;
- (e) make recommendations to Council relating to policing matters or relevant community issues on its own initiative or upon request of Council;
- (f) recommend to Council the appointment of a Public Complaints Director; and
- (g) represent the interests of Council to the Officer in charge.

COMPOSITION OF THE COMMITTEE

- 4. The committee shall consist of seven (7) voting members who shall be appointed by resolution of Council as follows:
 - (a) Five (5) citizens residing within the Town of Blackfalds, one of whom may be a youth between the age of sixteen and eighteen who attends school;
 - (b) Two (2) Town of Blackfalds Council members.
- 5. The Mayor shall be a member (ex-officio) of the Committee and his or her term of office shall coincide with his or her term of office on Council.
- 6. The Officer in Charge of the Blackfalds RCMP, or his/her designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 7. The Chief Administrative Officer, or his designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 8. The Committee, as a public body must comply with *Freedom of Information and Protection of Privacy (FOIP)* Legislation and have a designated Coordinator. The Town of Blackfalds FOIP Coordinator will act as the FOIP Coordinator for the Blackfalds Policing Committee and is responsible for ensuring that personal information is managed in accordance with FOIP legislation. Requests for information involving the Committee should be directed to the Town of Blackfalds FOIP Coordinator subject to their fees and policies.

MEMBERSHIP

- 8. Each member from the public at large shall be appointed to the Committee for one (1), two (2) or three (3) year terms, whichever Council deems appropriate, commencing at Council's annual Organizational meeting, unless he or she is appointed to complete the term of another member who resigns before their term is up.
- 9. Members shall remain in office until their respective successors are appointed.
- 10. Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the unexpired portion of the term.
- 11. All persons appointed to the Committee shall:
 - (a) Take the oath prescribed in Schedule 2 of the Police Act.
 - (b) Not have a criminal record.
 - (c) Not be hired in any capacity with the Royal Canadian Mounted Police, any Provincial Police Force, the Provincial Attorney General's Department of the Department of the Solicitor General of Alberta and Town Bylaw Enforcement Service;
 - (d) Be of the full age if eighteen (18) years, except for the youth representative, who shall be at least sixteen (16) years of age.
 - (e) Participate in the Roles and Responsibilities of Policing Oversight Committee Members Training

RESIGNATION AND REMOVAL

- 12. Any member may resign from the Committee at any time upon providing written notice to Council to that effect.

13. Council may terminate a member's appointment to the Committee at any time, and particularly when the member;
- (a) Fails to attend three (3) consecutive regular meetings of the Committee, unless absence is caused through illness or is authorized in advance by resolution of the Committee;
 - (b) Ceases to be a resident of the Town;
 - (c) is hired in a full-time, permanent capacity with the Town Bylaw Enforcement Service or the RCMP; or
 - (d) is convicted of a crime punishable by indictment.

OFFICERS OF THE COMMITTEE

14. The Chairman and Vice Chairman of the Committee shall be elected from amongst its members at the first regular meeting of each year.
15. All members of the Committee shall vote on every motion, including the Chairman (subject to Section #27).
16. The Chief Administrative Officer, or his or her designate, shall attend all Committee meetings and insure that the minutes will be prepared and submitted to the Committee for approval at the next meeting. A copy of these minutes shall then be forwarded to Council.

MEETINGS

17. The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.
18. Special meetings may be called by the Chairman or, in his absence, the Vice-Chairman, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
19. Four (4) voting members of the Committee at a meeting shall constitute a quorum.
20. The Committee shall be governed by Robert's Rules of Order.
21. An agenda shall be prepared by the Chief Administrative Officer or his or her designate, in consultation with the Chairman, or in his absence, the Vice-Chairman, and circulated to the members prior to each Policing Committee meeting.
22. Each member, including the Chairman, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, a motion will be deemed to be defeated.
23. Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct and contracts with the Royal Canadian Mounted Police and security of police operations shall be conducted in private or closed meetings.
24. The Policing Committee shall make reports to Council on matters of public concern as the Policing Committee deems are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

SUB COMMITTEES

25. The Committee may appoint sub-committees or ad hoc committees which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-Committees or ad hoc committees may be terminated by a simple motion at any regular meeting.

LIMITATIONS

26. Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the Town.

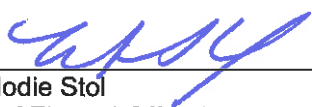
CONFLICT OF INTEREST

27. No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of the type referred to in Division 6 of the Municipal Government Act being Chapter M-26, R.S.A. 2000, as amended.

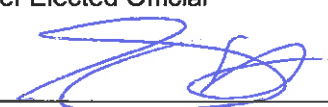
EFFECTIVE DATE

This By-law shall come into effect on the date of final reading.

READ for the first time this 30th day of August A.D., 2011.
(RES. 254 /11)

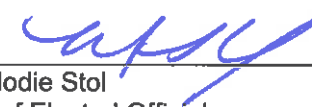


Melodie Stol
Chief Elected Official

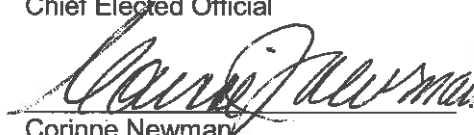


Corinne Newman
Chief Administrative Officer

READ for the second time this 30th day of August A.D. 2011
(RES. 283/11)



Melodie Stol
Chief Elected Official

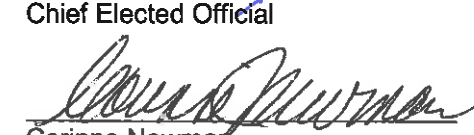


Corinne Newman
Chief Administrative Officer

READ for the third time this 30th day of August A.D. 2011.
(RES. 284/11)



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 31056

May 30, 2025

His Worship Jamie Hoover
Mayor
Town of Blackfalds
Box 22, 5018 Waghorn Street
Blackfalds AB T0M 0J0
info@blackfalds.ca

Dear Mayor Hoover:

Thank you for your letter of March 24, 2025, regarding your request to withdraw from the Central Alberta Regional Policing Committee. I appreciate the opportunity to respond.

The *Police Amendment Act* passed in December 2022, and includes measures that will increase transparency, accountability, and civilian involvement in policing. The legislation creates formal governance bodies for communities policed by the Royal Canadian Mounted Police (RCMP) in Alberta, giving them a mandatory role in setting policing priorities and performance goals, as well as community safety planning. The legislation in this area, which also includes the Police Governance Regulation and the Police Governance (Ministerial) Regulation, came into force on March 1, 2025.

The Act states that communities with a population under 15,000, with municipal RCMP contracts, will be represented by regional governance bodies. It further explains that those communities can opt out and form their own municipal policing committees with the approval of the Minister.

I understand you wish to opt out of the Central Alberta Regional Policing Committee in favour of leveraging your existing municipal policing committee. I acknowledge and approve the town's request. I am aware the town formed the Blackfalds Policing Committee under bylaw in 2011, and that this body provides effective civilian governance of local policing. The municipal policing committee (Blackfalds Policing Committee) will be responsible to ensure alignment of duties and functions with section 4(2) of the Police Governance Regulation pertaining to municipal policing committees, and my ministry will work with you to ensure these standards are met.

.../2

Please continue to keep my ministry's Contract Policing and Policing Oversight Unit informed of your progress in this matter. The unit will be pleased to work with you in respect of the duties and functions that are set out in the Regulation, and they welcome any questions you may have. You can reach the team by email at AlbertaPoliceGovernance@gov.ab.ca.

The Police Governance (Ministerial) Regulation states that a municipality may appoint between three and seven members to a municipal policing committee. In the coming months, once the town's municipal appointments have been finalized, I may proceed with adding provincial appointees to your municipal policing committee. Ministry staff will be in touch with your office and/or the Blackfalds Policing Committee when that provincial appointment process is initiated. The number of provincial appointees will depend on the municipal bylaw that describes the composition and size of the town's municipal policing committee.

Thank you for everything you do to help keep Alberta's communities safe and secure and for your commitment to excellence in civilian governance. I look forward to continuing our strong working relationship.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Ellis', with a stylized, flowing script.

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

MEETING DATE: October 14, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Revised Council Policy CP189.25 - Council Remuneration and Compensation**

BACKGROUND

The Council Remuneration and Compensation Policy – CP-189.25 outlines that a review of the Remuneration and Compensation for Council will be completed in the year of a Municipal Election. The updated policy, based on the recommendations and approvals, will take effect on January 1st, aligning with the commencement of a new budget year and a new Council.

At the September 9, 2025, Regular Meeting of Council, the Council Remuneration Review Committee presented its findings and recommendations to Council. Following the report Council passed the following resolutions:

231.25 *Deputy Mayor Coulter moved that Council approve the recommendations outlined in this report.*

CARRIED UNANIMOUSLY

232.25 *Councillor Appel moved that Council schedule a Special Meeting of Council tasked with identifying and compiling a list of activities that fall under the monthly honorarium and what is eligible for per diem compensation.*

CARRIED UNANIMOUSLY

The following resolution was passed at a special meeting that was held on September 23, 2025, to identify and compile the list of activities that would fall under the honorarium eligibility and per diem eligibility.

238/25 *Councillor Appel moved that Council approve the Honorarium vs. Per diem List of Activities as amended and direct Administration to include it as a schedule to the Council Remuneration and Compensation Policy.*

CARRIED UNANIMOUSLY

Administration has updated the Council Remuneration and Compensation Policy with the recommendations of the Committee as approved by Council at the September 9, 2025, Regular Meeting of Council, along with the list of eligible activities covered under honorarium and per diems as approved by Council at the September 23, 2025, Special Meeting.

DISCUSSION

Administration recommends that Council adopt the revised Council Remuneration and Compensation – CP-189.25, effective January 1, 2026.

FINANCIAL IMPLICATIONS

The approved changes to the policy reflect a 10% increase in the 2026 budget and will be captured accordingly.

ADMINISTRATIVE RECOMMENDATION

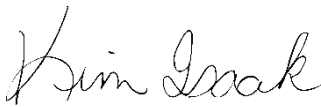
1. That Council adopt the Council Remuneration and Compensation Policy – CP-189.25, effective January 1, 2026.

ALTERNATIVES

- a) That Council refer the revised Council Policy CP189.25 Council Remuneration and Compensation, back to Administration for additional information.

ATTACHMENTS

- *Council Remuneration and Compensation Policy – CP-189.25 (tracked changes version)*
- *Council Remuneration and Compensation Policy – CP-189.25 (clean version)*
- *Council Remuneration and Compensation Report and Recommendations – September 9, 2025*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

COUNCIL REMUNERATION AND COMPENSATION

POLICY NO	CP-189.25
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

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

2. POLICY STATEMENT

- 2.1 In recognition of the value and contributions of the Town of Blackfalds Council, the Mayor and Councillors will receive fair and equitable compensation with standards that reflect the roles and responsibilities of elected officials of the Town. To achieve this, the following principles will be applied:
- Compensation will be fair and reasonable and will attract a diverse and representative pool of candidates from Blackfalds residents wishing to seek election for Council.
 - Recognition that the work of the Mayor and Council is demanding and important, and as such, they should be appropriately compensated.
 - Recognition of the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council.
 - Demonstrates fiscal responsibility and aligns with the Town of Blackfalds Strategic Plan.

3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2 **“CAO”** means the individual appointed by Council to the position of Chief Administrative Officer.
- 3.3 **“Council”** means all elected officials of the Town of Blackfalds, including the Mayor.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

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

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

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

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

6. POLICY

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

- Administrative review
- Third party review
- Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)

6.2 A compensation adjustment of 2% will be brought forward annually to the budget in 2027, 2028 and 2029, to Council for consideration at budget to reflect changes in the Alberta Consumer Price Index which will align with salary and wage adjustments provided to staff. Adjustments will be effective on the first pay period of the New Year in question unless otherwise directed by Council.

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

- 6.4 Compensation provided to Mayor and Council is outlined in Appendix “A” – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix “B” – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honarium and eligible per diem claims as outlined in Appendix C will be submitted on the applicable form and submitted to the Mayor for approval no later than the Wednesday that occurs in the week before the last Friday of the month unless an earlier submission date is requested ~~two (2) days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.~~
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor’s expense forms.
- 6.9 A pooled per diem system is established with an annual allocation of \$9,000 for the Mayor and \$4,000 for each Councillor for a total of \$33,000. This pooled system will allow for the option that if a Council member exceeds their allotment that a request could be made for additional funding to the Mayor or, in the case of the Mayor to the Deputy Mayor.
- 6.10 Annual attendance at the Federation of Canadian Municipalities Conference (FCM) for the Mayor and two Council members or all members of Council when the conference is being held within the Province will be expensed to a separate general ledger account specifically for FCM and not from the pool per diem general ledger account.
- 6.10 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “DE” will be used.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. Appendix “A” – Compensation Provided to Mayor and Council
 9.2. Appendix “B” – Council Member Expenses / Reimbursement
 9.3. Appendix “C” – [Honorarium Vs. Per Diem List of Activities](#)
 9.3.9.4. [Appendix “D”](#) Terms of Reference – Council Remuneration Review Committee
 9.4.9.5. Town of Blackfalds Policy 155.21 – Elected Officials Development Opportunities
 Policy

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	059/25	March 11, 2025
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

1. Preamble

- 1.1 Council’s Salary/Honorarium will be in place for a four-year cycle with ~~only a 2% annual adjustments made applied to the budget in 2027, 2028 ad 2029 based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees.~~ Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. Appendix C outlines what responsibilities are covered off under the monthly honorarium that a Council member receives and what responsibilities are eligible for per diem. ~~It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town’s annual operating budget.~~

2. Council Salaries/Honorariums

- 2.1 ~~Monthly honorariums are provided for attendance at all Council Meetings, Standing Committee Meetings, Public Hearings, Appointed Boards and Committees and Community Organization Meetings as determined.~~
- 2.2 The monthly honorarium for Council member activities ~~and attendance as indicated in 2.1~~ is as follows:

Chief Elected Official	<u>\$5,7714,980</u>
Councillor	<u>\$2,772369</u>

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

~~2.4 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Elected Official.~~

3. Per Diems

- ~~3.1 A per diem will be provided to members of Council as outlined in Appendix C. for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.~~

3.1

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

3.3.2 Per diem meeting rates are as follows:

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

Flat Rate	\$ 145 35 (half day)
Flat Rate	\$255 (full day)

~~3.43.3~~ Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

4. Health Benefits

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

4.2 Specific coverage includes:

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

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

4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.

4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.

4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.

4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.

4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

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

5. Health/Wellness Spending Account

- 5.1 Council will be provided with a \$500 annual Health and/or Wellness Spending Account.

6. Council is eligible for an Abbey Centre annual pass.

~~6.~~ 7. Electronic Device and Internet Connection Reimbursement

- 7~~6~~.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning to Council.

- 7~~6~~.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.

- 7~~6~~.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.

- 7~~6~~.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

COUNCIL REMUNERATION AND COMPENSATION

POLICY NO	CP-189.25
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

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

2. POLICY STATEMENT

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

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

3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2 **“CAO”** means the individual appointed by Council to the position of Chief Administrative Officer.
- 3.3 **“Council”** means all elected officials of the Town of Blackfalds, including the Mayor.

3.4 “Town” means the municipality of the Town of Blackfalds.

4. SCOPE

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

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

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

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

6. POLICY

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

- Administrative review
- Third party review
- Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)

6.2 A compensation adjustment of 2% will be brought forward to the budget in 2027, 2028 and 2029. Adjustments will be effective on the first pay period in the New Year unless otherwise directed by Council.

- 6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.
- 6.4 Compensation provided to Mayor and Council is outlined in Appendix "A" – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix "B" – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and eligible per diem claims as outlined in Appendix C will be submitted on the applicable form and submitted to the Mayor for approval no later than the Wednesday that occurs in the week before the last Friday of the month unless an earlier submission date is requested
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor's expense forms.
- 6.9 A pooled per diem system is established with an annual allocation of \$9,000 for the Mayor and \$4,000 for each Councillor for a total of \$33,000. This pooled system will allow for the option that if a Council member exceeds their allotment that a request could be made for additional funding to the Mayor or, in the case of the Mayor to the Deputy Mayor.
- 6.10 Annual attendance at the Federation of Canadian Municipalities Conference (FCM) for the Mayor and two Council members or all members of Council when the conference is being held within the Province will be expensed to a separate general ledger account specifically for FCM and not from the pool per diem general ledger account.
- 6.10 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix "D" will be used.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

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

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date**POLICY RECORD HISTORY**

Resolution No:		Date
Policy Adopted	059/25	March 11, 2025
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

1. Preamble

- 1.1 Council’s Salary/Honorarium will be in place for a four-year cycle with a 2% annual applied to the budget in 2027, 2028 and 2029. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. Appendix C outlines what responsibilities are covered off under the monthly honorarium that a Council member receives and what responsibilities are eligible for per diem.

2. Council Salaries/Honorariums

- 2.1 The monthly honorarium for Council member activities is as follows:

Chief Elected Official	\$5,771
Councillor	\$2,772

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

3. Per Diems

- 3.1 A per diem will be provided to members of Council as outlined in Appendix C. for

- 3.2 Per diem meeting rates are as follows:

Flat Rate	\$145 (half day)
Flat Rate	\$255 (full day)

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

4. Health Benefits

- 4.1 Council members are provided the option to participate in the Towns’ Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
- 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
- 4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
- 4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
- 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
- 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
- 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.
- 4.2.8 Optional benefits are available, with full premiums being the responsibility of the Council member. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

5. Health/Wellness Spending Account

- 5.1 Council will be provided with a \$500 annual Health and/or Wellness Spending Account.
- 6. Council is eligible for an Abbey Centre annual pass.

7. Electronic Device and Internet Connection Reimbursement

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

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 7.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.
- 7.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 7.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

APPENDIX “B”

COUNCIL MEMBER EXPENSES / REIMBURSEMENT

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

APPENDIX “C”
HONORARIUM Vs. PER DIEM LIST OF ACTIVITIES

Activity	Honorarium	Per Diem	Ineligible
Regular Council Meeting	X		
Standing Committee of Council	X		
Special Meeting of Council – held prior to scheduled meeting	X		
Special Meeting of Council – held on a day where no regularly scheduled meeting is being held		X	
Organizational or Inaugural Meeting of Council	X		
Council Orientation		X	
Council Strategic Planning		X	
Budget Presentations and Deliberations		X	
Council Boards, Committees and Commissions			
Economic Development and Tourism Advisory Committee	X		
Family and Community Support Services Board	X		
Library Board	X		
Member at Large Review Panel (Meetings only)	X		
Municipal Planning Commission	X		
Municipal Emergency Advisory Committee	X		
Policing Committee	X		
Recreation, Culture and Parks Board	X		
Treaty 6 Land Acknowledgement Review Committee	X		
ICF/IDP Meetings in Town	X		
ICF/IDP Meetings out of Town		X	
External Boards, Committees			
Iron Ridge Schools Parent Council	X		
St. Gregory the Great Catholic School Parent Council	X		
Blackfalds Health Practitioners Attraction and Retention Committee	X		
External Boards, Committees and Commissions outside of Town Unless Per Diem is Paid by other Agency			
Lacombe Foundation			X
North Red Deer River Water Commission			X
North Red Deer Regional Wastewater Commission			X
*Lacombe Chamber of Commerce		X	
*Wolf Creek School Division Joint Use Planning Agreement Governing Committee		X	
Activity	Honorarium	Per Diem	Ineligible

APPENDIX “C”
HONORARIUM Vs. PER DIEM LIST OF ACTIVITIES

Red Deer Catholic School Division Joint Use Planning Agreement Governing Committee		X	
*Central Alberta Economic Partnership (CAEP)		X	
*Parkland Regional Library Board		X	
*Lacombe Regional Emergency Management Partnership Plan Advisory Committee		X	
*Red Deer River Municipal Users Group (RDRMUG)		X	
*Red Deer River Watershed Alliance		X	
Other			
ToB Open Houses		X	
Internal Training (Safety, IT)		X	
External Education/Training (Pre-approved)		X	
Conferences (pre-approved)		X	
Designated Official Public Speaking		X	
CAO Performance Review Meeting - Per diem if not held on a Regular or Standing Committee night	X		
CAO Recruitment Meetings and Interviews		X	
CAO Meeting with Mayor or Councillor	X		
Meetings with Citizens or Groups			X
Chatting with Council Events			X
Official meetings with MLA, MP, and/or Government Ministers outside of a Conference such as ABMunis or FCM	X		
Parades within Town	X		
*Parades outside of Town		X	
Sporting Events			X
Golf Tournaments			X
Openings, Ribbon Cuttings and Dedications		X	
General Public Appearances			X
Community Events (Canada Day / Remembrance Day)			X
Member at Large Review Panel Interviews		X	
External AGM Invitation (where Council member is not appointed by ToB)	To be brought forward to Council in advance of AGM to determine per diem eligibility		

APPENDIX “D”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

1. Purpose/Mandate

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

2. Membership

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

3. Meetings

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

4. Committee Roles and Responsibilities

- 4.1. Will elect a Chair and Vice Chair for the Committee.
- 4.2. The role of the Chair includes the following:
 - 4.2.1 Spokesperson for the Committee except for specifically authorized instances;
 - 4.2.2 Ensure that deliberations during Committee meetings will be fair, transparent, efficient and thorough;
 - 4.2.3 Chair Committee meetings; and
 - 4.2.4 Ensure that decisions are documented in written format and that recommendations are put in writing for presentation.
- 4.3. Make recommendations to Council in relation to Council remuneration based on the survey information provided by the Chief Administrative Officer. inclusive of the following:
 - 4.3.1 Honorarium/Salary;

APPENDIX “D”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

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

MEETING DATE: September 9, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer on Behalf of the Council
Remuneration Review Committee

PRESENTED BY: Kevin Hallet, Council Remuneration Review Committee Chair

SUBJECT: **Council Remuneration and Compensation Report and Recommendations**

BACKGROUND

The Council Remuneration and Compensation Policy – CP-189.25 outlines that a review of the Remuneration and Compensation for Council will be completed in the year of a Municipal General Election.

At the March 11, 2025, Regular Meeting, Council resolved that the review be taken via Task Force (a combination of volunteer residents with the assistance of external consultants). At the May 13, 2025, Regular Meeting of Council, appointments were made to the Committee.

The purpose of the Committee is to make recommendations to Council in relation to Council remuneration based on the survey information, inclusive of the following: honorarium/salary; per diem rates, benefits, responsibilities that are covered under the monthly honorarium; and application of the use of per diems.

DISCUSSION

Upon review of the report with the consultants and analysis completed by the financial services team, the findings do not account for the differences in how municipalities report Council compensation and remuneration in their financial statements. For instance, the Town of Blackfalds places significant emphasis on per diem allotments as part of the overall compensation, which may not be reflected similarly in other municipalities. These variations can affect the reliability of cross-municipal comparisons. Per diems are budgeted for the Mayor and Councillors at 17% and 25% respectively of their honorarium. This indicates that the Mayor receives a higher honorarium as part of the total compensation. In contrast, a Councillor relies more on the per diem to bolster the compensation.

Based on the above information and keeping to the 75% percentile, the Committee recommends the following:

Honorariums

Through the analysis, the Council Remuneration Committee is recommending that Council continue to adopt the 75% percentile of its comparators for compensation, as well as the following recommendations, effective January 1, 2026.

1. Mayor Monthly Honorarium be set at - \$5,771.
2. Council Monthly Honorarium be set at - \$2,772.
3. That in 2027, 2028 and 2029 the monthly honorarium increases by 2%. Further to this, the Committee recommends that the policy be amended to remove the language that makes it optional to have the honorariums increase by CPI annually, as approved by Council, and to reflect the recommended annual 2% increase. The rationale behind this recommendation is that without

some form of increase built in compensation will fall behind and will have a greater impact on the budget when the review is completed prior to the 2029 election.

4. The policy be amended to reflect what minimum activities are covered under the monthly honorarium as determined by this Council.

Per Diems

Based on the survey findings, the Council Remuneration Committee recommends the following in relation to per diems:

1. Half day per diem rate be increased to \$145.00 to bring it to the 75% percentile of comparator amounts.
2. Full day per diem rate to remain as is.
3. The policy be amended to outline what meetings and activities are eligible for per diems based on an approved list developed by Council, such as the examples from the Town of Sylvan Lake and Town of Morinville that were included in the report provided by Hillcrest.
4. That the Council adopt a pooled per diem system, allocating \$9,000 annually for the Mayor and \$4,000 for each Councillor for a total of \$33,000 and to allow for the option that if a Council member exceeds their allotment that a request could be made for additional funding to the Mayor or, in the case of the Mayor to the Deputy Mayor.

Benefits

Based on the survey findings, the Council Remuneration Committee recommends the following in relation to benefits.

1. The benefits remain as outlined in the current policy.
2. That the Abbey Centre Pass provided to Council members be included in the policy as part of the benefits package.

Technology

Based on the survey findings, the Council Remuneration Committee recommends the following in relation to technology.

1. The provisional amount provided for in the current policy remains the same.

Travel Expenses / Reimbursements

Based on the survey findings, the Council Remuneration Committee recommends the following in relation to travel expenses/reimbursements.

1. That the travel expense reimbursements for meals, vehicle use, accommodation, taxi/public transportation, vehicle rentals, parking costs and incidental expenses remain as in the current policy.

FINANCIAL IMPLICATIONS

Based on the recommendations, a 10% increase would be required for the legislative budget for 2026 to accommodate the recommendations contained within this report.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

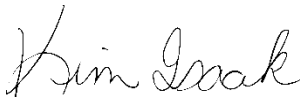
1. That Council approve the recommendations outlined in this report.
2. That Council establish a sub-committee of Council tasked with identifying and compiling a list of activities that fall under the monthly honorarium and what is eligible for per diem compensation and present their recommendations to Council for review and approval.

ALTERNATIVES

- a) That Council refer the Council Remuneration and Compensation Report and Recommendations back to Administration for additional information.

ATTACHMENTS

- *Town of Blackfalds Council Remuneration Report*
- *Council Remuneration and Compensation Policy – CP 189.25*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

MEETING DATE: October 14, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Indigenous Engagement Committee**

BACKGROUND

The Treaty 6 Land Acknowledgement Review Committee was established in March of 2024. The purpose of the Committee was to review the Town's existing Treaty 6 Land Acknowledgement in consultation and engagement with local Indigenous Elders and representatives.

A newly revised Treaty 6 Land Acknowledgement was approved by Council at the September 23, 2025, Regular Meeting of Council and publicly unveiled on September 30, 2025, during National Day for Truth and Reconciliation activities. As the Committee was established for a specific task that has now been achieved, the Treaty 6 Land Acknowledgement Review Committee can be dissolved.

DISCUSSION

The Committee agreed that the revision of the Treaty 6 Land Acknowledgement was only the start of the Town's ongoing commitment to relationship building and reconciliation, and recommends that an ongoing Committee be established to continue this important work.

A draft Terms of Reference for the Indigenous Engagement Committee has been developed. The purpose of this Committee would be to advise and support the Town of Blackfalds on matters related to Indigenous engagement, reconciliation and collaboration.

Administration recommends that Council dissolve the Treaty 6 Land Acknowledgement Review Committee and establish the Indigenous Engagement Committee, along with the approval of the Terms of Reference.

FINANCIAL IMPLICATIONS

There may be some minor costs associated with the Committee, but they can be accommodated through the existing budget.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council dissolve the Treaty 6 Land Acknowledgement Review Committee.
2. That Council approve the establishment of an Indigenous Engagement Committee and appoint members of Council to the Committee at the Organizational Meeting of Council.
3. That Council approve the Terms of Reference for the Indigenous Engagement Committee.

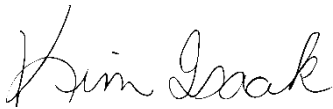
ALTERNATIVES

- a) That Council refer the Indigenous Engagement Committee back to Administration for additional information.

ATTACHMENTS

- *Terms of Reference – Indigenous Engagement Committee*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

TERMS OF REFERENCE**1. Purpose/Mandate**

- 1.1. The purpose of the Indigenous Engagement Committee (IEC) is established to provide advice and support to the Town of Blackfalds on matters related to Indigenous engagement, education, reconciliation and community collaboration. The Committee aims to foster respectful relationships, promote cultural awareness, and ensure that Indigenous perspectives are meaningfully integrated into municipal planning and decision making.

2. Membership

- 2.1. Up to 3 members of Council.
- 2.2. CAO and Director of Community Services
- 2.3. Up to 4 neighbouring Indigenous representatives.

3. Meetings

- 3.1. As determined by membership at the first meeting.

4. Committee Roles and Responsibilities

- 4.1. Building relationships with nearby Indigenous communities and organizations to develop, evaluate, and recommend initiatives that promote public awareness, and education.
- 4.2. Development of protocols for consistent and respectful land acknowledgements at public meetings, events, and display in public facilities.
- 4.3. Supporting or co-hosting Indigenous cultural events, ceremonies and commemorative days.
- 4.4. Determine and recommend other opportunities for the Town of Blackfalds to increase awareness and acknowledgement toward the land and Indigenous Peoples.

MEETING DATE: October 14, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Town of Blackfalds and Lacombe County Intermunicipal Development Plan/Intermunicipal Collaboration Framework Committee (ICF/IDP Committee) - Terms of Reference**

BACKGROUND

The current Terms of Reference for the ICF/IDP Committee indicate that the Committee is to be composed of three Council members from each participating municipality. This structure is inconsistent with the original intent outlined in the Master Agreement between the Town and Lacombe County, as well as with the governance models used in similar agreements between Lacombe County and other ICF/IDP partners.

Reducing the number of elected officials from three to two will provide will align the Committee's composition with the Intermunicipal Collaboration Framework Master Agreement between the Town and Lacombe County. This adjustment will also necessitate corresponding amendments to Section 5 of the Terms of Reference to reflect changes in meeting quorum requirements.

DISCUSSION

Administration is recommending that Council approve the revised Terms of Reference, which the Lacombe County Council also approved at its meeting of October 9, 2025.

FINANCIAL IMPLICATIONS

There are no financial implications to the revised Terms of Reference.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve the revised Terms of Reference for the Town of Blackfalds and Lacombe County Intermunicipal Development Plan/Intermunicipal Collaboration Framework Committee as presented.

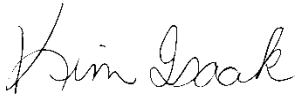
ALTERNATIVES

- a) That Council refer the ICF/IDP Committee Terms of Reference back to Administration for additional information.

ATTACHMENTS

- *Lacombe County Report – October 9, 2025*
- *Town of Blackfalds and Lacombe County Intermunicipal Development Plan/Intermunicipal Collaboration Framework Committee – Revised Terms of Reference*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author



AGENDA ITEM

Town of Blackfalds and Lacombe County Intermunicipal Development Plan/Intermunicipal Collaboration Framework Committee Terms of Reference - Revision

October 9, 2025

BACKGROUND

The current Terms of Reference (ToR) for the Town of Blackfalds and Lacombe County Intermunicipal Development Plan/Intermunicipal Collaboration Framework (IDP/ICF) Committee were approved in November of 2022. As per these ToR, there are to be three elected officials appointed to the Committee from each municipality, which contrasts with 1) the Intermunicipal Collaboration Framework Master Agreement between the Town and County, and 2) the ToR the County has executed with all of our other IDP/ICF partners which only call for two elected officials from each municipality.

As such, action requested of Council regarding this matter is consideration of revising the Blackfalds – Lacombe County IDP/ICF Committee ToR to reduce the number of elected officials appointed to the Committee by each municipality from three to two. A copy of the proposed revised ToR is attached.

ANALYSIS

Reducing the number of elected officials from three to two will provide consistency with both the Intermunicipal Collaboration Framework Master Agreement between the Town and County, and the ToR the County has with all of our other IDP/ICF partners. In reducing the number of elected officials appointed to the Committee, changes to the meeting quorum section (Section 5) also need to be made.

Blackfalds Town Council will also be addressing this matter at its October 14th meeting.

Alternatives:

1. Make no changes to the subject ToR.
2. Revise the ToR by reducing the number of elected officials appointed by each municipality from three to two. Administrative recommendation.
3. Take other action(s) as determined by Council.



BUDGET IMPLICATIONS

There are no budget implications associated with the revision of the subject ToR.

LEGISLATIVE RESPONSIBILITIES

Section 3 of the Municipal Government Act (MGA) states the purposes of a municipality are: a) to provide good government, a.1) to foster the well-being of the environment, a.2) to foster the economic development of the municipality, b) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality, c) to develop and maintain safe and viable communities, and d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

Section 180(1) of the MGA states that council may only act by resolution or bylaw.

Section 201(1) of the MGA states that a council is responsible for developing and evaluating the policies and programs of the municipality, and carrying out the powers, duties and functions expressly given to it under this or any other enactment.

RECOMMENDATION

That Council approve the following resolution:

That the revised Town of Blackfalds and Lacombe County Intermunicipal Development Plan/Intermunicipal Collaboration Framework Committee Terms of Reference be approved, as presented.

PREPARED BY: Tim Timmons, County Manager

REVIEWED BY: Tim Timmons, County Manager

A blue ink signature, likely of Tim Timmons, written over a square box.

Town of Blackfalds/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee

Terms of Reference

Introduction

1. The Town of Blackfalds and Lacombe County adopted the Town of Blackfalds & Lacombe County Intermunicipal Collaboration Framework (ICF) Master Agreement in March 2020. The two municipalities have had an intermunicipal development plan (IDP) in place for many years. Both the ICF and the IDP call for the establishment of a Committee to facilitate implementation of the plan/framework. These terms of reference describe the role of the Committee and its operation in detail.

Purpose and Objectives of Committee

2. For matters addressed under the Intermunicipal Collaboration Framework, the Committee will develop recommendations to the Councils on matters of strategic direction and cooperation affecting the Town of Blackfalds and Lacombe County residents, except matters where other current operating structures and mechanisms are operating successfully.
3. For matters addressed under the Intermunicipal Development Plan, the Committee may:
 - a) Make recommendations to both Councils on intermunicipal land use planning matters that are referred by either municipality;
 - b) Monitor the performance of the IDP, including overseeing implementation actions;
 - c) Review any proposed annexations;
 - d) Review any proposed amendments to the IDP;
 - e) Serve as an informal review body for any proposed area structure plan, proposed concept plan or application that may have a significant impact on the IDP Plan Area that is referred to the Committee; and
 - f) Assist with the resolution of disputes in accordance with the IDP by following the processes established in the IDP.

Composition and Quorum

4. The Committee is composed of ~~three~~ **two** Elected Officials from the Town, ~~three~~ **two** Elected Officials from the County, the Chief Administrative Officer or designate of the Town and the County Manager or designate of the County.
5. Quorum shall be ~~six~~ **four** members of the Committee consisting of ~~two~~ **one** Elected Officials from the Town, ~~two~~ **one** Elected Officials from the County, the CAO or designate from the Town, and the County Manager or designate from the County.

6. The Town and County may appoint alternate Elected Officials for the Committee. It is the responsibility of the Elected Official who is not able to attend a meeting and requesting the alternate to fill in for them to ensure the alternate is up to date prior to the meeting.

Chair of Committee and Administrative Support

7. The Committee Chair and Vice Chair positions shall be elected by the members of the Committee from amongst the Elected Officials, and unless otherwise determined by the Committee shall normally serve for the duration of the current four-year Elected Official term with the position rotating between the Town and the County.
8. The Committee Chair and Vice Chair shall not be from the same municipality.
9. Unless otherwise determined by the Committee, the municipality from which the Chair is chosen shall provide the administrative support to the Committee for the term of the Chair.

Decision Making Authority

10. The Committee is a recommendation making committee that advises each Council.
11. The Committee members acknowledge and agree that any issue agreed to in Committee discussions is an agreement in principle that is subject to approval by the Councils of the Town and County.

Committee Decision Making Protocol

12. The Committee shall make decisions and recommendations on a majority consensus basis. The definition of consensus will be the definition used in the ICF.
13. Only the Elected Official members of the Committee shall participate in making Committee decisions and recommendations.

Reporting to Councils

14. Committee members may report back to their respective Councils during in-camera meetings on the condition that the content matter of the updates is not disclosed to the public or others by Council, individual Council members, municipal staff or any other person receiving the update.
15. Recommendations to individual Councils will occur when the Committee members have consensus on the advice, they wish to provide on a given issue. This may include:
 - a) Recommendations on options for proceeding;
 - b) Recommendations on further review and discussion of a topic;

Town of Blackfalds/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee

Terms of Reference

Introduction

1. The Town of Blackfalds and Lacombe County adopted the Town of Blackfalds & Lacombe County Intermunicipal Collaboration Framework (ICF) Master Agreement in March 2020. The two municipalities have had an intermunicipal development plan (IDP) in place for many years. Both the ICF and the IDP call for the establishment of a Committee to facilitate implementation of the plan/framework. These terms of reference describe the role of the Committee and its operation in detail.

Purpose and Objectives of Committee

2. For matters addressed under the Intermunicipal Collaboration Framework, the Committee will develop recommendations to the Councils on matters of strategic direction and cooperation affecting the Town of Blackfalds and Lacombe County residents, except matters where other current operating structures and mechanisms are operating successfully.
3. For matters addressed under the Intermunicipal Development Plan, the Committee may:
 - a) Make recommendations to both Councils on intermunicipal land use planning matters that are referred by either municipality;
 - b) Monitor the performance of the IDP, including overseeing implementation actions;
 - c) Review any proposed annexations;
 - d) Review any proposed amendments to the IDP;
 - e) Serve as an informal review body for any proposed area structure plan, proposed concept plan or application that may have a significant impact on the IDP Plan Area that is referred to the Committee; and
 - f) Assist with the resolution of disputes in accordance with the IDP by following the processes established in the IDP.

Composition and Quorum

4. The Committee is composed of ~~three~~ **two** Elected Officials from the Town, ~~three~~ **two** Elected Officials from the County, the Chief Administrative Officer or designate of the Town and the County Manager or designate of the County.
5. Quorum shall be ~~six~~ **four** members of the Committee consisting of ~~two~~ **one** Elected Officials from the Town, ~~two~~ **one** Elected Officials from the County, the CAO or designate from the Town, and the County Manager or designate from the County.

6. The Town and County may appoint alternate Elected Officials for the Committee. It is the responsibility of the Elected Official who is not able to attend a meeting and requesting the alternate to fill in for them to ensure the alternate is up to date prior to the meeting.

Chair of Committee and Administrative Support

7. The Committee Chair and Vice Chair positions shall be elected by the members of the Committee from amongst the Elected Officials, and unless otherwise determined by the Committee shall normally serve for the duration of the current four-year Elected Official term with the position rotating between the Town and the County.
8. The Committee Chair and Vice Chair shall not be from the same municipality.
9. Unless otherwise determined by the Committee, the municipality from which the Chair is chosen shall provide the administrative support to the Committee for the term of the Chair.

Decision Making Authority

10. The Committee is a recommendation making committee that advises each Council.
11. The Committee members acknowledge and agree that any issue agreed to in Committee discussions is an agreement in principle that is subject to approval by the Councils of the Town and County.

Committee Decision Making Protocol

12. The Committee shall make decisions and recommendations on a majority consensus basis. The definition of consensus will be the definition used in the ICF.
13. Only the Elected Official members of the Committee shall participate in making Committee decisions and recommendations.

Reporting to Councils

14. Committee members may report back to their respective Councils during in-camera meetings on the condition that the content matter of the updates is not disclosed to the public or others by Council, individual Council members, municipal staff or any other person receiving the update.
15. Recommendations to individual Councils will occur when the Committee members have consensus on the advice, they wish to provide on a given issue. This may include:
 - a) Recommendations on options for proceeding;
 - b) Recommendations on further review and discussion of a topic;

- c) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
- d) Advising on moving to the Dispute Resolution process to resolve an issue where the Committee could not reach consensus.

16. The Committee's recommendations may be delivered to Councils by:

- a) A joint Council meeting;
- b) A joint presentation to individual Councils;
- c) A joint written submission agreed to by the Committee for delivery to individual Councils; or
- d) A combination of the above.

Respectful Discussion and Behavior

17. To build trust and foster open, honest and effective discussion Committee members agree to engage in respectful behavior at all times. As needed, any Committee member may call for a "time out" to address any lapse in decorum.

Freedom to Speak, Confidentiality, and Without Prejudice Discussions

18. Discussions of the Committee are to be kept confidential except:

- a) Where sharing information is necessary to keep Councils and municipal staff informed;
- b) Information that the Committee has agreed to release to the public and is in the public domain;
- c) When required to be shared with an outside party or consultant working with the Committee.

19. Committee members agree that all discussions are made "without prejudice" and cannot be used as evidence or information in any other process or proceeding with the express written agreement of the Committee.

Caucusing

20. The Town and County members of the Committee agree that caucusing may be used as needed during the course of any Committee meeting.

21. Caucuses will be time-limited, and the outcome will be shared with the entire Committee once the Committee has reconvened.

Communication with the Public and the Media

22. Any consultation, communication or sharing of information with the public will be done jointly.
23. The Town and County may prepare and distribute joint media releases as deemed necessary by the Committee. The Mayor will act as the spokesperson for the Town of Blackfalds and the Reeve will act as the spokesperson for Lacombe County.

Administrative Support and Record Keeping

24. The municipality of the Chair will provide administrative support for agenda preparation, distribution of materials, meeting arrangements and record keeping.
25. After every Committee meeting confidential meeting notes will be prepared and distributed and these notes will summarize the Committee's discussion.
26. The CAO, or designate, of the Chair's municipality will summarize the consensus achieved, outstanding points of discussion, or agreed upon follow up actions at each meeting.
27. Meeting notes will be reviewed at the start of each Committee meeting.
28. The CAO, or designate, of the Town and County will create the agenda for each Committee meeting and the agenda and supporting materials will be distributed at least seven days prior to the meeting.

Resources

29. The Committee will be given the authority to call upon any municipal resources or subject matter experts to support any decision-making activity and this will be supported by the members subject to sufficient budgetary approval to do so.

Acceptance and Agreement to abide by Terms of Reference

Town of Blackfalds

Date

Mayor

Signature

CAO

Signature

Lacombe County

Date

Reeve

Signature

County Manager

Signature

MEETING DATE: October 14, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: 2024-2026 Mid –Term Strategic Plan Actions Update

BACKGROUND

The 2024 – 2026 Mid-Term Strategic Plan was adopted by Council on January 23, 2024. At that time Administration committed to providing updates on the actions flowing out of the areas of focus identified in the plan.

DISCUSSION

Administration is happy to provide the last update on the 2024-2026 Mid-Term Strategic Plan Actions Update. There has been significant progress on the priorities as identified under each priority areas.

The following summarizes the accomplishments under each priority area.

COMMUNITY LIFE

Community Life – The everyday life of a resident in Blackfalds is characterized by the community. This includes both social and cultural elements such as a sense of belonging, mental and physical health, education, safety, and inclusivity, among others.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Ensure that all residents have access to the services that the Town provides.	-BOLT Transit	- 33 Local Stops - 5 Regional Stops - BOLT Partnership with Big Brothers and Big Sister for Mentorship Program - Contract extension with Service Provider until August 2026 - New BOLT Van purchase planned for 2026 - Barrier-free youth and seniors programming

Connect residents to services and services to residents.	- BOLT Transit - Trans Canada Trail - Electrical vehicle charging stations - Online Service Options - Advocate for Alberta Registry Service - Advocate to increase services provided by Canada Post - St. Veronica School and residential lands – ALW Phase 2 - Highschool and road improvements completed - Broadway Reservoir Upgrade - Blackfalds Health Practitioners Attraction and Retention Committee (BHPARC)	- New stops at Aspelund Industrial Centre and Red Deer Polytechnic - electrical vehicle charging stations installed and in use - Registry RFP to be let released later this fall. - Notice of motion to send letter to various Canada Post representatives to express concerns on behalf of residents. - Broadway Reservoir Upgrade in progress - Council appointments to BHPARC
Provide opportunities for residents to connect to enhance community spirit and volunteerism.	- Community Events (Blackfalds Days, Winterfest etc.) - Volunteer Appointments to Council Committees - Volunteer Coordination - Volunteer Appreciation Events	- Winterfest held, plans in progress for Blackfalds Days. - volunteer appointments to the Member at Large Committees - Council Committee completed with changes in place to enhance the work of the Committees. Master Committee Bylaw to be adopted in early 2026. - 2,093 hours of volunteering in the Community in 2024 - Volunteer Recognition Events - Street Dance - Fire Department Santa Run - Food Drive - RCMP Charity Check Stop - RCMP Community BBQ - Community Volunteer Income Tax Program - Snow Angels Program - Business Christmas Challenge
Ensure that the safety of our residents is paramount to decision making.	- Policing Committee - Traffic Bylaw and Master Plan - Emergency Management Preparedness	- CPTED (Crime Prevention Through Environment Design) Review - Parkwood Road Heavy Vehicle Parking initiative - Revision of Traffic Bylaw nearing completion.

		- Full scale Emergency Management Exercise in November 2025. - Development of individual Town of Blackfalds Emergency Management Plan. - Ongoing school zone monitoring - New crosswalks installed and Rapid Flashing Beacons for pedestrians. Leung and Vista - CPKC rail pedestrian crossing at South Street - Emergency Social Services Reception Centre Training
Promote options for housing diversity.	- Amendments to existing Area Structure Plans (ASP's) to accommodate higher density housing - Land subsidies for development - Partnership with Lacombe Foundation - Land designated and set aside for Senior Housing options	- Amendments to McKay Ranch for multi-family dwellings - 2 Amendments to Valley Ridge for multi-family dwellings - land sale for multi-residential units and 3 apartment Buildings - Amendments made to Aspen Lakes West ASP that included additional multi-family developments - MPC approval of 13 single detached dwellings with accessory suites on Palmer Circle - Increased Development and Building Permits support the multi-family developments - Completed Administrative Policy for Area Structure Plan Internal Review Process

ECONOMY

Economy – A sustainable economy in Blackfalds includes a good ratio of residential to non-residential and a diversity of businesses and industries that include both local and national companies. There is a healthy balance of tax revenue between residential, commercial, and industrial businesses.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Create an attractive environment for industrial and commercial growth.	- Long and short-term planning (Master Plans) - Explore development Incentives - Census - Regional Tourism Boards - Development of the North Blindman River Tri-Municipal Collaborative	- Census completed - Members of Central Alberta Tourism Association and Central Alberta Economic Partnership - Connected with Travel Alberta for new TDZ - Highway 2A Mural Corridor - Entrepreneurial Tours with average 2-3 virtual tours a week. - Appointments to NBRTC will be made at the 2025 Organizational Meeting of Council - Ongoing meetings with Developers - Upgraded water and wastewater to support the JEA resulted in the opening of Dairy Innovation West - Population and Land Demand Analysis update underway
Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.	- Economic Development Committee - funding and partnership with Chamber of Commerce - Business and development surveys - Business and Development Page on Website	- EDO to work on prioritization session for action plan. - Conducted 150+ business visitations - EDTAC Committee active in the Community with business engagement. - Rally to the Rink
Attend targeted trade shows that allow the promotion of development opportunities and provide access to major retail companies and institutional investors.	- Trade Show attendance and site selector shows	- Attending the Craft Brewers trade show - Sitelink Site Selector Conference - Inventures - EDA Experience

Contribute to Planning and Development documents to create clear policy and regulations for business.	- Land Use Bylaw Amendments as needed - Planning policy amendments as needed - Bylaw amendments as needed	- Planning Department brought forward LUB amendments early in 2024 for the industrial districts (RV Storage) and definitions for use clarity for businesses - Major revisions to Land Use Bylaw in regards to Manufactured Homes, Lotting requirements, Church zoning, front parking pads. - South Street industrial parcels redistricted to light industrial - Lacombe Lake Management Plan Steering Committee and plan will be developed in 2026.
Plan, support, invest, and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.	- Work with sports organizations and other cultural organizations to create events - Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting	- National Women's Fastpitch Championship held in 2024 and to be held again in 2026. - Working with developers on a Supercross Track - 4 Provincial softball tournaments held at Sterling Park in 2025 - Provincial Arm Wrestling Championship held in 2025 - Arm Wrestling Nationals to be held in 2027 - Football Field built - Additional trail development at Sterling Park - Jump Jam held at Parallax Bike Skills Park - Light Up Blackfalds
Clearly message the Town's benefits and the competitive advantage.	- Promotional videos - Marketing brochures - Blackfalds business, investment, and intelligence tool	- Use of the current promotion video at conferences presents the Town well. Future update to this promotional video will be achieved in the next strategic plan.

LEADERSHIP AND ENGAGEMENT

Leadership and Engagement – are crucial to keep Blackfalds moving toward our goals. This can be supported through an ongoing dialogue with the community, local organizations, neighbouring municipalities, and other levels of government. This ensures that residents and community leaders are informed, connected, and able to provide feedback. This will result in the best possible decisions for everyone.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.	- Council Committees - Recreation Master Plan - Transportation Master Plan - Kids for Kops - Grade 6 Civic Centre Tours and Mock Council Meetings - Mayor for a Day	- Ongoing initiatives through the EDTAC Committee, FCSS Committee, Library Board, Recreation and Culture Board, - Policing Committee and MPC - Recreation Master Plan review to be budgeted for in 2026 - Recognizing youth at Youth Recognition Night - Create leaders through volunteer opportunities (Aquatics, Camp Curious, Jim Hurley Skate Monitor) - Life Literacy Camp (FCSS)
Community involvement is built into Council decision-making.	- Public Participation Policy - Resident surveys and customer feedback - Open Houses - Council Committees - Municipal Election	- Policy reviewed and updated. - Budget survey - Customer service surveys for various services provided such as fitness programming, childminding etc. - Area Structure Plan Open Houses - Front Parking Pad Land Use Bylaw Amendment Open House - EBC Parking Lot Options Open House - Community Garden re-location Open House - Disc Golf location Open House - Broadway/Womacks Intersection Workshop - Municipal Election to be held on October 20, 2025. - Community Info Expo - Public Hearings for Bylaws

Town communication will use widely distributed means of engagement such as social media, in addition to existing dialogue streams.	- Website improvements and user driven metrics – Blackfalds Connect - Digital Signage Program and Activity Guide - Public Participation Policy	- Monitoring of quick links to determine when changes are required. - 605 registrants signed up for Blackfalds Connect. Using this platform for road closures, event notification - Digital signage used on a daily basis to advertise Town programming and initiatives - Open Houses - Planning and Development and Public Works Webpages updated - Development of Abbey Centre website underway - Inclusion of the email address for the Policing Committee so that residents can contact Committee directly - EPR Transition for recycling and waste inquiries to E360 which includes an APP for communication
The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.	- Intermunicipal Collaborative Framework Agreements - Intermunicipal Development Agreements - Joint Use Area Planning Agreements - Regional Grant Collaboration - Joint Election Planning - Regional Council Orientation	- Meetings for the ICF and IDP scheduled regularly as per the bylaws. - Transport Canada Federal Grant realized for Womacks Road realignment at 1.5 M - Fire Cost Sharing Agreement with Lacombe County - Cost Sharing Agreements for Blackfalds Crossing Sanitary Trunk - Cost Sharing Agreement for Broadway Reservoir Upgrade. - Received the Local Growth and Sustainability Grant for 2.3 M for Broadway Reservoir - upgrade - JUPA Agreements with Wolf Creek and Red Deer Catholic Schools - Plans in place for ACP grant with Lacombe County for Lacombe Lake Management Plan

		- Plans in place for ACP grant with City of Lacombe and Lacombe County on feasibility study for Regional Recreation - Provincial funding from Volunteer Alberta for Volunteer Recognition - Lacombe County funding provided for Camp Curious and seniors programming - Facility. - ToB facilitating the Wolf Creek School Trustee Election - Regional Council Orientation planned for October 28th and November 26th with 7 area municipalities helps to reduce the cost for each municipality to orientate new Council members. - Cost Sharing Agreements with Lacombe County for recreation facilities and programs
The Town advocates for community champions from a variety of demographics and interest groups.	- Funding support for community not-for-profits - School resource officer funding - Treaty 6 Territory Land Acknowledgement Review Committee - Big Brothers and Big Sisters Kids for Kops - Boys and Girls Club	- Loan forgiveness for Beyond Food Hub - Community Initiatives Grant budget allocation of \$17,000 - Funding provided to Fibre Arts Collective, Blackfalds Seniors Club, Seehaderah, Heart of Blackfalds Association - FCSS Community Groups Grant budget allocation of \$23,500 - SRO at Iron Ridge Junior High - New land acknowledgement completed and relationships built to continue the important work of relationship building. - Interagency Meetings

The Town will ensure that adequate staffing and processes are established.	- Municipal Service Level Inventory - Employee Engagement Survey - Develop Employee Training Profiles - Development of Succession Plan - COR Audit - Replacement of Financial Systems Software (ERP)	- MSLI completed with policy developed to ensure annual updates are completed - Service Level Report completed for FCSS. Plan to a review for each area in the years to come. complete service level - Employee Engagement Survey completed with work ongoing on the actions coming out of the Engagement Plan in the works - Compensation Review completed - Council Compensation and Benefit Review Completed - Succession Plan Policy completed. - COR Audit complete along with an action plan. - RFP for financial systems software is currently out. Plan to transition to new software platform that will include virtual - City Hall in 2026 - Various Policies and procedures approved to document processes - Re-allocation of funds to positions identified as non-essential have been strategically reallocated to support priority initiatives and operational needs (Full-time OHS Advisor, GIS Technologist, Additional Parks and Facility Operators, IT Technologist). - Funds allocated to support new positions (Deputy Fire Chief, PW Operator, RCMP Officer, Engineering Manager, Municipal Enforcement Clerk along with seasonal positions).
---	---	--

FINANCIAL IMPLICATIONS

Various initiatives will have funds allocated within the budget.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council accept the 2024-2026 Mid –Term Strategic Plan Actions Update, as information.

ALTERNATIVES

- a) That Council receive the 2024-2026 Mid –Term Strategic Plan Actions Update, as information.
- b) That Council refer the 2024-2026 Mid –Term Strategic Plan Actions Update, back to Administration for more information.

ATTACHMENTS

- 2024-2026 Mid-Term Strategic Plan

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

Box 220 | 5018 Waghorn St
Blackfalds, AB | T0M0J0
403.885.4677
www.blackfalds.ca



TOWN OF BLACKFALDS

2024 - 2026

MID-TERM STRATEGIC PLAN

Prepared by
Tracey Lorenson
Civic Excellence

Strategy proposed
01/16/2024

BLACKFALDS
ALBERTA

CONTENT

CHAPTER NAME	3
.....	
MAYOR'S MESSAGE	4
.....	
TOWN COUNCIL	5
.....	
ABOUT BLACKFALDS	6
.....	
WHAT WE ARE PROUD OF	7
.....	
FRAMEWORK AND PROCESS	8
.....	
TOP PRIORITIES & TOP ADVOCACY	9
.....	
STRATEGIC PRIORITIES	10
.....	
DECISION-MAKING LENSES	13
.....	
EXECUTING THE PLAN	14
.....	
COMMUNITY LIFE	15
.....	
ECONOMY	16
.....	
LEADERSHIP & ENGAGEMENT	17

Land Acknowledgement

The Town of Blackfalds acknowledges that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Metis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Metis, and Inuit whose footsteps have marked these lands for centuries.

Vision Statement

Blackfalds is an active, family community full of pride, commitment and opportunities reflecting an economically sustainable, self-sufficient, and safe living environment, with a balanced range of municipal services provided through innovation and proactive community partnerships.

Mission Statement

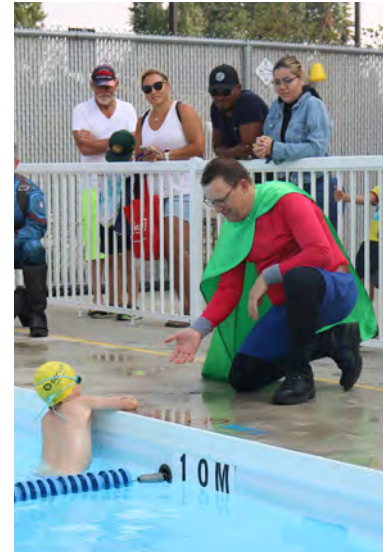
To provide excellence in the area of Municipal Service to make available the highest possible quality of life to the residents of Blackfalds.

MAYOR'S MESSAGE —

This 2024 Strategic Plan has been developed over a period of several months as part of a priority of this current Council at the mid-point of the current term in to refocus the direction of the municipality for the remaining 2 years of this election cycle. The first 2 years of the cycle saw significant changes in senior administration, including the retirement of the previous CAO, and the addition of the current CAO who brings her own vision and priorities for the future of Blackfalds. Since the last strategic plan was released, significant changes and milestones have been reached, and that progress means that there will be a great benefit to how the community will be steered, through this mid-term revision.

Through a comprehensive discussion and workshop process the previous Strategic Plan has been reviewed through the lens of simplifying and streamlining. Council looked at what changes have occurred in the past few years; What achievements have been made, in some cases faster than expected, as well what aspects of the previous plan are less applicable today, or what priorities are no longer as apparent as they were only a few years ago. In particular, having weathered more of the economic downturn, seeing the changes that the community and the world experienced due to the COVID19 pandemic, experiencing changes in direction from other levels of government, and continued growth in the population in our municipality were only some of the factors that contributed to this plan revision.

The end result of this Strategic Plan is a simpler and more measurable document. It recognizes and celebrates the many accomplishments that have occurred to bring Blackfalds to this point, and it sets a more clear, directed path for the next 2-3 years; It better supports the efforts of our administration and staff, and provides the next Council more ability to measure and plan their next term. The groundwork is being set for better, more focused advocacy for our residents, and through this plan this Council looks ahead to an even more successful, resilient, and sustainable future in Blackfalds.



Jamie Hoover
MAYOR JAMIE HOOVER

BLACKFALDS COUNCIL

2021 - 2025



Mayor Jamie Hoover



**Councillor
Marina Appel**



**Councillor
Edna Coulter**



**Councillor
Brenda Dennis**



**Councillor
Jim Sands**



**Councillor
Rebecca Stendie**



**Councillor
Laura Svab**

ABOUT BLACKFALDS

Centrally located between Red Deer and Lacombe, the Town of Blackfalds is one of Canada's fastest growing communities. Blackfalds' first growth spurt was a result of the historic Calgary and Edmonton trail, and the establishment of the railway line in 1891 - long before the Town's incorporation in 1904.

Blackfalds was known as a small bedroom community in between the two growing cities of Lacombe and Red Deer. However, in recent years, more young families moved to Blackfalds due to its central location within the province and its small-town, safe and inviting feel.

Due to a growing population, Town Administration and Council, with resident input and recommendations from volunteer boards and committees, worked towards providing more amenities for its residents.

This commitment resulted in the creation of the Eagle Builders Centre (formally known as the Multi-Plex), multiple themed playgrounds, open green spaces, parks, the Abbey Centre, Vesta Energy Bike Skills Park, Sterling Industries Sports Parks, the renovated Community Centre, and much more.

As the Town continues to grow, more and more amenities are being added to the community including health services, personal services, unique restaurants and local businesses and the first high school in the Town's history.



WHAT WE ARE MOST PROUD OF!

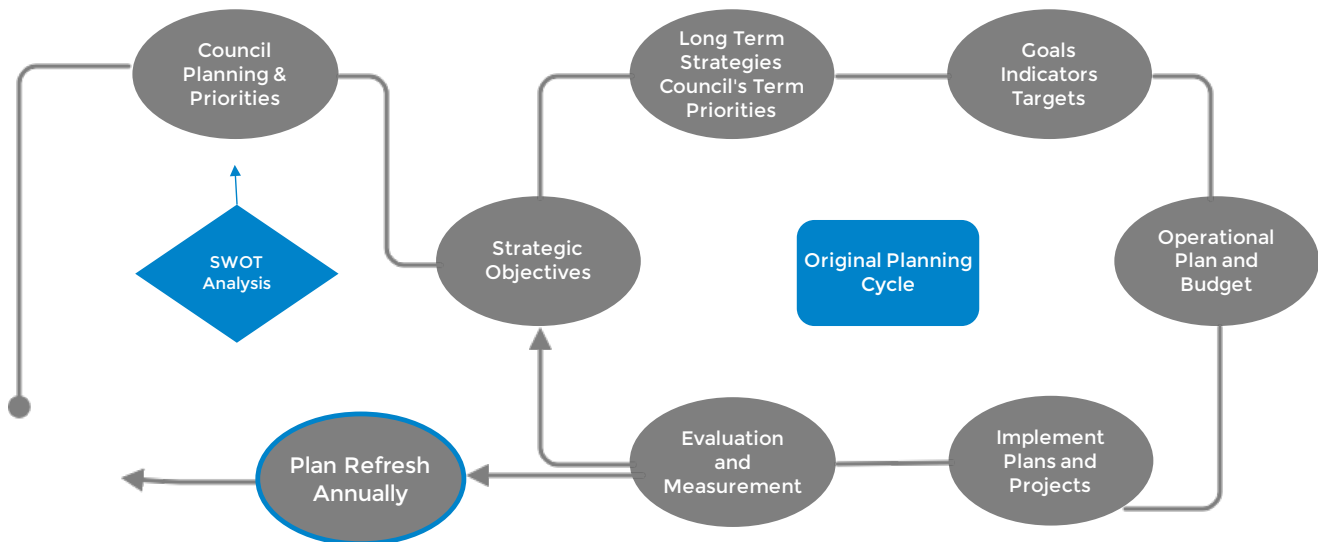
- Family-focused and modern recreational facilities
- Walkability
- Outdoor lifestyle
- Friendly, generous and helpful people
- Services and infrastructure
- Safe community
- Themed and inclusive playgrounds
- Small town feel with urban facilities
- Growth and future growth
- Location in the province
- Regional Partnerships
- Young population
- Beautiful and natural trail and water systems



FRAMEWORK & PROCESS

The purpose of this Strategic Plan is to articulate strategic choices and provide information on how the organization intends to achieve its priorities. The Strategic Plan outlines priorities to be achieved over the next several years and addresses four questions:

- **Where are we now?**
- **Where do we want to be?**
- **How do we get there?**
- **How do we measure our progress?**



TOP PRIORITIES

1. Our Town connects residents to services and services to residents

- Expand upon BOLT option
- Continue to advocate for local autonomy for physician recruitment

2. Invest in the safety of our residents through pedestrian safety and advocacy for highway improvements

- Consider pedestrians first and focus on safe pedestrian crossings throughout the town
- Highway 2A safety improvements

3. The Town has a diverse range of housing to meet the needs of the residents

- Consider land subsidies to promote development of affordable rental housing
- Conduct a housing needs assessment

4. Our Town can clearly articulate the competitive advantage and the benefits of Blackfalds

- Development of Place Branding for the Town

5. The Town has adequate resources to provide the services to its residents

- Introductory Municipal Service Level Inventory
- Employee Engagement Survey

6. We have open and transparent governance

- Public Engagement Policy
- Council Committee Structure



TOP ADVOCACY

- Allow municipalities to hire physicians at the local level
- Safety improvements to Highway 2A
- Replacement of Iron Ridge Elementary School
- Provincial funding for housing-first model
- Development of second approach to Highway 2
- Legislative change to allow Licenced Practitioners to operate clinics

STRATEGIC PRIORITIES

Community Life

The everyday life of a resident in Blackfalds is characterized by the community. This includes both social and cultural elements such as a sense of belonging, mental and physical health, education, safety, and inclusivity, among others.

AREAS OF FOCUS

- Ensure that all residents have access to the services that the Town provides
- Connect and provide recreational facilities and services to residents
- Provide opportunities for residents to connect to enhance community spirit and volunteerism
- Ensure that the safety of our residents is paramount to decision making
- Promote options for housing diversity

Economy

A sustainable economy in Blackfalds includes a good ratio of residential to non-residential and a diversity of businesses and industries that include both local and national companies. There is a healthy balance of tax revenue between residential, commercial, and industrial businesses.

AREAS OF FOCUS

- Create an attractive environment for industrial and commercial growth.
- Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating the business community's needs and issues.
- Attend targeted trade shows that allow promotion of development opportunities and provide access to major retail companies and institutional investors.
- Contribute to Planning and Development Documents to create clear policy and regulations for businesses.
- Plan, support, invest and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.
- Clearly message the Town's benefits and the competitive advantage.



Leadership & Engagement

Leadership & Engagement are crucial to keep Blackfalds moving towards our goals. This can be supported through an ongoing dialogue with the community, local organizations, neighbouring municipalities, and other levels of government. This ensures that residents and community leaders are informed, connected and able to provide feedback. This will result in the best possible decisions for everyone.



AREAS OF FOCUS

- The Town of Blackfalds provides leadership and collaboration with citizens to enable community sustainability.
- The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.
- Community involvement is built into Council decision-making.
- The Town will be fiscally responsible while meeting the needs of citizens.
- Town communication will use widely-distributed means of engagement such as social media, in addition to existing dialogue streams.
- The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.
- The Town advocates for community champions from a variety of demographics and interest groups.
- The Town will invest to ensure adequate staffing and processes are established.

DECISION-MAKING LENSES

The natural environment contributes to a high quality of life. As part of Council's decision making process the preservation of natural environment and promote a culture to improve environmental performance.



Infrastructure and building investments for the Town should focus on improving the safety, and quality of life for the community members. Thoughtful acquisitions and maintenance of assets that will improve service levels for residents and non-residents will be part of Council's decision making process.



EXECUTING THE PLAN



STRATEGIC PRIORITY #1

Community Life

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
Ensure that all residents have access to the services that the Town provides.	• BOLT Transit
Connect residents to services and services to residents.	• BOLT Transit • Trans Canada Trail • Electrical vehicle charging stations • Online service options • Advocate for Alberta Registry services • Increase services provided by Canada Post
Provide opportunities for residents to connect to enhance community spirit and volunteerism.	• Community Events (Blackfalds Days, Winterfest, etc) • Volunteer appointments to Council Committees • Volunteer Coordination • Volunteer Appreciation
Ensure that the safety of our residents is paramount to decision making.	• Policing Committee • Traffic Safety Plan • Emergency Management Preparedness
Promote options for housing diversity.	• Land Use Bylaw • Land subsidies for development • Land designated and set aside for Senior Housing Options

STRATEGIC PRIORITY #2

Economy

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
Create an attractive environment for industrial and commercial growth.	• Long and short term planning (Master Plans) • Explore development incentives • Census • Regional Tourism Boards
Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.	• Economic Development Committee • Funding and partnership with Chamber of Commerce • Business and Developer Surveys • Business and Development Page on Website
Attend targeted trade shows that allow promotion of development opportunities and provide access to major retail companies and institutional investors.	• Red Deer Home Show • Explore additional options for Trade Show attendance and site selector shows
Contribute to Planning & Development documents to create clear policy and regulations for businesses.	• Land Use Bylaw amendments as needed • Planning policy amendments as needed • Bylaw amendments as needed
Plan, support, invest and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.	• Work with sports organizations and other cultural organizations to create events • Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting
Clearly message the Town's benefits and the competitive advantage.	• Promotional videos • Marketing brochures • Blackfalds business, investment, and intelligence tool

STRATEGIC PRIORITY #3

Leadership & Engagement

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.	• Council Committees • Recreation Master Plan, Transportation Master Plan, etc.
Community involvement is built into Council decision-making.	• Public Engagement Policy • Resident surveys and customer feedback • Open Houses • Council Committees
The Town will be fiscally responsible while meeting the needs of citizens.	• Operational and Capital Budget Planning • Budget Surveys • Asset Management • Annual Report
Town communication will use widely-distributed means of engagement such as social media, in addition to existing dialogue streams.	• Website improvements and user driven metrics - Blackfalds Connect • Digital Signage • Program & Activity Guide • Public Participation Policy
The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.	• Intermunicipal Collaborative Framework Agreements • Intermunicipal Development Plans • Regional Grant Collaboration
The Town advocates for community champions from a variety of demographics and interest groups.	• Funding support for community Not-for-profits • School resource officer funding
The Town will ensure adequate staffing and processes are established.	• Municipal Service Level Inventory • Employee Engagement Survey • Develop Employee Training Profiles • Development of Succession Plan • COR Audit



Box 220 | 5018 Waghorn St
Blackfalds, AB | T0M0J0
403.885.4677
www.blackfalds.ca