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1. **WELCOME AND CALL TO ORDER**

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2. **LAND ACKNOWLEDGEMENT**

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

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3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for September 10, 2024  
3.2 Consent Agenda for September 10, 2024
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
  - b) **Adoption of Minutes**
    - o Regular Council Meeting Minutes - August 27, 2024
  - c) **Council Reports**

None
  - d) **Administrative Reports**
    - o Report for Council, Enforcement & Protective Services Monthly Report - August 2024
    - o Report for Council, Development & Building Monthly Report - August 2024
  - e) **Boards, Committee and Commission Minutes and/or Reports**

None
  - f) **Information**
    - o Lacombe County Council Highlights - August 22, 2024
    - o City of Lacombe Council Highlights - August 26, 2024
  - g) **Correspondence**
    - o Letter from Minister McIver - Re: Announcement of 2025 Fire Services Training Program - August 9, 2024
    - o Letter from Central Alberta Regional Assessment Review Board - Re: 2025 Board Member Recruitment - August 22, 2024

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4. **DELEGATION**

- 4.1 Battle River Watershed Alliance, *Sarah Skinner*  
4.2 Blackfalds Seniors Club, *Glenda Brown*

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5. **PUBLIC HEARING**

None

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6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1313.24 - Cemetery Bylaw (*Second Reading*)  
6.2 Request for Decision, Bylaw 1314.24 - Economic Development & Tourism Board Repeal Bylaw (*First, Second and Third Reading*)  
6.3 Request for Decision, Member at Large Appointment Extensions  
6.4 Request for Decision, Mid-Sized Towns Mayors' Caucus - Amended Terms of Reference

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7. **NOTICES OF MOTION**

None

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8. **CONFIDENTIAL**

None

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9. **ADJOURNMENT**

**Future Meetings/Events:**

- Standing Committee of Council Meeting – September 16, 2024
- Regular Council Meeting – September 24, 2024

**MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on August 27, 2024, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Rick Kreklewich, Director of Community Services  
Ken Morrison, Director of Emergency Management and Protective Services  
Jolene Tejkl, Planning & Development Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

Councillor Laura Svab  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Planning Services

**MEDIA**

None

**OTHERS PRESENT**

Farah Sheriffdeen, Municipal Program Coordinator – Food Cycle Science (*virtual*)

**WELCOME AND CALL TO ORDER**

Mayor Hoover welcomed everyone to the Regular Council Meeting of August 27, 2024, indicated Councillor Svab had sent her regrets and called the meeting to order at 7:00 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**

**241/24** Councillor Coulter moved That Council adopt the Regular Agenda for August 27, 2024, as presented.

**CARRIED UNANIMOUSLY**

**242/24** Councillor Appel moved That Council adopt the Consent Agenda for August 27, 2024, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
  - Regular Council Meeting Minutes – August 13, 2024
  - Special Council Meeting Minutes – August 19, 2024
  - Standing Committee of Council Meeting Minutes – August 19, 2024
- **Council Reports**
  - Mayor Hoover
  - Deputy Mayor Sands
  - Councillor Coulter

**MINUTES**

- Councillor Appel
- Councillor Svab
- Councillor Dennise
- **Administrative Reports**
  - Report for Council, CAO Report – August 2024
- **Boards, Committee and Commission Minutes and/or Reports**  
None
- **Information**
  - City of Lacombe Council Highlights – August 12, 2024
- **Correspondence**  
None

**CARRIED UNANIMOUSLY****DELEGATION****Food Cycle Science - FoodCycler Program**

Farah Sherifdeen, Municipal Program Coordinator for Food Cycle Science, presented an overview of the pilot FoodCycler On-site Organics Diversion Program survey results.

**PUBLIC HEARING****Bylaw 1306.24 - Municipal Development Plan, Map 2 Amendments**

Mayor Hoover declared the Public Hearing open at 7:17 p.m. for Bylaw 1306.24.

The purpose of Bylaw 1306.24 is to amend Map 2 Future Land Use Concept of the Town of Blackfalds Municipal Development Plan Bylaw 1088/09, and amendments thereto by changing Lot 3 Block 1 Plan 102 2233, Pt. NW 22-39-27-W4M, from Industrial to Residential.

First Reading was given to Bylaw 1306.24 on July 23, 2024.

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 as follows:

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1306.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- August 2024 edition of "Talk of the Town";
- On the Planning & Development website of the Town's website commencing on July 29, 2024;
- Via email to all local authorities and agencies on July 29, 2024;
- Via email to the Municipal Planning Commission on July 26, 2024
- Mailed to all registered landowners with land adjacent to Lot 3 Block 1 Plan 102 2233 on July 30, 2024;
- In the August 15, 2024 and August 22, 2024 editions of the Lacombe Express; and
- 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:

- July 31, 2024, submission from ATCO Transmission
- August 1, 2024, submission from Alberta Health Services
- August 6, 2024, submission from Rogers Communications
- August 13, 2024, submission from Alberta Transportation and Economic Corridors
- August 20, 2024, submission from Lacombe County
- August 21, 2024, submission from Telus

There were no late submissions relating to the Bylaw.

**MINUTES**

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Comments from the Planning & Development Department

None

Those in Favour of the Bylaw  
(None came forward)Those Opposed to the Bylaw  
(None came forward)Any Person Deemed to be Affected by the Bylaw Who Wishes to be Heard  
(None came forward)Further comments from the Planning & Development  
None

Mayor Hoover declared the Public Hearing for Bylaw 1306.24 closed at 7:19 p.m.

**243/24**

Councillor Coulter moved to adjourn the Public Hearing for Bylaw 1306.24 at 7:19 p.m.

**CARRIED UNANIMOUSLY****Bylaw 1307.24 - Land Use Bylaw Amendment, 4409 South Street Redistricting**

Mayor Hoover declared the Public Hearing open at 7:20 p.m. for Bylaw 1307.24.

The purpose of Bylaw 1307.24 is to add a new Direct Control District #5 specific to 4409 South Street (legally described as Lot 3 Block 1 Plan 102 2233) into the Land Use Bylaw and redistrict the property to the DC 5 District.

First Reading was given to Bylaw 1307.24 on July 23, 2024.

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 as follows:

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1307.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- August 2024 edition of "Talk of the Town";
- On the Planning & Development website of the Town's website commencing on July 29, 2024;
- Via email to all local authorities and agencies on July 29, 2024;
- Via email to the Municipal Planning Commission on July 26, 2024
- Mailed to all registered landowners with land adjacent to Lot 3 Block 1 Plan 102 2233 on July 30, 2024;
- In the August 15, 2024, and August 22, 2024 editions of the Lacombe Express; and
- 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:

- August 1, 2024, submission from Rogers Communications
- August 1, 2024, submission from Alberta Health Services
- August 8, 2024, submission from ATCO Gas
- August 13, 2024, submission from Alberta Transportation and Economic Corridors
- August 20, 2024, submission from Lacombe County
- August 22, 2024, submission from Telus

Comments from the Planning & Development Department

None

Those in Favour of the Bylaw  
(None came forward)

**MINUTES**

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Those Opposed to the Bylaw  
(None came forward)

Any Person Deemed to be Affected by the Bylaw Who Wishes to be Heard  
(None came forward)

Further comments from the Planning & Development  
None

Mayor Hoover declared the Public Hearing for Bylaw 1307.24 closed at 7:23 p.m.

**244/24** Councillor Appel moved to adjourn the Public Hearing for Bylaw 1303.24 at 7:23 p.m.

**CARRIED UNANIMOUSLY**

**BUSINESS****Request for Decision, Bylaw 1306.24 – Municipal Development Plan, Map 2 Amendments (4409 South Street)**

Following the closing of the Public Hearing, Manager Tejkl brought forward Bylaw 1306.24 – Municipal Development Plan, Map 2 Amendments (4409 South Street) for Council's consideration of Second Reading.

**245/24** Deputy Mayor Sands moved That Council give Second Reading to Bylaw 1306.24, to amend 4409 South Street on Map 2 of the Municipal Development Plan to Residential, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1307.24 - 4409 South Street Redistricting**

Following the closing of the Public Hearing, Manager Tejkl brought forward Bylaw 1303.24, pertaining to redistricting 4409 South Street, for Council's consideration of Second Reading.

**246/24** Deputy Mayor Sands moved That Council give Second Reading to Bylaw 1307.24, to redistrict 4409 South Street to Direct Control District #5, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Proposed Subdivision - S-03-24 Aurora Heights Phase 5B**

Manager Tejkl presented the proposed subdivision for Aurora Heights Phase 5B, Pt. SW 35-39-27-W4M for approval.

**247/24** Deputy Mayor Sands moved That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and move to APPROVE the subdivision of Pt. SW 35-39-27-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.

**CARRIED UNANIMOUSLY**

**Request for Decision, Proclamation - Alberta Development Officer's Week**

Manager Tejkl brought forward a request to proclaim September 22-28, 2024, as Alberta Development Officer's Week.

**248/24** Councillor Appel moved That Council proclaim September 22-28, 2024, as Alberta Development Officer's Week in the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**MINUTES****Request for Decision, Bylaw 1312.24 - Fire Protection Bylaw**

Following the recommendation from Standing Committee of Council, Fire Chief Cote brought forward the newly revised Fire Protection Bylaw for Council's consideration of First, Second and Third Reading.

**249/24** Councillor Dennis moved That Council give First Reading to Bylaw 1312.24 - Fire Protection Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**250/24** Councillor Coulter moved That Council give Second Reading to Bylaw 1312.24 - Fire Protection Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**251/24** Councillor Appel moved That Council give unanimous consent to move to Third Reading of Bylaw 1312.24 - Fire Protection Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**252/24** Deputy Mayor Sands moved That Council give Third Reading to Bylaw 1312.24 - Fire Protection Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1313.24 - Cemetery Bylaw**

Following the recommendation from Standing Committee of Council, Director Kreklewich brought forward for Council consideration the newly revised Cemetery Bylaw.

**253/24** Deputy Mayor Sands moved That Council give First Reading to Bylaw 1313.24 – Cemetery Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, EPR Transition – Curbside Recycling**

Following the recommendation from Standing Committee of Council, CAO Isaak, on behalf of Director Weran, requested Council's approval to move forward with the Opt-In Service Model offered by Circular Materials.

**254/24** Councillor Coulter moved That Council approve the Town of Blackfalds moving forward with the Opt-In Service Model for Curbside Recycling.

**CARRIED UNANIMOUSLY**

**Request for Decision, 2024 Census Results**

Legislative Coordinator Nealon presented the survey results from the 2024 Municipal Census for Council's acceptance.

**255/24** Councillor Appel moved That Council accept the 2024 Census Report as information.

**CARRIED UNANIMOUSLY**

**256/24** Deputy Mayor Sands moved That Council direct the Chief Administrative Officer to submit the results of the 2024 Census to the Minister of Municipal Affairs.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**MINUTES**

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**CONFIDENTIAL**

None

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 8:17 p.m.

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Jamie Hoover, Mayor

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Kim Isaak, CAO

DRAFT

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**MEETING DATE:** September 10, 2024

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

**SUBJECT:** Enforcement & Protective Services Monthly Report - August 2024

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## **BACKGROUND**

Administration provides 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 August for Municipal Enforcement, Occupational Health & Safety, Fire Services, RCMP and Emergency Management.

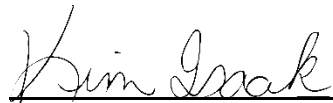
## **FINANCIAL IMPLICATIONS**

None

## **ATTACHMENTS**

- *Protective Services Monthly Report – August 2024*
- *Municipal Enforcement August Incident Report*
- *Parkwood NB Speed sign stats*
- *Broadway Ave SB speed sign stats*
- *Fire August 2024 Monthly Incident Summary*

## **APPROVALS**

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

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



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**PROTECTIVE SERVICES MONTHLY REPORT****Municipal Enforcement:**

During the month of August, Municipal Enforcement officers opened 65 new operational files. Files broken down were as follows:

- 16 Traffic Bylaw files, consisting of speeding and parking issues within the Town.
- 10 Community Standards Bylaw, which consisted of 4 noise complaints and 6 unsightly properties.
- 1 Land Use Bylaw file was opened when a vehicle was in various stages of repair on the roadway over a few days.
- 16 Various incidents were investigated, including such matters as Homeless, Driving complaints, Mischief, Neighbourhood disputes. OHV, suspicious persons, traffic stops and many parking concerns within the community.
- 11 Animal Control Bylaws consisting of 3 Cats running at large, 2 dogs running at large, 4 Barking Dog Complaints, and 2 Wild Animal issues within the community.
- 5 assistance files, working with the RCMP, Fire and other agencies.
- 2 GLC complaints.
- 1 Joint Forces Operation with the RCMP Traffic unit.

Through a proactive approach, officers initiated a Joint Forces Operation in which 11 Violation tickets were written, 7 Distracted driving, 1 unregistered motor vehicle, 1 seat belt charge, 1 speeding charge and one other TSA offence. This proved to be a very productive initiative within the Town focusing on Distracted driving.

Officers worked on proactive enforcement of the Community Standards Bylaw providing education through enforcement for property owners whose properties were identified as unsightly, through little to no maintenance to the properties.

Animals running at large and animals left outside to bark were most files opened under the Animal Control Bylaw. We continue to see many animal owners leave their animals outside in cats. This results in cats at large and dogs barking and disturbing neighbours for large periods of time. This month, we did see an increase in the number of incidents with wildlife, mainly geese, either getting hit on the roads or issues with them blocking traffic while crossing roadways in large numbers.

Community Peace Officers participated in the RCMP open house BBQ, which was a tremendous success even though the weather did not cooperate. This was an excellent example of the partnership we share with our RCMP officers and other agency partners. There were numerous members of the public in attendance, as well as various agencies such as STARS, Victim Services, Rural Crime Watch, and others. Central Alberta Crime Prevention Center, which has been contracted to complete a CPTED review, was in attendance, having residents complete a survey. The Crime Prevention Center will also attend the Community Info Expo on September 11<sup>th</sup>, gathering further information from residents to develop an extensive report.

Traffic enforcement continued to be a priority within the Town during the month, with 105 traffic violation tickets being issued, as well as many warnings. Officers worked hard at balancing provincial enforcement initiatives with Municipal Bylaw Enforcement. While minimal charges were issued under municipal bylaws, officers were able to gain compliance under the bylaws in many areas through educational warnings.

In September, we significantly focus on school zones and traffic enforcement within the municipality. Officers, in conjunction with the RCMP, will be present when available at school zones during drop-off and end-of-school times to ensure the safety of children and all of our residents.

**In total, there were 105 violation tickets issued during the month, including bylaws and provincial regulations, which resulted in \$21,430.00 in fines being issued in relation to these violations.**

### Violation Tickets Issued

	<b>ACT</b>	<b>Tickets</b>	<b>Fine Total</b>	<b>Average Fine</b>
1.	<i>Traffic Safety Act</i>	61	\$12,937.00	\$212.08
2.	Vehicle Equipment Regulation	20	\$2,430.00	\$121.50
3.	Use of Highway & Rules of the Road Reg.	19	\$5,265.00	\$277.11
4.	Traffic Bylaw	1	\$150.00	\$150.00
5.	Operator Lic & Vehicle Reg.	4	\$648.00	\$162.00

- Municipal Enforcement Month End Report **(attached.)**
- Speed sign data, Broadway Ave southbound and Parkwood Drive northbound. **(attached)**

### **Blackfalds Fire Rescue**

During the month of August, we have started to train on vehicle extrication and traffic control, and we are wrapping up training with a review of water/ice rescue theory, and the practical will be in September.

Chief Côté continues to work with the Restorative Justice group. Two of the three offenders started to work with the parks crew this month, and one has now completed his 50 hours, while the other is halfway through his commitment. The third individual did not take part in the program.

We continue to work on fire inspections for the new businesses in the Blackfalds Crossing complex.

The fire department took part in the RCMP open house touch a truck and barbeque.



August has been on of the busiest month for calls, with 31 responses. Attached is the Incident Summary for the month of August 2024.

### **Occupational Health & Safety**

A total of 14 hazard IDs were submitted through the Near Miss program by various departments. We are seeing an increase in hazard ID's and a decrease in incidents, which is a positive swing.

Incidents: four (4) Property/equipment damages < \$5000, one (1) First Aid, three (3) Other (Abbey Contamination)

A total of four worksite inspections were conducted among various departments. Public Works Street line painting: Parks and Facilities Bike Skills Park maintenance: Overall, positive observations were made, and the crews are demonstrating a strong safety culture and compliance.

OH&S Advisor attended seven (7) Toolbox Meetings. Three Public Works, four Parks and Facilities. Reviewed the latest incidents and hazards IDs and began reviewing the 2024 COR Maintenance Audit interview questions with the teams. Facilitated discussions regarding the interview questions and all the applicable information in the TOB Health & Safety Manual.

Delivered the safety moment at the monthly management meeting. Discussed the need to create, introduce and implement a "safe lifting" safety policy and procedure to ensure we are meeting industry standards.

Worked with the COR Auditor, providing required information and prepping for a pre-audit meeting.

### **RCMP**

The RCMP report is not available currently.

### **Emergency Management**

The Protective Services Clerk position interviews have begun and will be completed the week of September 9<sup>th</sup>.

The Municipal Enforcement Sgt. position has been advertised internally and will be completed the week of September 9<sup>th</sup>.

The LREMP exercise sub-committee and LREMP plan committee continue to meet with hopes of finalizing these in early fall.

The 2024 Tabletop Exercise is planned for November 27<sup>th</sup>, 2024, but the contractor facilitating the exercise has not yet been named.

**Ken Morrison**

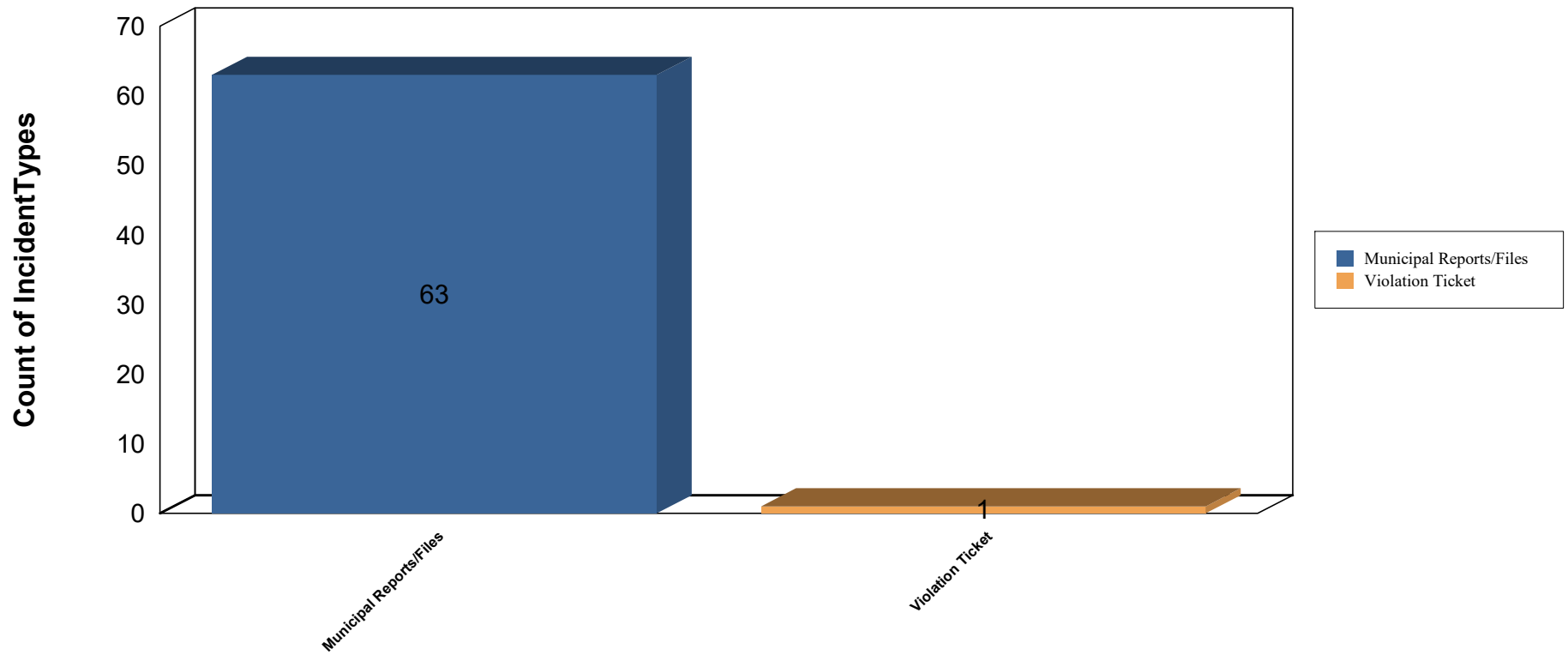
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Director of Emergency Management & Protective Services

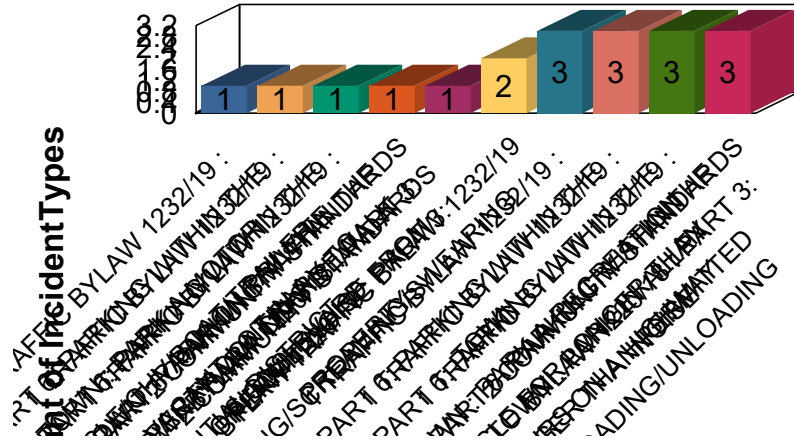
**Town of Blackfalds**

**COMBINE MONTHLY REPORT** Statistics from: 8/1/2024 12:00:00AM to 8/31/2024 11:59:59PM

**Count of Reports Completed**



# Count of Incident Types



1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A MOTOR VEHICLE/OHV/BOAT/TRAILER ON A VACANT LOT IN A RESIDENTIAL DISTRICT	1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON PRIVATE PROPERTY CONTRARY TO SIGNS	1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY	2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: YELLING/SCREAMING/SWEARING	1 TRAFFIC BYLAW 1232/19
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN	1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A RECREATION VEHICLE FOR LONGER THAN 72 HOURS ON A HIGHWAY	1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE		

1.54% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A MOTOR VEHICLE/OHV/BOAT/TRAILER ON A VACANT LOT IN A RESIDENTIAL DISTRICT

1.54% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON PRIVATE PROPERTY CONTRARY TO SIGNS

1.54% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD

1.54% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY

1.54% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: YELLING/SCREAMING/SWEARING

3.08% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19

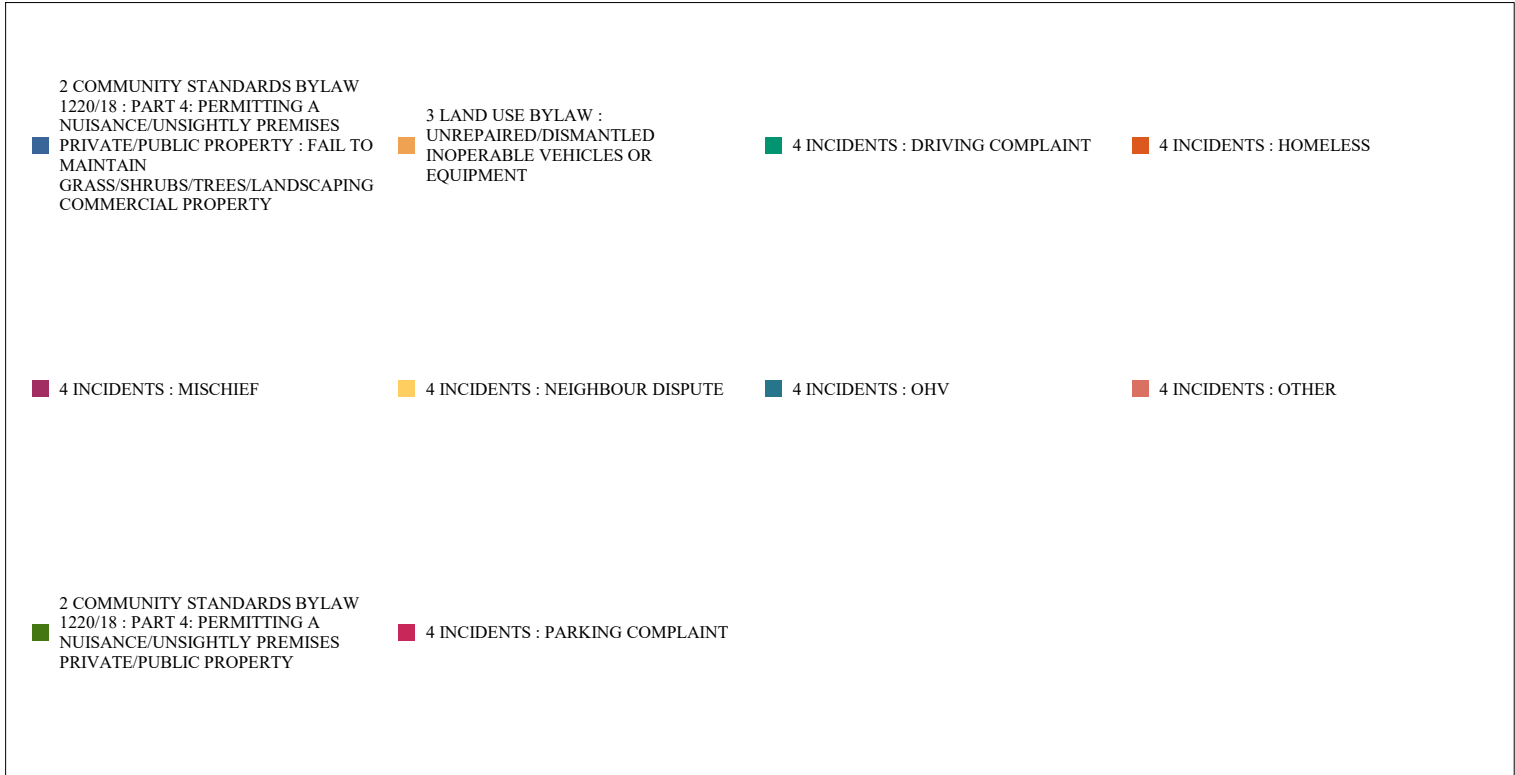
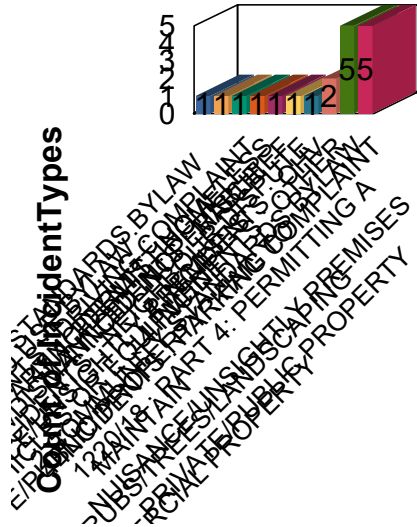
4.62% # of Reports: 3 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

4.62% # of Reports: 3 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A RECREATION VEHICLE FOR LONGER THAN 72 HOURS ON A HIGHWAY

4.62% # of Reports: 3 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING

4.62% # of Reports: 3 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

# Count of Incident Types



1.54% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY : FAIL TO MAINTAIN GRASS/SHRUBS/TREES/LANDSCAPING COMMERCIAL PROPERTY

1.54% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : UNREPAIRED/DISMANTLED INOPERABLE VEHICLES OR EQUIPMENT

1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : DRIVING COMPLAINT



1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : HOMELESS

1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : MISCHIEF

1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : NEIGHBOUR DISPUTE

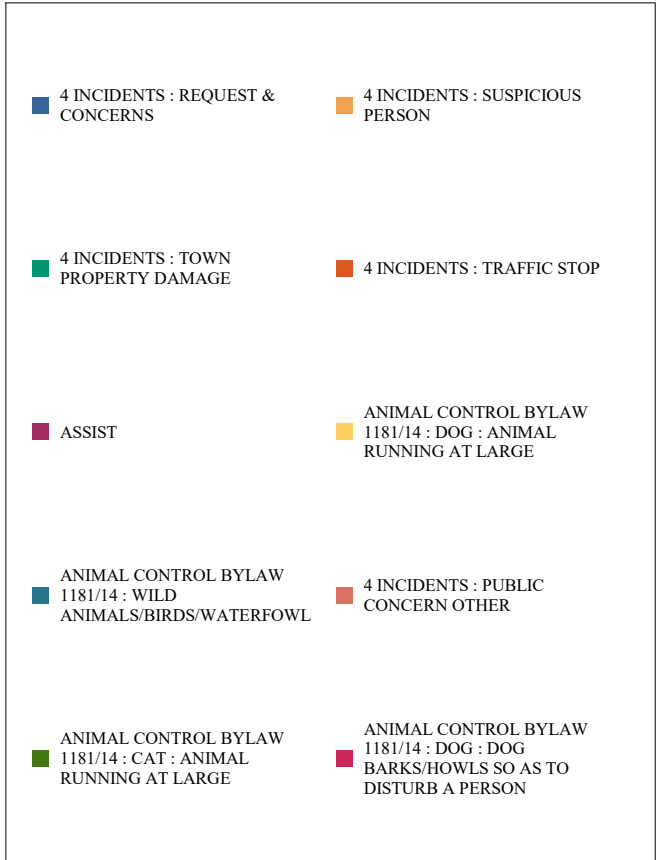
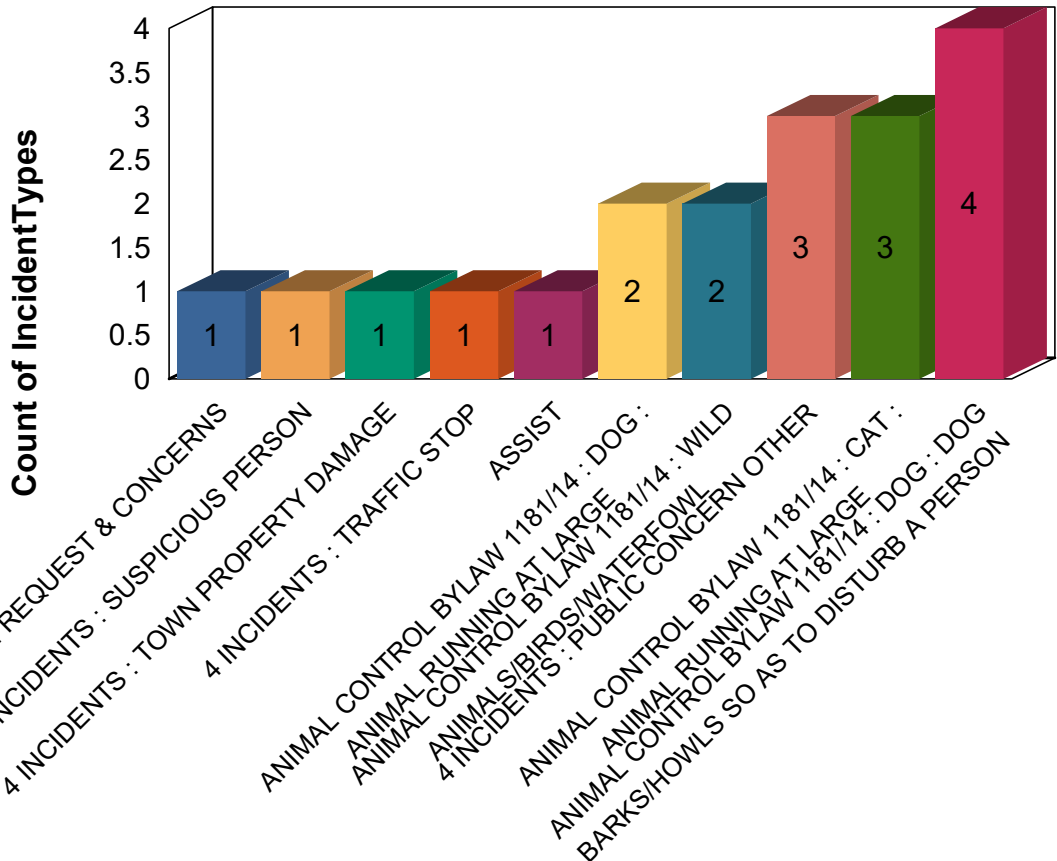
1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OHV

3.08% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : OTHER

7.69% # of Reports: 5 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

7.69% # of Reports: 5 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

# Count of Incident Types



1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : REQUEST & CONCERNS

1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : SUSPICIOUS PERSON

1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TOWN PROPERTY DAMAGE

1.54% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRAFFIC STOP

1.54% # of Reports: 1 Municipal Reports/Files ASSIST

3.08% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE

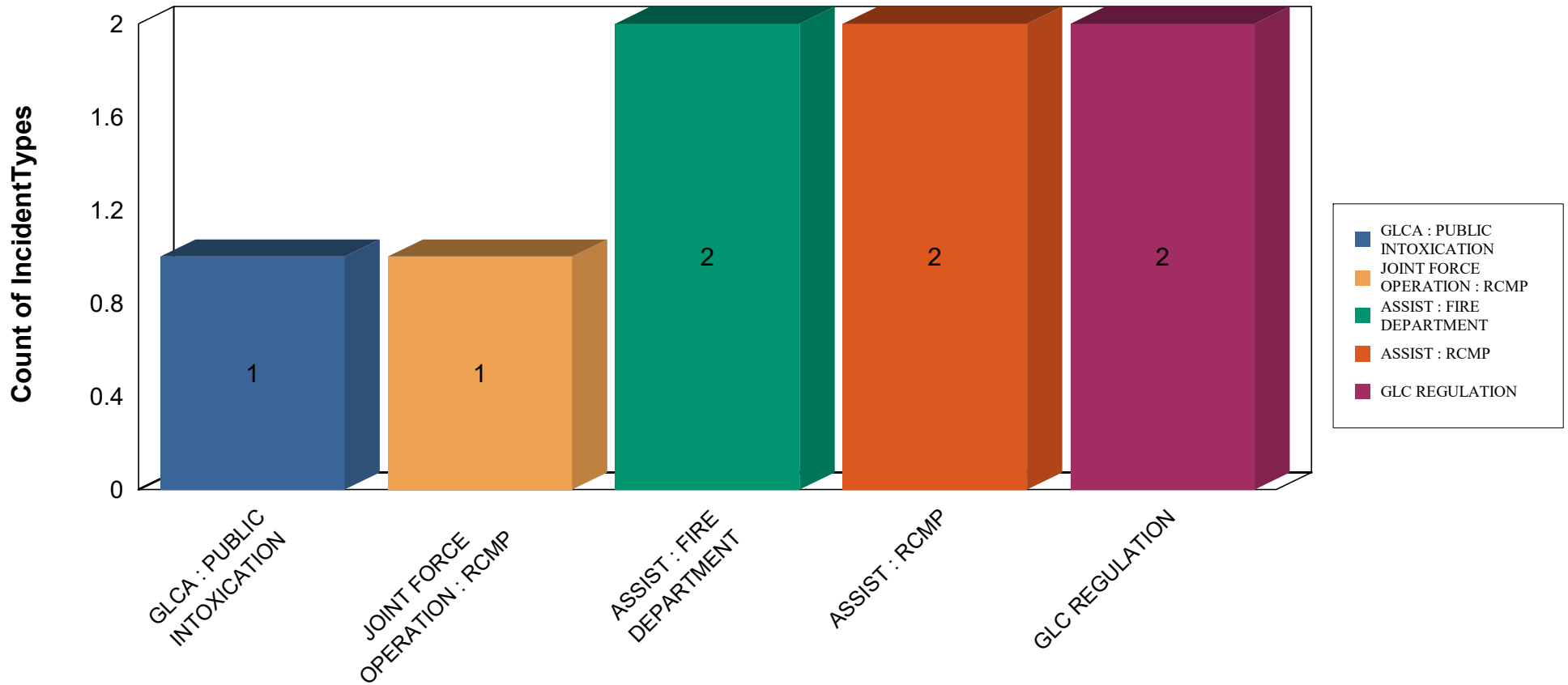
3.08% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

4.62% # of Reports: 3 Municipal Reports/Files 4 INCIDENTS : PUBLIC CONCERN OTHER

4.62% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE

6.15% # of Reports: 4 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON

# Count of Incident Types



1.54% # of Reports: 1 Municipal Reports/Files GLCA : PUBLIC INTOXICATION

1.54% # of Reports: 1 Municipal Reports/Files JOINT FORCE OPERATION : RCMP

3.08% # of Reports: 2 Municipal Reports/Files ASSIST : FIRE DEPARTMENT

3.08% # of Reports: 2 Municipal Reports/Files ASSIST : RCMP

3.08% # of Reports: 2 Municipal Reports/Files GLC REGULATION

**Grand Total: 100.00% Total # of Incident Types Reported: 65 Total # of Reports: 63**

# Count of Incident Types



100.00% # of Reports: 1 Violation Ticket PART 4(8) - UNATTACHED TRAILER

**Grand Total: 100.00% Total # of Incident Types Reported: 1 Total # of Reports: 1**

**Grand Total: 100.00% Total # of Incident Types Reported: 66**

# Statistics Summary Report

Technician Name: administrator

Location: Parkwood Rd NB

Report Period: 2024-07-29 to 2024-08-29

Address: Parkwood Rd, Blackfalds, AB

Report Period:  
Total Vehicle Count: 53,535



Speed Limit: 40

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	342	49	199	58 %	5	70	39	10
01-02	211	30	109	52 %	5	92	38	10
02-03	124	18	73	59 %	5	65	40	10
03-04	135	19	80	59 %	6	85	43	11
04-05	255	36	157	62 %	5	77	41	10
05-06	944	135	508	54 %	5	86	40	10
06-07	1,846	264	994	54 %	5	78	39	10
07-08	2,387	341	1,312	55 %	6	78	40	10
08-09	2,467	352	1,326	54 %	5	92	40	10
09-10	2,697	385	1,484	55 %	5	79	40	10
10-11	3,202	457	1,781	56 %	5	80	40	10
11-12	3,444	492	2,021	59 %	5	84	40	10
12-13	3,919	560	2,332	60 %	5	72	41	10
13-14	3,565	509	2,066	58 %	5	79	40	10
14-15	3,490	499	1,953	56 %	5	73	40	10
15-16	3,773	539	2,122	56 %	5	79	40	10
16-17	4,727	675	2,714	57 %	5	75	40	10
17-18	4,647	664	2,794	60 %	5	72	40	10
18-19	3,459	494	2,011	58 %	5	80	40	10
19-20	2,569	367	1,352	53 %	5	93	39	10
20-21	2,092	299	1,038	50 %	5	93	39	10
21-22	1,523	218	723	47 %	5	83	38	10
22-23	1,143	163	542	47 %	5	84	38	10
23-24	574	82	315	55 %	5	72	40	10
	<b>53,535</b>	<b>7,647</b>	<b>30,006</b>	<b>56 %</b>	<b>5</b>	<b>80</b>	<b>40</b>	<b>10</b>

Countyby Speed Bins

Speed	Count
0...5	134
5...10	1,169
10...15	1,291
15...20	1,294
20...25	1,496
25...30	2,683
30...35	4,389
35...40	11,073
40...45	15,390
45...50	9,815
50...55	3,162
55...60	1,150
60...65	331
65...70	91
70...75	38
75...80	17
80...85	7
85...90	1
90...95	4
<b>Total:</b>	<b>53,535</b>

# Statistics Summary Report

Technician Name: administrator

Location: **BW SB Near Mobile Home Park**  
 Address: **BW SB Near Mobile Home Park, Blackfalds, AB**  
 Speed Limit: **50**

Report Period: **2024-08-01 to 2024-08-31**  
 Total Vehicle Count: **44,081**



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	213	30	64	30 %	9	71	45	11
01-02	115	16	40	35 %	6	64	46	11
02-03	93	13	31	33 %	5	104	45	12
03-04	91	13	37	41 %	20	74	50	12
04-05	305	44	127	42 %	6	93	46	12
05-06	1,107	158	524	47 %	5	96	50	12
06-07	1,724	246	935	54 %	5	89	51	12
07-08	2,459	351	1,418	58 %	6	101	51	12
08-09	2,301	329	1,172	51 %	5	79	50	12
09-10	2,443	349	1,121	46 %	6	77	49	12
10-11	2,813	402	1,142	41 %	5	84	48	11
11-12	2,962	423	1,259	43 %	5	76	48	11
12-13	3,205	458	1,385	43 %	6	76	48	11
13-14	3,021	432	1,206	40 %	6	73	48	11
14-15	2,912	416	1,120	38 %	5	78	48	11
15-16	2,920	417	1,112	38 %	6	74	48	11
16-17	3,341	477	1,334	40 %	5	84	48	11
17-18	3,196	457	1,392	44 %	6	86	49	12
18-19	2,718	388	1,011	37 %	5	111	48	11
19-20	2,205	315	775	35 %	7	75	47	11
20-21	1,695	242	579	34 %	6	77	47	11
21-22	1,152	165	316	27 %	8	78	46	11
22-23	739	106	215	29 %	5	70	46	11
23-24	351	50	106	30 %	7	88	46	11
	<b>44,081</b>	<b>6,297</b>	<b>18,421</b>	<b>40 %</b>	<b>6</b>	<b>82</b>	<b>48</b>	<b>11</b>

Countyby Speed Bins	
Speed	Count
0...5	13
5...10	622
10...15	323
15...20	237
20...25	270
25...30	472
30...35	782
35...40	1,767
40...45	6,036
45...50	15,138
50...55	12,212
55...60	4,415
60...65	1,337
65...70	338
70...75	79
75...80	26
80...85	4
85...90	5
90...95	1
95...100	1
100...105	2
105...110	0
110...115	1
<b>Total:</b>	<b>44,081</b>



# 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	AUGUST	2024	
CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION		RCMP FILE #	MAFP 1244
158	1	FIRE ILLEGAL BURN	514956719	Within Corporate Limits		N/A	N/A
159	2	MOTOR VEHICLE INCIDENT	514964000	Lacombe County		YES	EMS
160	4	ALARM	514993485	Within Corporate Limits		N/A	N/A
161	4	FIRE ILLEGAL BURN	515010745	Within Corporate Limits		N/A	N/A
162	6	ALARM	515040567	Within Corporate Limits		N/A	N/A
163	11	ALARM	515103073	Within Corporate Limits		N/A	N/A
164	11	ALARM	515107579	Within Corporate Limits		N/A	N/A
165	11	INVESTIGATION FIRE	515116079	Lacombe County Flare Stack		N/A	N/A
166	12	ALARM	515118382	Within Corporate Limits		N/A	N/A
167	12	MOTOR VEHICLE INCIDENT	515119639	Within Corporate Limits		YES	EMS
168	12	ALARM	515129741	Within Corporate Limits		N/A	N/A
169	15	ALARM	515168067	Within Corporate Limits		N/A	N/A
170	15	ALARM	515171166	Within Corporate Limits		N/A	N/A
171	16	INVESTIGATION FIRE	515182946	Lacombe County		N/A	N/A
172	17	FIRE ILLEGAL BURN	515200462	Lacombe County		N/A	N/A
173	18	MUTUAL AID	515216253	City of Lacombe		N/A	N/A
174	18	ALARM	515220290	Within Corporate Limits		N/A	N/A
175	19	FIRE RUBBISH	515224450	Within Corporate Limits		N/A	N/A
176	19	ALARM	515229682	Within Corporate Limits		N/A	N/A
177	20	ALARM	515245721	Within Corporate Limits		N/A	N/A
178	20	FIRE GRASS/BRUSH	515249695	Within Corporate Limits		YES	N/A
179	20	ALARM	515251714	Within Corporate Limits		N/A	N/A
180	23	ALARM	515283888	Within Corporate Limits		N/A	N/A
181	25	ALARM	515330650	Within Corporate Limits		N/A	N/A
182	27	MUTUAL AID	515350325	Lacombe County		N/A	N/A
183	27	MOTOR VEHICLE INCIDENT	515353816	Lacombe County		YES	N/A
184	28	ALARM	515375357	Within Corporate Limits		N/A	N/A
185	28	ALARM	515377811	Within Corporate Limits		N/A	N/A
186	29	ALARM	515390991	Within Corporate Limits		N/A	N/A
187	30	INVESTIGATION FIRE	515404091	Within Corporate Limits		N/A	N/A
188	30	CO ALARM	515412614	Within Corporate Limits		N/A	N/A
TOTAL RESPONSES		31	OFFICER	Robert Côté		REV DT FEB 02/17	Print Form

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**MEETING DATE:** September 10, 2024

**PREPARED BY:** Jolene Tejkl, Planning & Development Manager

**SUBJECT:** **Development & Building Monthly Report – August 2024**

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## **BACKGROUND**

Attached is the August 2024 Development & Building Permit Report and Comparison for 2022-2024 year to date. We also have shown the comparison for the year-to-date figures for 2023 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 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", and
- Grading permits.

## **ATTACHMENTS**

- *August 2024 Development/Building Permit Report*
- *2022 – 2024 Development/Building Comparison Report*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
228-24	122 Mitchell Crescent	R-1M	Hot Tub	approved	14-Aug-24
229-24	5309 Broadway Avenue	R-2	Home Business	approved	22-Aug-24
230-24	5402 Vista Trail	R-1M	Accessory Suite	approved	22-Aug-24
231-24	4778 Aspen Lakes Boulevard	R-1M	SFD	approved	20-Aug-24
232-24	5229 Westridge Drive	R-1S	Residential Solar Panel Installation	approved	30-Aug-24
233-24	Various Locations	PF	Temporary Community Event Signs	approved	8-Aug-24
234-24	201 Aztec Crescent	R-1S	Garage		
235-24	5865 Park Street	R-1M	Basement Reno	approved	23-Aug-24
236-24	149 Wellington Close	R-1M	Deck	approved	23-Aug-24
237-24	4761 Aspen Lakes Boulevard	R-1M	Basement Reno	approved	23-Aug-24
238-24	13 Adina Close	R-1M	Residential Solar Panel Installation	approved	23-Aug-24
239-24	30 Anna Close	DC-4	Townhouses	approved	26-Aug-24
240-24	34 Anna Close	DC-4	Townhouses	approved	26-Aug-24
241-24	38 Anna Close	DC-4	Townhouses	approved	26-Aug-24
242-24	42 Anna Close	DC-4	Townhouses	approved	26-Aug-24
243-24	46 Anna Close	DC-4	Townhouses	approved	26-Aug-24
244-24	50 Anna Close	DC-4	Townhouses	approved	26-Aug-24
245-24	54 Anna Close	DC-4	Townhouses	approved	26-Aug-24
246-24	4914 Broadway Ave	C-1	Change of Occupancy/Use	approved	16-Aug-24
247-24	17 Chinook Street	R-1L	Residential Solar Panel Installation	approved	30-Aug-24
248-24	69 Briarwood Crescent	R-1M	Residential Solar Panel Installation	approved	30-Aug-24
249-24	13 Vintage Close	R-1M	Residential Solar Panel Installation	approved	30-Aug-24
250-24	257 Westridge Drive	R-1M	Residential Solar Panel Installation	approved	30-Aug-24
251-24	4500 Blackfalds Way (Unit 405)	C-2	Sign		
252-24	13 Murphy Close	R-1M	SFD	approved	30-Aug-24
253-24	5465 Vista Trail (Building H)	R-4	Townhouses		
253-24 - Unit 36	5465 Vista Trail (unit 36)	R-4	Townhouse		
253-24 - Unit 37	5465 Vista Trail (unit 37)	R-4	Townhouse		

253-24 - Unit 38	5465 Vista Trail (unit 38)	R-4	Townhouse		
253-24 - Unit 39	5465 Vista Trail (unit 39)	R-4	Townhouse		
253-24 - Unit 40	5465 Vista Trail (unit 40)	R-4	Townhouse		
253-24 - Unit 41	5465 Vista Trail (unit 41)	R-4	Townhouse		
253-24 - Unit 42	5465 Vista Trail (unit 42)	R-4	Townhouse		
254-24	5465 Vista Trail (Building I)	R-4	Townhouse		
254-24 Unit 43	5465 Vista Trail (unit 43)	R-4	Townhouse		
254-24 Unit 44	5465 Vista Trail (unit 44)	R-4	Townhouse		
254-24 Unit 45	5465 Vista Trail (unit 45)	R-4	Townhouse		
254-24 Unit 46	5465 Vista Trail (unit 46)	R-4	Townhouse		
254-24 Unit 47	5465 Vista Trail (unit 47)	R-4	Townhouse		
254-24 Unit 48	5465 Vista Trail (unit 48)	R-4	Townhouse		
255-24	5465 Vista Trail (Building J)	R-4	Townhouses		
255-24 Unit 49	5465 Vista Trail (Unit 49)	R-4	Townhouse		
255-24 Unit 50	5465 Vista Trail (Unit 50)	R-4	Townhouse		
255-24 Unit 51	5465 Vista Trail (Unit 51)	R-4	Townhouse		
255-24 Unit 52	5465 Vista Trail (Unit 52)	R-4	Townhouse		
255-24 Unit 53	5465 Vista Trail (Unit 53)	R-4	Townhouse		
255-24 Unit 54	5465 Vista Trail (Unit 54)	R-4	Townhouse		
256-24	5465 Vista Trail (Building K)	R-4	Townhouses		
256-24 Unit 55	5465 Vista Trail (Unit 55)	R-4	Townhouse		
256-24 Unit 56	5465 Vista Trail (Unit 56)	R-4	Townhouse		

256-24 Unit 57	5456 Vista Trail (Unit 57)	R-4	Townhouse		
256-24 Unit 58	5456 Vista Trail (Unit 58)	R-4	Townhouse		
256-24 Unit 59	5456 Vista Trail (Unit 59)	R-4	Townhouse		
256-24 Unit 60	5456 Vista Trail (Unit 60)	R-4	Townhouse		
257-24 Unit 61	5456 Vista Trail (Building L)	R-4	Townhouses		
257-24 Unit 62	5456 Vista Trail (Unit 61)	R-4	Townhouse		
257-24 Unit 63	5456 Vista Trail (Unit 62)	R-4	Townhouse		
257-24 Unit 64	5456 Vista Trail (Unit 63)	R-4	Townhouse		
257-24 Unit 65	5456 Vista Trail (Unit 64)	R-4	Townhouse		
257-24 Unit 66	5456 Vista Trail (Unit 65)	R-4	Townhouse		
257-24 Unit 66	5456 Vista Trail (Unit 66)	R-4	Townhouse		
258-24	5224 Lawton Avenue	R-1L	Relaxation to front yard setback		
259-24	5653 Vista Trail	R-2	Basement Reno		
260-24	87 Cedar Square	R-1L	SFD		
261-24	18 Coachill Street	R-1M	Residential Solar Panel Installation		
262-24	4757 Aspen Lakes Blvd	R-1M	Basement Reno		

Town of Blackfalds Development/Building Permit Comparison 2022 to 2024

**2023 YTD**

	2022		2023		2024		August	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
<b>Residential</b>								
SFD	21	\$ 6,350,251.00	21	\$ 7,037,626.70	26	\$ 9,013,180.00	13	\$ 5,087,626.70
Duplexes	4	\$ 800,000.00	6	\$ 1,060,000.00	8	\$ 2,070,000.00	2	\$ 330,000.00
Manufactured Home	3	\$ 300,000.00	2	\$ 250,000.00	6	\$ 1,166,566.00	0	\$ -
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	16	\$ 3,413,600.00	11	\$ 1,790,000.00	29	\$ 4,652,000.00	11	\$ 1,790,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	8	\$ 3,495,000.00	0	\$ -
<b>Total Res. Dwellings</b>	<b>44</b>	<b>\$ 10,863,851</b>	<b>40</b>	<b>\$ 10,137,627</b>	<b>77</b>	<b>\$ 20,396,746</b>	<b>26</b>	<b>\$ 7,207,627</b>
Garage	25	\$ 942,000.00	9	\$ 293,000.00	20	\$ 645,832.00	9	\$ 293,000.00
Deck	9	\$ 68,010.00	9	\$ 102,000.00	10	\$ 97,100.00	8	\$ 67,700.00
Basement Reno	56	\$ 1,057,050.00	40	\$ 865,700.00	35	\$ 1,061,000.00	25	\$ 447,700.00
Addition	1	\$ 200,000.00	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Home Business	18	\$ -	21	\$ -	14	\$ -	20	\$ -
Other	43	\$ 582,057.73	44	\$ 1,232,115.84	93	\$ 28,950,682.11	23	-\$ 348,946.50
<b>Commercial</b>	<b>35</b>	<b>\$ 9,320,100.00</b>	<b>27</b>	<b>\$ 5,190,341.00</b>	<b>32</b>	<b>\$ 3,693,162.26</b>	<b>14</b>	<b>\$ 2,622,500.00</b>
<b>Industrial</b>	<b>3</b>	<b>\$ 12,093.75</b>	<b>4</b>	<b>\$ 200,000.00</b>	<b>2</b>	<b>\$ 2,501,000.00</b>	<b>4</b>	<b>\$ 200,000.00</b>
<b>Institutional</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>Agricultural</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ -</b>
<b>Public Facility</b>	<b>6</b>	<b>\$ 1,548,421.00</b>	<b>4</b>	<b>\$ 192,300.00</b>	<b>10</b>	<b>\$ 38,030,500.00</b>	<b>3</b>	<b>\$ 110,300.00</b>
<b>TOTAL PERMITS</b>	<b>240</b>	<b>\$ 24,593,583.48</b>	<b>199</b>	<b>\$ 18,213,083.54</b>	<b>293</b>	<b>\$ 95,376,022.37</b>	<b>133</b>	<b>\$ 10,599,880.20</b>
<b>General Yearly Notes:</b>		1 - 2,500,000 East Area Linear Wetland Ph. 2		1 - 2,500,000 Vista Trail Commercial				
		1 - 5,500,000 Womacks/Gregg St. Alignment Project		1 - 1,000,000 Dental Office				



## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING August 22, 2024

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### **LETTER OF SUPPORT FOR MEDICINE LODGE SKI CLUB**

Lacombe County will provide the Medicine Lodge Ski Club with a letter of support regarding its application for grant funding through the Alberta Active Communities Initiative to upgrade the ski lifts at Medicine Lodge Ski Hill.

### **ANNUAL APPOINTMENT OF AUDITORS FOR 2024**

Council approved the appointment of BDO Canada LLP as Lacombe County's auditors for the 2024 fiscal year, at an estimated cost of \$78,126.50.

### **PROPERTY TAX CANCELLATION REQUEST**

A motion that Lacombe County cancels \$42,000 of the 2024 property tax levied on tax account # 3927232040, and further, that Council cancel the entire 2025 tax levy for the same tax account, estimated at \$101,000, did not receive Council approval.

### **RC(1) RECREATION CAPITAL FUNDING REQUEST – MIRROR LIBRARY**

By resolution of Council, Lacombe County will contribute up to \$3,250 to the Friends of Mirror Library Society's water line replacement project. The contribution will be funded from the County's Recreation Capital Assistance Reserve.

### **UTILITIES EMERGENCY SANITARY SEWER REPAIRS – HAMLET OF MIRROR**

The County Manager was authorized to complete upgrades to the Mirror 46<sup>th</sup> Street sanitary sewer system at a cost of \$47,197.48. The repairs will be funded from the Hamlet of Mirror Utility Reserve.

### **AUC CONSULTATION ON RULE 007**

The Alberta Utilities Commission (AUC) is reviewing Rule 007: Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations, Hydro Developments, and Gas Utility Pipelines and initiated a series of consultations on specific topics. Interested parties have been invited to provide input through email to the AUC.

Council endorsed a draft response to the AUC Consultation on Rule 007. The response will be submitted to the AUC, via email, on behalf of Lacombe County.

### **OPPORTUNITY FOR MEETING WITH MINISTER OF MUNICIPAL AFFAIRS**

The County Manager was directed to submit a request for Council to meet with the Honourable Ric McIver, Minister of Municipal Affairs during the 2024 RMA Fall Convention. Discussion topics for the meeting will include:

1. Energy Industry and Municipalities
  - a. Ministerial Order 43/2023;
  - b. Mature Asset Strategy;
  - c. Assessment Model Review;



WHERE PEOPLE ARE THE KEY

- d. Premier's review of the AER; and
  - e. Subsidization of the energy industry from municipal revenues.
2. AUC decisions re: solar facilities
  3. Impact on municipalities from the deteriorated condition of provincial roads.

### **RMA MEMBER ADVOCACY REQUEST: POSSIBLE RAIL WORK STOPPAGE**

Due to a breakdown in negotiations between CPKC and CN and the union representing rail workers, a nationwide rail work stoppage has recently occurred. In response to a request from Rural Municipalities of Alberta (RMA), Lacombe County will send a letter to the Honourable Steven MacKinnon, Federal Minister of Labour, calling on him to implement binding arbitration to resolve the dispute and emphasizing the local risks and impacts that the rail work stoppage will have on the rural economy and communities.

### **GULL LAKE REGIONAL MASTER DRAINAGE FEASIBILITY STUDY**

Bruce Rout provided Council with a presentation regarding the proposed subject study and a request to participate in an Alberta Community Partnership grant application with Ponoka County. The presentation was received for information and the County Manager was directed to provide a report and recommendation regarding the request for consideration at a future Council meeting.

**Next Regular Council Meeting is**  
**September 12, 2024 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**October 1, 2024 – 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](http://www.lacombecounty.com)) after approval.**





# City of Lacombe

## COUNCIL HIGHLIGHTS

August 26<sup>th</sup>, 2024

### Regular Meeting of Council

## 5. Public Hearings

### 5.1 Bylaw 522 Road Closure

A public hearing was held for Bylaw 522. Notice was given that Lacombe City Council gave first reading to Bylaw 522 to close to public travel and create title to portions of public roadway (lane) under Section 22 of the Municipal Government Act. The affected lane is legally described as Lane Road Plan S.W. Body of Lane to be closed to Lot 11A, Block 6, Plan 242\_\_\_\_\_within the N.E. ¼ 19-40-26-W4M.

### 5.2 Bylaw 400.62 – LUB Amendment – Direct Control Use

A public hearing was held for Bylaw 400.62. Notice was given that Lacombe City Council gave Bylaw 400.62 first reading to amend Land Use Bylaw 400. If approved, Bylaw 400.62 will create a new land use district, Direct Control District 3 (DC3), and apply the district to land at Lot 11, Plan 665EO (4711 49C Avenue) and a close portion of the adjacent lane.

In summary, Bylaw 400.62 proposes to:

- Establish a new Direct Council District 3 (DC3) in the Land Use Bylaw with one allowed use: a parking facility,
- redesignate the property from C1 and lane to DC3, meaning the DC3 District will apply to an existing parking lot (4711 49C Avenue) and a portion of the adjacent lane (the subject of Road Closure Bylaw 522), and
- delegate the Development Officer to act as the approval authority for the DC3 district

## 6. Requests for Decision

### 6.1 Updates to the Municipal Development Plan

The City of Lacombe's Municipal Development Plan (MDP): Growing Lacombe is approaching the halfway point of its 21-year projected timeframe. The MDP is a comprehensive statutory document covering 14 land use categories, which include:

- 97 policies,
- 57 objectives,
- 68 actions, and
- 35 monitoring indicators.

Few amendment requests have been received, and the Administration has not received significant complaints about the Plan. Therefore, before initiating the update described in the Strategic Plan, Administration believes it would be prudent to measure how well the current plan has performed in the form of a Status Report.

If the Status Report assessment shows that the MDP has substantial gaps or weaknesses or has been ineffective in reaching implementation objectives, it may be prudent to prioritize a full review/plan update. However, if general performance is on track or select portions of the plan are underperforming, perhaps only minor amendments are required. The Status Report will support Council's determination of the next steps in a possible update of the MDP.

Council approved proceeding with Municipal Development Plan Status Report Option 1 – Balanced.

## **6.2 Water Main Asset Management Plan (AMP)**

Building on the 2023 data consolidation work, Administration worked with a water industry consultant to develop the City's first Water Main Asset Management Plan (AMP) based on data-driven metrics to prioritize pipe maintenance and replacements to align with the City's strategic and financial plans. This Water Main AMP focuses on City's distribution pipe network.

The Water Main AMP has four main recommendations:

1. Continue assessing water mains while planning the City's Capital Works Roads Program to determine if the targeted replacement of a main is warranted with planned road rehabilitation,
2. implement a water valve exercise and replacement program,
3. install pressure sensors in the distribution system to inform pipe fatigue analyses, allowing the City to more accurately determine the remaining useful life of its system,
4. pilot an active leak detection program.

The City's water system is relatively young. The water system funding outlined in the 10-year capital plan adequately funds the AMP's recommendations. However, within 30 years (starting in 2055), significant portions of the water system will approach the end of their estimated useful life.

Council endorses the Lacombe Water Main Asset Management Plan Version 1.0 as presented.

## **6.3 Bylaw 522 Road Closure – Second Reading**

Bylaw 522 proposed to close a portion of the lane west of 49C Avenue downtown to consolidate the land with an existing parking lot. A larger parcel will be created by closing and then consolidating the closed portions of the lane with the existing parking lot.

Concurrent to Council's consideration of this bylaw, a separate bylaw, Bylaw 400.62, is before Council (separate report on this agenda) to establish the land use of the expanded lot.

The remainder of the lane will stay open, and access from 49B Avenue will be unaffected. Five parcels will have their lane access affected if Bylaw 522 is approved. Administration will put a Utility Right of Way in place to protect utilities and add a "corner cut" to the remaining lane to ensure that the remaining portion of the lane can serve the turning radius for mid-size transport trucks and garbage trucks. A cross-access agreement through the parking lot will also be put in place at the time of consolidation of the lots.

Council gave second reading to Bylaw 522, and that prior to third reading, to include the parking assessment and parking setbacks.

#### **6.4 Bylaw 400.62 – LUB Amendment – Direct Control District – Second and Third Reading**

Bylaw 400.62 proposes to:

- Establish a new Direct Council District 3 (DC3) in the Land Use Bylaw (LUB) with one allowed use: a parking facility,
- applies the DC3 District to an existing parking lot (4711 49C Avenue) presently designated as commercial land and a portion of the adjacent lane (the subject of a separate Bylaw on the agenda, Road Closure Bylaw 522), and
- delegates the Development Officer to act as the approval authority for the DC3 district.

Council gave second reading to Bylaw 400.62.

#### **6.5 Bylaw 459.1 Council Code of Conduct Amendment – First and Second Reading**

The Code of Conduct for Elected Officials Regulation requires each municipality's Code to address various topics, including representation, communication, decision-making, policy adherence, and respectful interactions, ensuring equal governance of Council.

A review of the Council Code of Conduct Bylaw 459 revealed that Council-appointed members of Commissions, Boards, or Committees (CBCs) were omitted, as recommended in section 146.1(3) of the Municipal Government Act (MGA). To address this, the proposed Bylaw 459.1 consists of these members, ensuring consistent governance. Additionally, research shows that comparable municipalities are considering adopting an annual review of the Code of Conduct with a statement signoff.

Council gave first and second reading to Bylaw 459.1 as presented.

#### **6.6 Bylaw 521 Repeal Bylaw – Second and Third Reading**

During a recent review, Administration identified ten outdated bylaws for repeal that were not included in the February 2018 repealing bylaws.

The council gave Bylaw 521—Repeal of Inactive Bylaws—second reading and resolved to consider the third reading at the same meeting as the second reading.

Council gave third reading to Bylaw 521 – Repeal of Inactive Bylaws 2024.

Council rescinded the Off-Site Levy Costs Policy 66/242.02 87BL.

Council rescinded the Off-Site Levy Costs Policy 66/243.01 87BL.

Council rescinded the Off-Site Levy Costs Policy 66/243.02 87BL.

Council rescinded the Off-Site Levy Costs Policy 66/451 88BL.

## **6.7 Water Audit Results**

Administration conducted the City's third annual water audit (attached). The 2023 audit complies with the American Water Works Association guidelines (AWWA, M36). Lacombe residents consumed, on average, 150 litres per person per day, 45 litres less water per day than the average Albertan.

Lacombe's water loss in 2023 was 13.9%, approaching the national average target of (13.3%).

AWWA cautions against using "% loss reductions" as an indicator because it is an unreliable year-over-year measurement. The following indicators are preferred instead.

Contributions to water loss reductions in 2023 include:

1. The re-calibration of the City's pumphouse meters,
2. maintenance of pressure-sustaining valves,
3. lowering the average system pressure setpoint,
4. less significant water pipe breaks, including repairing two leaks going directly into the wastewater main,
5. installation of a seasonal water meter at the City's R.V. sanitary dump site.

Council acknowledged the 2023 Water Audit Results report.

## **6.8 Pan Continental Curling Championships Lacombe Organizing Committee: Request for Promotional Items**

This report proposed providing 350 promotional 'swag bags'—valued at approximately \$15 each—to enhance the visitor experience at the 2024 Pan Continental Curling Championships.

The total funding requested is approximately \$5,250.

Council approved the provision and funding of promotional swag bags for the Lacombe 2024 Pan Continental Curling Championships at an estimated cost of \$8,000.

## **6.9 2024 – Quarter 2 Operating Variance Report**

This report provided cumulative revenue and expenses for January to June 2024. Administration has analyzed each category and explained variances.

The methodology behind this report includes several estimates. Quarter 2 (Q2) estimates represent the first six months of the reporting year. The Q2 budget is typically 50% of the annual budget, but distribution changes are made, if applicable, to reflect the timing of revenues and expenses when known.

Overall revenue for June 2024 is 1.38% or approximately \$506K higher than the Q2 budgeted amount. The year-to-date expenses are under budget by \$1.M or 3.75%, primarily because of timing differences.

As of the end of the second quarter of 2024, the City is in a solid financial position with a year-to-date net surplus of approximately \$1.5 million.

## **6.10 Council Member's Proposed Motion - Councillor Ross (Notice of Motion from August 12<sup>th</sup>, 2024)**

Council discussed the following Notice of Motion from Councillor Ross:

- "THAT Council directs Administration to investigate the use of sub-classing residential property (as defined in Section 297(2) of the Municipal Government Act) to encourage property owners to maintain their properties in compliance with the Community Standards Bylaw."

Council passed the motion.

## 8. In Camera

### 8.2 Land (FOIP Section 16)

Council authorizes the funding change notification as presented.

***\*The next scheduled Council Meetings:***

- ***Monday, September 9<sup>th</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- ***Monday, September 23<sup>rd</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- ***Monday, October 7<sup>th</sup>, 2024 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR115836

August 9, 2024

**Subject: 2025 Fire Services Training Program Grant**

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs is providing \$500,000 in grant funding for the 2025 Fire Services Training Program. This government recognizes the important work of fire services, and that public safety is always a priority. While Municipal Affairs respects that fire services are a municipal responsibility, we also recognize that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses approved for delivery under this grant will align with the following key outcomes:

- public safety is preserved in Alberta;
- community risk is effectively managed by local authorities; and
- firefighters are able to receive training in alignment with best practices.

Grant information, along with grant guidelines and application form are available at [www.alberta.ca/fire-services-training-grant](http://www.alberta.ca/fire-services-training-grant). Please forward this information to your chief administrative officers and fire chiefs, so they may complete the application form. Collaboration involving multiple municipalities is permitted, but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

This grant program will assist fire departments across the province be prepared with the knowledge and skills to protect their communities. I look forward to reviewing your 2025 Fire Services Training Program submissions.

Sincerely,

Ric McIver  
Minister



August 22, 2024

**Dear CAO, Mayor & Council:**

**RE: 2025 BOARD MEMBER RECRUITMENT**

The Central Alberta Assessment Review Board Recruitment Campaign is underway! With the assistance of the Community & Public Relations specialist at the City of Red Deer each year we develop a recruitment strategy with great success to attract Board Members with the skill sets to serve you best.

You will find digital versions of the recruitment materials within the folder that was provided along with this letter. We encourage you to participate in recruiting board members in your area by using the digital files to reach residents by distributing the materials both locally and posting on your webpages and social media.

Interested applicants should complete the 2024 Board Member Application and submit to our office no later than Wednesday, September 25, 2024 at 11:59 pm. The application can be found within the link provided above or by visiting [reddeer.ca/RARB](http://reddeer.ca/RARB).

We are also looking for volunteers for the Nomination Review Committee. This committee is responsible for the review of applications and will make a recommendation to the Designated Officer for appointments. For more information or if you have any questions regarding Board Member Recruitment or if you are interested in joining the Nomination Review Committee, please contact the Clerk via email at [regionalarb@reddeer.ca](mailto:regionalarb@reddeer.ca) or by phone at: 403.356.8907.

Regards,

*Lori Stubbard*

Clerk, Central Alberta Regional Assessment Review Board



New  
Members  
Needed  
Apply Today!

CENTRAL ALBERTA REGIONAL  
**Assessment  
Review Board**

Are you interested in making fair  
decisions on property assessments?

The Central Alberta Regional Assessment Review Board is an impartial, independent board responsible for issuing evidence based decisions on complaints relative to property assessments.

**APPLY IF YOU HAVE**

- experience serving on administrative boards or quasi-judicial boards
- professional or legal writing abilities and computer skills
- a flexible schedule, with availability during the day to attend training and hearings (about three days a month)
- the ability to organize and absorb large amounts of information then analyze and weigh evidence

**DEADLINE TO APPLY**

September 25, 2024

Apply online at

**reddeer.ca/RARB**

**QUESTIONS?**

403-356-8907

reddeer.ca/RARB



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**MEETING DATE:** September 10, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**PRESENTED BY:** Sarah Skinner, Watershed Programs Manager  
**SUBJECT:** **Battle River Watershed Alliance**

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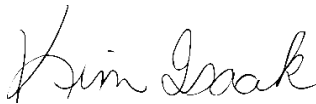
**BACKGROUND**

Sarah Skinner from Battle River Watershed Alliance will present an overview of the Battle River Watershed Alliance Annual Report 2023-24 and Health in the Watershed Atlas Engagement: What We Heard Report.

**ATTACHMENTS**

- *Battle River Watershed Alliance Annual Report 2023-24*
- *Health in the Watershed Atlas Engagement: What We Heard Report*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

# ANNUAL REPORT

BATTLE RIVER  
WATERSHED ALLIANCE

2023-2024



# Message from the Co-Chairs

Battle River Watershed Alliance (BRWA) is a non-profit organization and designated Watershed Planning and Advisory Council under *Water for Life: Alberta's Strategy for Sustainability*. Our mandate is to:

- Assess the state of the watershed,
- Develop watershed management recommendations,
- Convene and collaborate with partners to implement watershed management, and
- Build awareness through education & literacy programs.



*Melissa Orr-Langner, Board Retreat 2024*

At a recent event, our Board completed a fun exercise to illustrate our connections to the land and water. We mapped our family ties, favourite natural areas, and community gems.

As we review the activities and accomplishments in 2023-24, we would like to acknowledge the BRWA staff for fostering community connections and

leading programs that help build sustainable communities. We would also like to thank our members - the over 1600 individuals and organizations that share our commitment to health in the watershed.

Your support of BRWA and stewardship within the Battle River and Sounding Creek Watersheds is greatly appreciated.

Finally, we would like to thank the funders, organizations, and individuals who contributed to BRWA programs this year. Please take a moment to review the map on page six and consider your connections in the watershed.

- Alan Corbett and Ryley Andersen

# Directors

## Agriculture

Khalil Ahmed, Battle River Research Group  
Terry Vockeroth, County of Paintearth

## Business/Industry

Dustin Owens, Heartland Generation  
Ryley Andersen, BRWA Co-Chairperson

## Health & Wellness

Marilyn Weber

## Individual

Alan Corbett, BRWA Co-Chairperson  
Greg Smith, BRWA Treasurer  
Peter Pullishy

## Municipal Government

Bill Lawson, MD of Wainwright (Apr-Oct)  
Bruce Cummins, MD of Wainwright (Nov-Mar)  
Dale Pederson, Beaver County  
Preston Weran, Town of Blackfalds

## Ex-officio

Jamie Bruha, Alberta Environment & Protected Areas  
Melissa Orr-Langner, Alberta Agriculture & Irrigation  
Catherine Peirce, BRWA Exec. Director



*Photo Caption: (L to R) Terry Vockeroth, Ryley Andersen, Alan Corbett, Melissa Orr-Langner, Marilyn Weber, Jamie Bruha, Peter Pullishy, Khalil Ahmed, Greg Smith, Dale Pederson. Not in image: Bruce Cummins, Bill Lawson, Dustin Owens, Preston Weran. Stoney Creek Centre, Camrose, AB*

**VISION:** We exist to have a watershed that sustains all life by using sound knowledge, wisdom, and wise actions to preserve our watershed for future generations.

**MISSION:** We achieve our vision by providing relevant science, social science, policies, and education for a diverse community of people to create solutions to our watershed's challenges.

**OUR WORK:** Our work focuses on two major themes of engagement and sustainability. These themes inform three key areas: Watershed Management, Watershed Engagement, and Watershed Stewardship. Our fourth overarching strategic area is Alliance Management.

# Message from the Executive Director

Extreme weather events this past year reinforced the value of stewardship.

- Alberta initiated a stage 4 water shortage management response plan in the Battle and Sounding Creek watersheds by May 2023.
- Stettler County, County of Paintearth, and the Special Areas declared a state of agricultural disaster due to drought.
- There were 60 days of poor or unhealthy air quality in Camrose between April and September.
- The worst air quality in the world was recorded in Alberta on May 21, 2023.
- A grid alert was issued in January 2024 due to ongoing extreme cold temperatures. Albertans were asked to reduce peak electricity demand with the potential for rotating outages.
- Water levels and flow in the Battle River at Ponoka was the fifth lowest January measurement of the last 25 years.



(L to R) Kandra Forbes, Sheila Logelin, Sarah Skinner, Morgan Lievers, Susanna Bruneau, Catherine Peirce. Mirror Lake, Camrose AB

Our efforts to build climate resilience continue. BRWA met with local governments and residents to share the new state of the watershed report, contributed over \$250,000 to landowner, riparian restoration projects in recent years, and collaborated with the province to support drought preparedness.

A highlight for staff in 2023 was the Mimiw Sakahikan Aquatic Restoration Project at Samson Cree Nation. We learned from Elders and knowledge keepers, shared best management practices, and contributed to water quality monitoring at a unique Land2Lab youth camp. We were also fortunate to take part in a water ceremony led by Elder Bernice Stoney, who honoured the life-giving spirit of water on the shores of Pigeon Lake. In the words of Elder Bernice, *Nipîy is life, Water is life.*

I am grateful to our partners, board, the members of our community, and the team at BRWA for their passion for the environment. Please read on to learn more about BRWA initiatives in 2023-24. - Catherine Peirce



A special BRWA thank you to Augustana summer students, Morgan Lievers and Belle Dodds, and Community Service-Learning students Teniola Subair, Adrian Lam, and Mackenzie Mrazik. Adrian & Mackenzie's photo credits: Augustana

# Stewardship

## OTIS (OuTstanding In Stewardship) Award Winners 2023

Stewardship is our collective responsibility to care for land, air, water, and biodiversity in a way that conserves all of its values, be they ecological, economic, social, or cultural.

### Individual

**Rebecca King** cares about her land, mother nature, and the environmental impacts of farming. From rotating her crops to provide nutrient-rich soil, to working with County of Vermilion River ALUS to return marginal land back to its riparian state, she works to ensure balance. Her passion for natural wetlands to lessen erosion and create natural habitats for birds, pollinators and wildlife, is exemplary. Rebecca advocates and spreads the word to local farmers about the benefits of her experiences.



### Agriculture

**Darrel Fipke** has used all the principles of range management to run a successful custom grazing operation for over 25 years, and protected water on his land. Darrell was a farm member of the ALUS Wetaskiwin-Leduc Partnership Advisory Committee (PAC) from 2016-2023 and played an integral role in building the community program from its inception. Darrell still mentors and encourages other producers to adopt beneficial management practices on their property.



### Organization/Business

**Scandia Roadside Native Prairie Restoration Project** is a community-led pilot project to steward prairie ecology and biodiversity. This work was organized in conjunction with road reconstruction completed by Camrose County in 2019 and is supported by the Alberta Native Plant Council, the Edmonton Native Plant Society, and InnoTech Alberta. The volunteers remove invasive species and reintroduce wildflowers and other native species, creating a network of ecological corridors throughout the municipality.



### Youth

**Nipisihkopahk Wellness Social Development Department, Samson Cree Nation - Mimiw Sakahikan Aquatic Habitat Project** brought together youth, knowledge holders, and Elders to participate in community events. The focus was on sharing experiences, knowledge, and methods rooted in traditional practices to care for the land and water with land-based traditional education. Participants developed skills that align with Samson Cree Nation community values. The program provided youth with land-based traditional education grounded in ceremony and Nêhiyaw teachings about Pigeon Lake (mîmîw sâkahikan).



**Nominations for 2024 open July 1st.**



## Buffalo Trail (2017-2023)

PROGRAM COMPLETED

**\$225,000** invested in conservation and restoration to protect shoreline, wetlands and riparian health

**~60 kilometres  
220 acres** riparian lands along the Battle River, Sounding Creek, Ribstone Creek, Okwanim Creek, Mud Lake, and various wetlands

**14** landowner collaborators



**7** riparian fencing projects



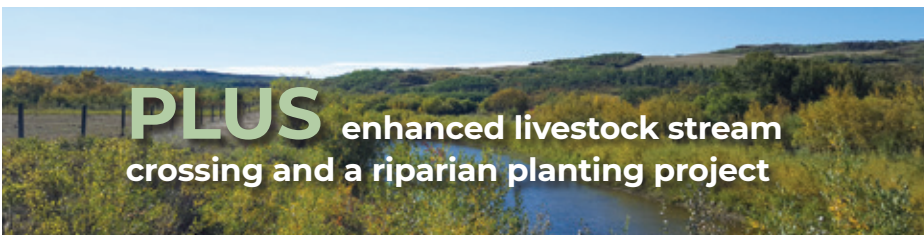
**11** off-stream livestock waterers



**16** riparian health inventories



**PLUS** enhanced livestock stream crossing and a riparian planting project



Funded by the Government of Alberta's Watershed Resiliency and Restoration Program

## Battle River and Sounding Creek Stewardship Community of Practice

BRWA started the Battle River and Sounding Creek Stewardship Community of Practice in 2023. The goal is to:

- Foster a stewardship ethic.
- Connect learning to action.
- Promote and showcase stewardship actions in the Battle River and Sounding Creek watersheds, and across Alberta.
- Encourage collaboration among community members and organizations.

There are 25 organizations and 30 individuals from lake stewardship groups, wildlife and nature clubs, agriculture and land use, economic development, provincial and national conservation groups, and local on-the-ground projects.



## RiparianCARE






BRWA has over \$80,000 to contribute to landowner projects over the next two years through our RiparianCARE Program. In addition to funding, BRWA also offers technical support for these riparian conservation and restoration projects. The program is available throughout the Battle River and Sounding Creek watersheds.

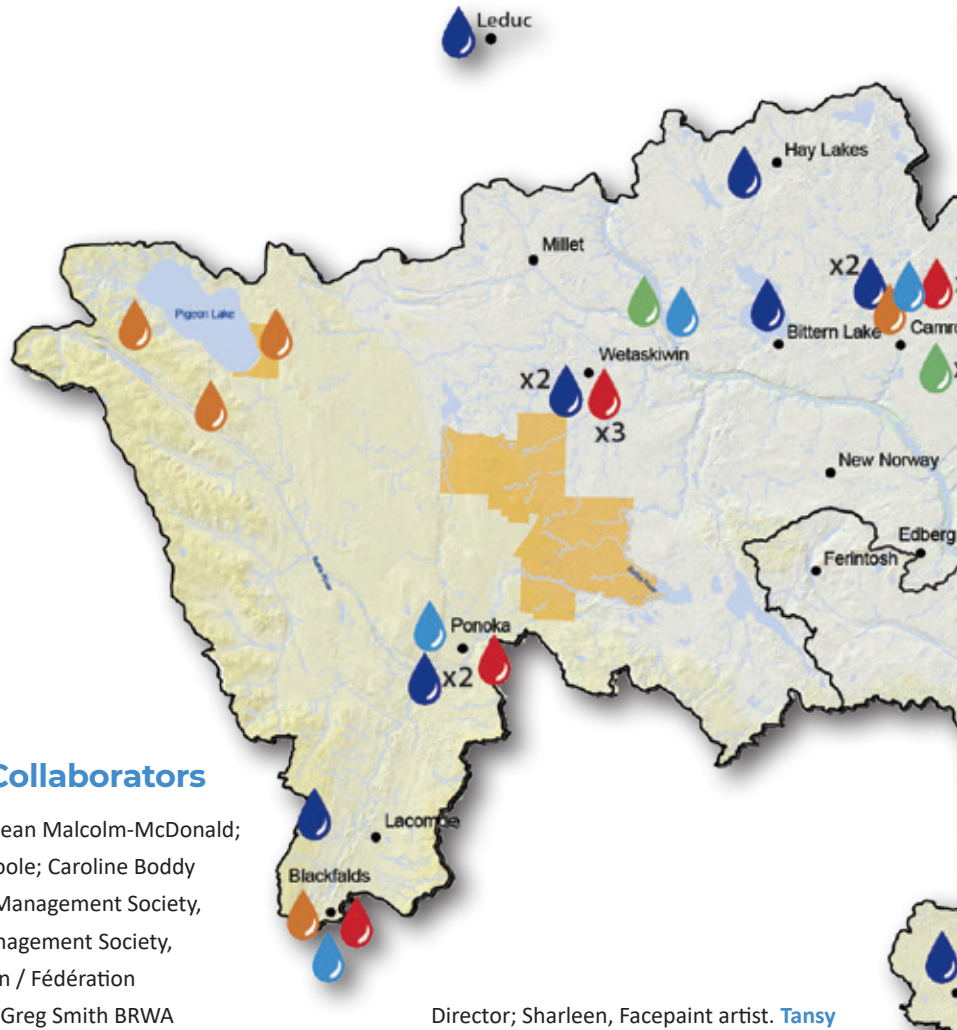
Funded by the Government of Alberta's Watershed Resiliency and Restoration Program



# Watershed Engagement & Action

**LEGEND**

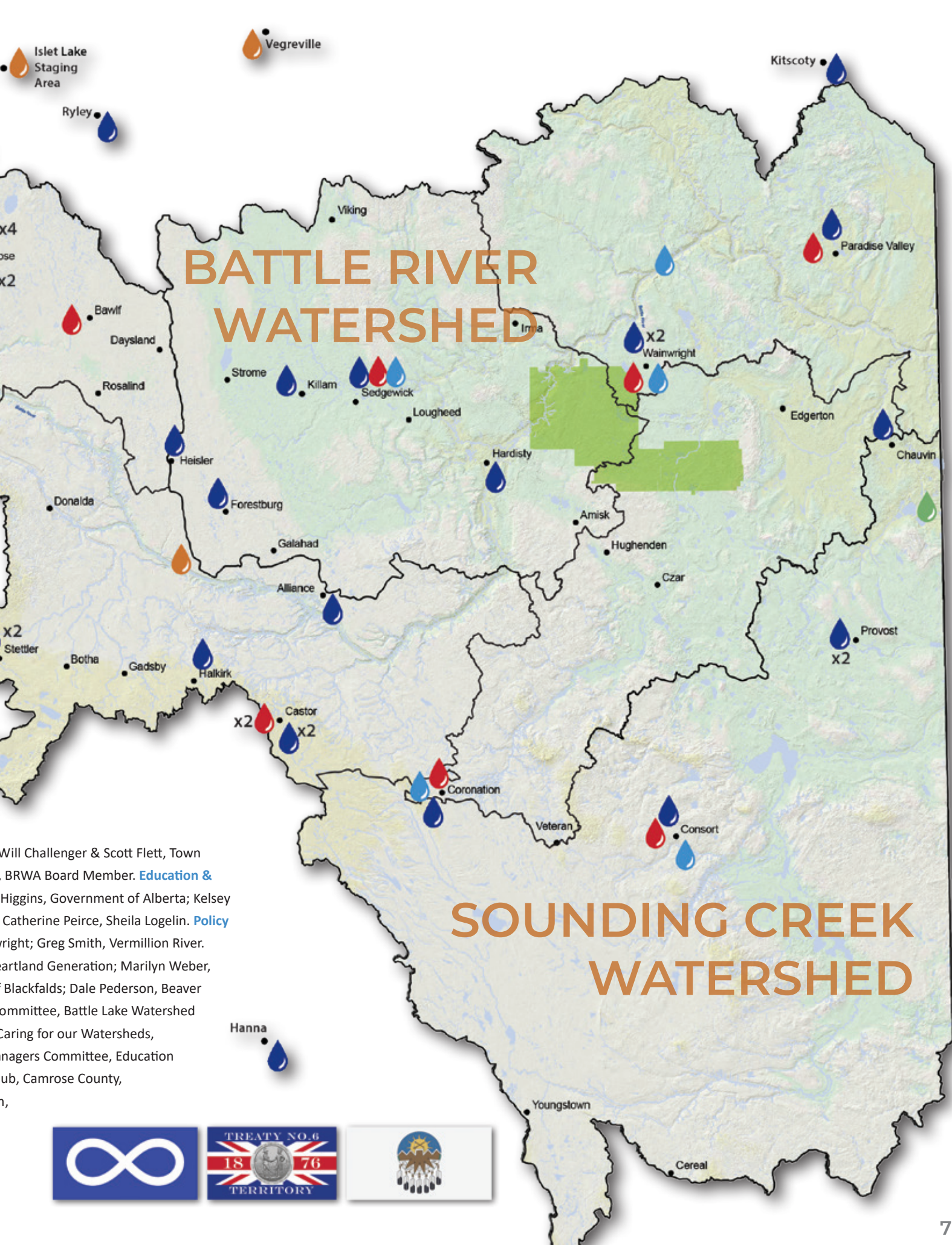
-  Monitoring
-  Engagement
-  Education
-  Alliance
-  Stewardship



## Volunteers, Committee Members & Collaborators

**Watershed Festival Volunteers:** Susan Kokas; Diane Hanson; Jean Malcolm-McDonald; Alex Retfalvi & Shana Boyd, Heartland Generation; Melanie Poole; Caroline Boddy Canoes. **Exhibitors:** Cows and Fish - Alberta Riparian Habitat Management Society, Alberta Parks, Strathcona Raptor Sanctuary, Alberta Lake Management Society, Alberta Community Bat Program, Canadian Wildlife Federation / Fédération canadienne de la faune, Diplomat Mine Interpretive Site, and Greg Smith BRWA

**Pull Volunteers:** Wetaskiwin Aquatera Water Treatment Plant staff, Camrose Fish & Game Association members. **Bird Survey Volunteer:** Greg Smith. **Caring For Our Watersheds Judges:** Jamie Hoover, Town of Blackfalds; Jennifer Mercer, Nutrien; Sofie Forstrom, Oldman Watershed Council; Catherine Peirce, BRWA; Cody Field, City of Calgary; Scott Millar, North Saskatchewan Watershed Alliance; Mike Murray, Bow River Basin Council; Joey Temple; Travis Culham, Heartland Generation; Peter Guthrie, Edmonton Public Schools. **Community Service-Learning Student Placement Program, University of Alberta, Augustana Campus:** Mackenzie Mrazik, Teniola Subair. **Land and Water Committee:** Dale Pederson, Beaver County; Anjah Howard & Doug Lyseng, Camrose County; Terry Vockeroth, County of Paintearth; Cathie Erichsen Arychuk, County of Vermilion River; Alan Corbett, Alberta Drainage Council; Bart Muusse, Ducks Unlimited Canada; Howard Shield & Melvin Thompson, Flagstaff County; Jamie Bruha, Arin MacFarlane-Dyer & Melissa Orr-Langner, Government of Alberta; Dwayne West, Lacombe County; Glinis Buffalo, Samson Cree Nation, Glinis Buffalo Consulting; of Wainwright; Adrian Lam, University of Alberta Augustana Campus; Aaron Leckie, City of Camrose; Rick Melia, Pigeon Lake Watershed Association; Greg Smith, **Engagement Committee:** Justin Babcock, Ponoka County; Kim Barkwell, Leduc & Wetaskiwin Counties; Greg Bowie, Agricultural Producer; Jamie Bruha & Janine Spicer-Rawe & Kerri O'Shaughnessy, Cows & Fish; Joey Temple; Susan Kokas; Diane Hanson; Greg Smith, BRWA Board Member. **Finance Committee:** Greg Smith, **Committee:** Preston Weran, Town of Blackfalds; Alan Corbett, City of Camrose. **Executive Committee:** Alan Corbett, City of Camrose; Ryley Andersen, MD Wainwright. **Board of Directors:** Khalil Ahmed, Battle River Research Group; Terry Vockeroth, County of Paintearth; Ryley Andersen, BRWA Co-Chairperson; Dustin Owens, Heald County, Agricultural Producer; Alan Corbett, BRWA Co-Chairperson; Peter Pullishy; Greg Smith, BRWA Treasurer; Bill Lawson, MD of Wainwright; Preston Weran, Town of Wainwright; Jamie Bruha & Melissa Orr-Langner, Government of Alberta (Ex-Officio). **External Committees:** Alberta Citizen Science Community of Practice Steering Committee; Synergy Group; Beaver Hills Biosphere, Stewardship Community of Practice, Peaceful Valley Advisory Committee; Pigeon Lake Watershed Association; Nutrien - Oldman Watershed Council; Coordinators Committee; Regenerative Agriculture Lab; Wetaskiwin-Leduc ALUS Partnership Advisory Committee; Watershed Planning and Advisory Council, Management and Outreach Committee, Technical Committee. **State of the Watershed Engagement Participants:** Beaver County, Beaver Hills Biosphere, Buffalo Lake Nature Club, City of Camrose, County of Paintearth, County of Vermilion River, Drainage Council, Flagstaff County, GFoundation, Government of Alberta, Heartland Generation, Lacombe County, Louis Bull Tribe, Maskwacis Cree Tribal Council, Montana First Nation, Otipemisiwak Métis Government, Pigeon Lake Watershed Association, Prentice Institute, Samson Cree Nation, Town of Castor, Town of Viking, University of Alberta, Village of Forestburg, Village of Hay Lakes, Village of Heisler, Wainwright Wildlife Society



Will Challenger & Scott Flett, Town  
 BRWA Board Member. **Education &**  
 Higgins, Government of Alberta; Kelsey  
 Catherine Peirce, Sheila Logelin. **Policy**  
 Wright; Greg Smith, Vermillion River.  
 Hartland Generation; Marilyn Weber,  
 Blackfalds; Dale Pederson, Beaver  
 Committee, Battle Lake Watershed  
 Caring for our Watersheds,  
 Managers Committee, Education  
 Club, Camrose County,  
 n,





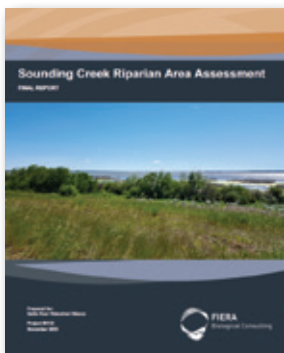
# Watershed Management



## State of the Watershed - Community Conversations

BRWA brought people together to discuss the latest state of the watershed report, ***Taking Notice to Take Action: Integrating Environment, Community and Health*** (A Health in the Watershed Atlas). This Health in the Watershed Summit engaged Indigenous, municipal, provincial, and community leaders. The broader watershed community was also surveyed for their feedback. Gathered input will guide reporting, monitoring, watershed management recommendations, and actions on the ground.

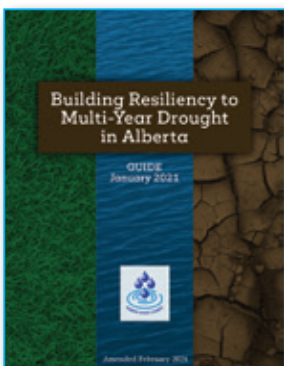
**200+ Participants**



## Sounding Creek Riparian Condition

New riparian intactness data is available for creek and lake shoreline in the Sounding Creek watershed. "Intactness" is a measure of the riparian (shoreline) condition. BRWA and watershed partners can use this information to identify priority areas for riparian conservation and restoration. You can view the data and final report on the Riparian Web Portal at [www.riparian.info](http://www.riparian.info).

**2,000+ kms of creek & lake shoreline intactness measured**



## Drought Resilience

BRWA collaborated with Watershed Planning and Advisory Councils (WPACs) across Alberta for training on the Building Resiliency to Multi-Year Drought in Alberta guide. WPACs developed this resource in partnership with the Alberta Water Council to share helpful information and drought updates (including river flows) with local governments who are actively implementing drought and emergency management measures.

**8 Workshops | 235 Participants | 60 Local Governments | 19 NGOs**

## Aligning Watershed Management Recommendations and Land Use Policy & Programs

Guided by the Land and Water Committee, BRWA is working with local governments to develop an Implementation Guide for Aligning Watershed Management Recommendations in Land Use Policy and Programs. A review of local land use policies was completed along with program discussions with local governments, including the Maskwacis Cree Nations and Otipemisiwak Métis Government. While some watershed management recommendations are captured in existing policy, more is needed. The Guide will be a tool for local governments to improve water management for future generations.

# Watershed Engagement & Education



## Caring for our Watersheds

An education program that engages students in preserving and improving their local watersheds through student-led solutions.

- 570** Students attended information sessions
- 598** Students contributed to proposals
- 299** Proposals submitted
- 18** Schools represented
- 25** Teachers supporting student submissions

**Finalists from across Alberta - Bonnyville, Calgary, Cardston, Edmonton, Leduc, and Lloydminster**



## Habitat Tour Pilot - Grade 6

In 2023, BRWA designed a new education program including a hiking tour, teacher's guide, and educational activities. Two classes from Castor joined us to pilot the new program.

**Location: Big Knife Provincial Park**

**Funded by: Heartland Generation**

### Highlights:

- 4** Ecoregions
- 2** Species at risk
- 5** Invasive species
- 25** Native plants, birds & animals

## FF4F - Future Farmers for Fresh Water (2020-2023)

**181** Participants

4H groups explored beneficial management practices for agricultural operations and contributed to riparian tree planting.

PROGRAM COMPLETED

Education Engagement\*

**3,500+**  
students/youth

**641**  
teachers

**83**  
schools

## Number of students/youth by program

- 296** Discover Your Wetlands (Grade 5)
- 241** X-Sream Science (Grade 7-9)
- 35** Habitat Tour (Grade 6)
- 135** Waste in Our Watershed, WOW Camrose (Grade 4)
- 36** Waste in Our Watershed, WOW Wetaskiwin (Grade 4)
- 153** Summer programs
- 50** Land2Lab Camp, Samson Cree Nation
- 1500** Science Fair

\* Engagement numbers include Caring for Our Watersheds

We would like to acknowledge financial support for education programs from: Nutrien, Enbridge, Charities Aid Foundation America, and Heartland Generation.

Learn more about BRWA Education Programs:



# Watershed Engagement & Education



**800+** Participants



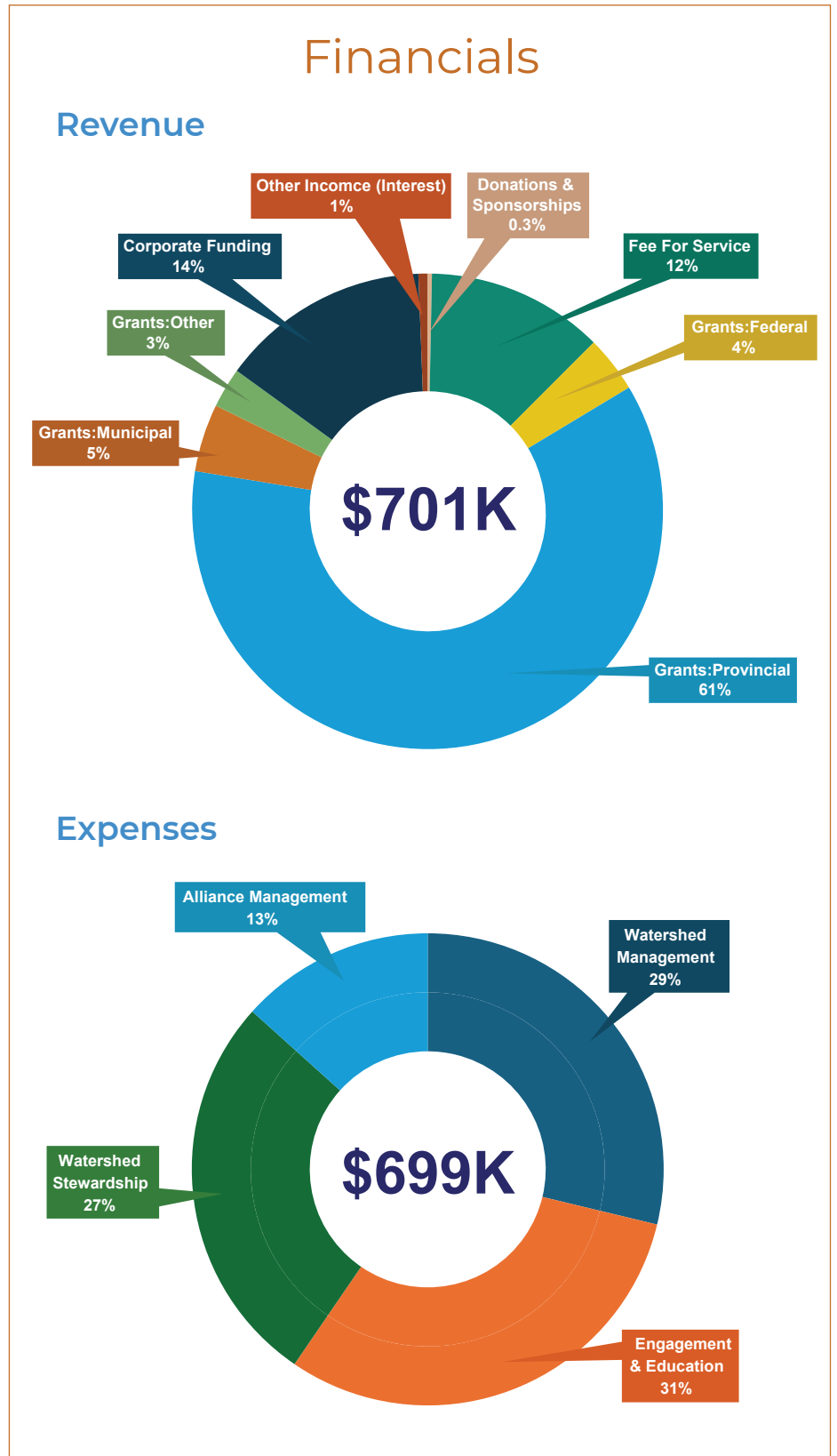
BRWA hosted events and contributed to many partner-led events - Health in the Watershed Summit; Watershed Festival at Big Knife Provincial Park; Tour of Heartland Generation Plant, Forestburg; Tansy Pull at Wetaskiwin Water Treatment Facility and Pleasure Island; Land2Lab Camp, Water Ceremony, Ice Fishing, Samson Cree Nation; Purple Martin Festival; New Canadians event; Pigeon Lake's Love the Lake Family Fun Day; Paddle the Battle, Tide Creek; IBA Caretaker and Bird Watching.

***Thank you volunteers and participants!***

# Alliance Management

## Funding Partners

Anjah Howard – Midge Memorial  
 Battle River Community Foundation  
 Beaver County  
 CAF America  
 Camrose County  
 Camrose Energy  
 Cargill  
 City of Camrose  
 County of Paintearth  
 County of Vermilion River  
 David & Helen Samm – Midge Memorial  
 ECO Canada – Morgan  
 Enbridge  
 Flagstaff County  
 Government of Alberta  
 Government of Canada  
 Heartland Generation  
 Lacombe County  
 Leduc County  
 Nutrien  
 Ponoka County  
 Samson Cree Nation  
 Special Areas Board  
 Summer Village of Argentia Beach  
 Summer Village of Crystal Springs  
 Summer Village of Golden Days  
 Summer Village of Grandview  
 Summer Village of Ma-Me-O Beach  
 Summer Village of Norris Beach  
 Summer Village of Poplar Bay  
 Town of Blackfalds  
 Town of Daysland  
 Town of Wainwright  
 Vern Malone Fund  
 Village of Bittern Lake  
 Village of Chauvin  
 Village of Donalda  
 Village of Edgerton  
 Village of Paradise Valley  
 William Sears – Midge Memorial





*Above: Train trestle at Fabyan; Front cover: Kids exploring at Big Knife Provincial Park*

## Land Acknowledgement

The Battle River and Sounding Creek watersheds have been the home, meeting ground and travelling route for many Indigenous Peoples since time immemorial. We gratefully acknowledge the traditional territory and ongoing presence of Indigenous Peoples and Nations within these watersheds. Their experiences, teachings, knowledge and wisdom inform and enrich our collective efforts to care for the land and water of this region. These watersheds are located in Treaty 6 and 7 territory, and the Otipemisiwak Métis Government Districts 2, 3, 8, 11, and 12. Fulfilling the spirit and intent of these treaties is an ongoing process, and the Battle River Watershed Alliance is committed to building strong and respectful relationships with the Indigenous Peoples of this land, with all living beings, and with the land and water on which we all depend.



### Connect With Us:

The Battle River Watershed Alliance office is located at ᐱᓂᓂᓂᓂᓂᓂ ᓂᓂᓂᓂᓂᓂ (asiniskaw sipisis - Stoney Creek) in Treaty 6 territory

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1 (888) 672-0276

**Facebook, YouTube, Instagram:** @BattleRiverWatershed

### Permission to Quote:

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# HEALTH IN THE WATERSHED ATLAS ENGAGEMENT

WHAT WE HEARD REPORT



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## Land Acknowledgment

The Battle River and Sounding Creek watersheds have been the home, meeting ground and travelling route for many Indigenous Peoples since time immemorial. We gratefully acknowledge the traditional territory and ongoing presence of Indigenous Peoples and Nations within these watersheds. Their experiences, teachings, knowledge and wisdom inform and enrich our collective efforts to care for the land and water of this region. These watersheds are located in Treaty 6 and 7 territory, and the Otipemisiwak Métis Government Districts 2, 3, 8, 11, and 12. Fulfilling the spirit and intent of these treaties is an ongoing process, and the Battle River Watershed Alliance is committed to building strong and respectful relationships with the Indigenous Peoples of this land, with all living beings, and with the land and water on which we all depend.

# Executive Summary

The Battle River Watershed Association (BRWA) Health in the Watershed Atlas engagement process is now complete. The following What We Heard Report (WWH) highlights watershed organizations', Indigenous groups', governments', and interested community members' reflections on "Taking Notice to Take Action: A Health in the Watershed Atlas of the Battle River and Sounding Creek Watersheds." The Atlas is the latest BRWA state of the watershed report. Using a variety of engagement approaches, feedback was obtained on the contents of the Atlas, including the following categories: personal wellbeing, people and community, weather and climate, water, ecosystems and biodiversity, and economy and land management.

Engagement was designed to answer the overarching challenge question:

*How does the Health in the Watershed Atlas reflect and inform our collective understanding of ecological, community, and public health in the Battle River and Sounding Creek watersheds, and what actions can be taken to support healthy people, communities, and watersheds going forward?*

Atlas feedback will inform future watershed reporting, and actions that the BRWA and its partners can take to further improve health in the Sounding Creek and Battle River watersheds.

## Recommendations from Engagement

The following are the top 12 recommendations from the engagement process that should be considered in future BRWA reporting and initiatives:

### Short-term, Ongoing

#### Continue relationship building and co-leadership discussions with Indigenous governments, and enhance capacity for indigenous watershed management and monitoring

Throughout engagement, Indigenous relationship building and co-leadership for environmental, economic, and public health in the Battle River and Sounding Creek watersheds was supported as a need for responsible watershed management. Continued efforts should be made to build stronger relationships and co-leadership opportunities with the Maskwacis Cree Nations and the Otipemisiwak Métis Government. Other Indigenous groups are welcomed. The next step in the co-leadership process should include the establishment of shared priorities between these groups and BRWA for steps forward.

#### Continue relationship building and knowledge sharing events with the watershed community

Many summit and survey participants identified the desire to continue sharing information through gathering, as done for the Health in the Watershed Summit. The BRWA can continue to raise the awareness and value of the Health in the Watershed Atlas by presenting at community events and celebrations. Further, a celebratory method fosters unity and collective achievement and will highlight BRWA mandate for education and awareness.

#### Build relationships with economic development and health representatives to co-create a clear and more directed narrative for interconnected elements

Economic and health indicators, such as labour force, GDP and income, were among the least likely for survey respondents to use from the Atlas. Health in the Watershed Summit participants saw the connections between these indicators, but did not see immediate value in their collection and reporting on their own. To continue to improve and identify connections between these elements, BRWA should establish a working relationship with local economic development and health representatives, and consider new approaches to reporting in future watershed health reports.

Engagement and What We Heard reporting led by Intelligent Futures and Glinis Buffalo Consulting in consultation with the BRWA Land and Water Committee.



## Create new communications approaches to help people disseminate the information in the Atlas

Less than half of survey respondents reported having used the Atlas. The Atlas was reported as too large and intimidating for many members of the general public to use. To utilize the rich information in the Atlas, BRWA should focus efforts in creating communications materials and short articles. This could be done through highlights in monthly newsletters, the creation of short articles on specific topics such as mental health, climate resilience and community planning, or through including Atlas statistics in other community events or promotions.

## Medium-Term, Ongoing

### Pursue collective action through youth engagement and education

The role of engaging and educating youth was stressed in the Summit. Ensuring that students continue to be engaged both in classrooms and on the land is a value shared by many in the watershed. If there is an opportunity to pursue collective action, youth education and outreach could be a central coordinating component across interest holders due to its local support.

### Connect watershed reporting to emergency preparedness

Participants discussed the need for robust plans during extreme weather events, emphasizing community resilience. With many conversations of the ongoing drought in Central Alberta, emergency preparedness is top of mind for many, and a clear connector for watershed reporting. Future watershed reporting and articles describing the Atlas should consider using resilience as a central principal or theme.

## Long-Term, Next State of the Watershed Report

### Provide options for watershed health reporting

Survey participants supported the creation and distribution of a variety of online materials to share data. In future reporting, BRWA should consider creating a variety of long- and short-form deliverables, as well as online data to share with the greater watershed community.

### Connect data reporting to action

Summit participants suggested the Atlas would be more impactful if the data was paired with corresponding actions for watershed interest holders. Steps should be taken to include potential actions or recommendations within future watershed reporting to ensure the information is used productively by readers. One approach to this could include involving interest holders in the development process, to share relationships and ideas in the co-creation process.

### Involve other interest holders in the creation process

The engagement for the Health in the Watershed Atlas happened after the development and release of the Atlas. Summit participants identified that future reporting should include interest holders upfront in the process to connect the data with local knowledge and action-implementing organizations.

### Ensure reported data is up to date

Some summit participants commented on the outdated nature of some Atlas data. It is important to build processes for timely access to data from Government of Alberta and other partners. Enhanced monitoring is needed to address data gaps, including community-based monitoring. Combining storytelling and knowledge keeping with relevant and significant data contributes to a broader context for health in the watershed. Also, combining traditional knowledge and western knowledge in data and engagement methodologies will elevate the impact of the Atlas. Continue to develop ways for people to contribute and use the data, e.g. data analysis training.

### Consider equity intersections in future data reporting

The Atlas reported on many human health and demographic indicators across the watershed. Summit participants were interested to learn more and share ideas about the intersectional components to watershed dynamics, including: gender dynamics, age, and accessibility. Future reporting and engagement could consider cross referencing their analysis on equitable access, and proposing action to support these intersections.

### Continue to link community development to wellbeing and mental health

Engagement participants identified wellbeing as being directly tied to the land. For many, the Battle River and Sounding Creek watersheds are integral and important to their livelihood, culture and traditional way of life. Ensuring the continued preservation and access to these lands should be a central consideration to all actions and reporting produced by the BRWA and its partners.

We heard from

# 158

community

participants over  
four months of  
engagement.

In addition, through this process, the BRWA also began strengthening watershed relations with Samson Cree Nation, Montana First Nation, Louis Bull Tribe, the Maskwacis Cree Tribal Council and the Otipemisiwak Métis Government.



# Introduction

For over 15 years, BRWA has been an advocate for the preservation and enhancement of the Battle River and Sounding Creek watersheds. With a rich history of bringing together diverse stakeholders, BRWA has played a crucial role in fostering collaboration on regional priorities to safeguard land and water within these basins.

As a Watershed Planning and Advisory Council, BRWA has taken on the responsibility of:

- » Assessing and reporting on the State of the Watershed,
- » Developing a Watershed Management Plan,
- » Convening and collaborating with partner groups to support the implementation of the Plan, and
- » Offering watershed education and literacy programs to promote stewardship of the land and water.

This multifaceted approach is a key component of 'Water for Life: Alberta's Strategy for Sustainability, which is instrumental in addressing the complex challenges facing the region and ensuring sustainable practices for the benefit of both ecosystems and communities.

A significant milestone in this ongoing journey is the development of "Taking Notice to Take Action: A Health in the Watershed Atlas of the Battle River and Sounding Creek Watersheds." This state of the watershed report is the result of a collaborative effort between the Prentice Institute for Global

Population and Economy at the University of Lethbridge, BRWA, the University of Alberta: Alberta Centre for Sustainable Rural Communities, and the ECHO (Environment, Community, Health Observatory) Network, with funding from Canadian Institutes of Health Research.

The Atlas stands as a unique and comprehensive resource, featuring maps and information on over 40 indicators related to ecological, community, and economic health in the Battle River and Sounding Creek watersheds. A differentiator for this report is its integration of public and community health indicators, based on a Watershed Health Indicator Framework. This holistic approach emphasizes environmental conditions and personal wellbeing and sheds light on the interconnectedness of ecological, social, and economic considerations of community health, providing a more nuanced understanding of the overall sustainability of the watersheds.

Through the collaborative efforts of the involved organizations, this project exemplifies a commitment to bridging the gap between academic research, community engagement, and practical environmental stewardship. The report serves as a tool for informed decision-making, promoting sustainable practices, and fostering a holistic approach to the well-being of the Battle River and Sounding Creek watersheds.

# Process and Participation

In 2023-2024, an engagement process was implemented to ensure watershed partners could share their insights and feedback on the Health in the Watershed Atlas (the Atlas), as part of the Health in the Watershed Engagement. Throughout the course of the project, we heard from 158 community participants.

## 2.1 How We Engaged

Questions, comments and insights were gathered through the following engagement opportunities:

- » Pre-summit online questionnaire (71 responses)
- » Health in the Watershed Summit (53 participants)
- » Maskwacis Cree Nations (Louis Bull Tribe, Montana First Nation, and Samson Cree Nation) and Otipemisiwak Métis Government shared priorities meetings
- » Maskwacis Cree Tribal Council (MCTC) shared priority meeting on the Health in the Watershed Atlas
- » Post-summit questionnaire (44 responses)
- » Land and Water Committee meetings
- » Presentations to municipal governments
- » Briefing report submitted to Ermineskin Cree Nation.

**Pre-Summit Survey:** A short survey of summit-participating organizations with a mix of logistic and Atlas-based questions. This survey enabled the project team to gain an understanding of watershed partners' awareness of the Health in the Watershed Atlas, and their priorities when considering watershed reporting prior to the summit.

**Watershed Summit:** A full-day workshop in Heisler, Alberta with watershed interest holders to build relationships and awareness, collect feedback and reflections, identify gaps and inform, inspire, and empower watershed partners to take action and incorporate watershed findings into local policies, plans and programs.

**Post-Summit Survey:** An online survey to reach the broader watershed community and gain a broader variety of insights into health through watershed tracking and reporting.

**Watershed Indigenous Relations:** Meetings with Samson Cree Nation, Montana First Nation and Louis Bull Tribe, the Maskwacis Cree Tribal Council and the Otipemisiwak Métis Government to discuss shared priorities and address the need for Indigenous and BRWA co-leadership in watershed management and state of the watershed reporting in the Battle River and Sounding Creek watersheds.

**BRWA Land and Water Committee:** Meetings with the Committee provided program structure, guidance and feedback. The Committee is comprised of representatives from key stakeholder groups and advises on Watershed Management and State of the Watershed reporting for the BRWA, reporting to the Board of Directors.



# Engagement Outcomes

The following sections, 3.1 to 3.3, share results from the community engagement process, which included meetings with municipal and Indigenous governments, the Summit, and pre- and post-Summit surveys.

Community engagement was intended to reflect the voices of municipal, provincial and Indigenous governments, the public health sector, community support organizations, agricultural research and extension groups, watershed stewardship groups, environmental non-profits, economic development agencies, academia, and industry. More work is needed in order to reach some groups, including the health and community support sectors.

## 3.1 Watershed Indigenous Relations

The ideas and actions for the health of the Battle River and Sounding Creek watersheds revolved around the following main themes: shared priorities for watershed stewardship and management including co-leadership. These themes are indicative of the necessary effort to maintain consistent relationships with Indigenous groups for BRWA capacity building.

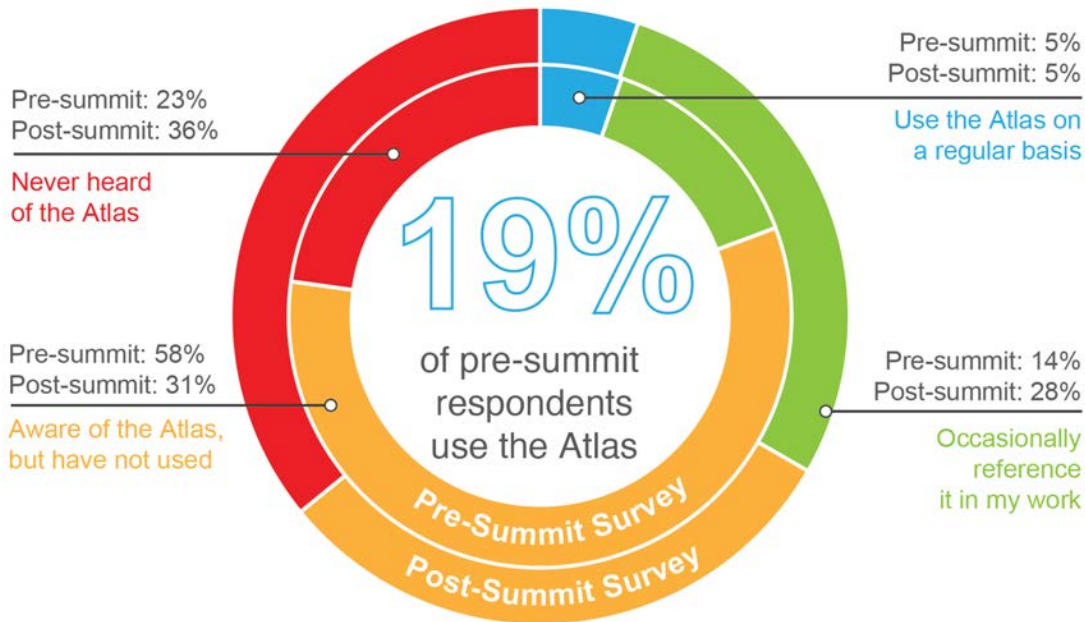
### Shared Priorities - Watershed Stewardship and Management

BRWA and the consulting team met with Montana First Nation, Louis Bull Tribe and Samson Cree Nation; Maskwacis Cree Tribal Council and the Otipemisiwak Métis Government. The following are highlights shared by Indigenous groups:

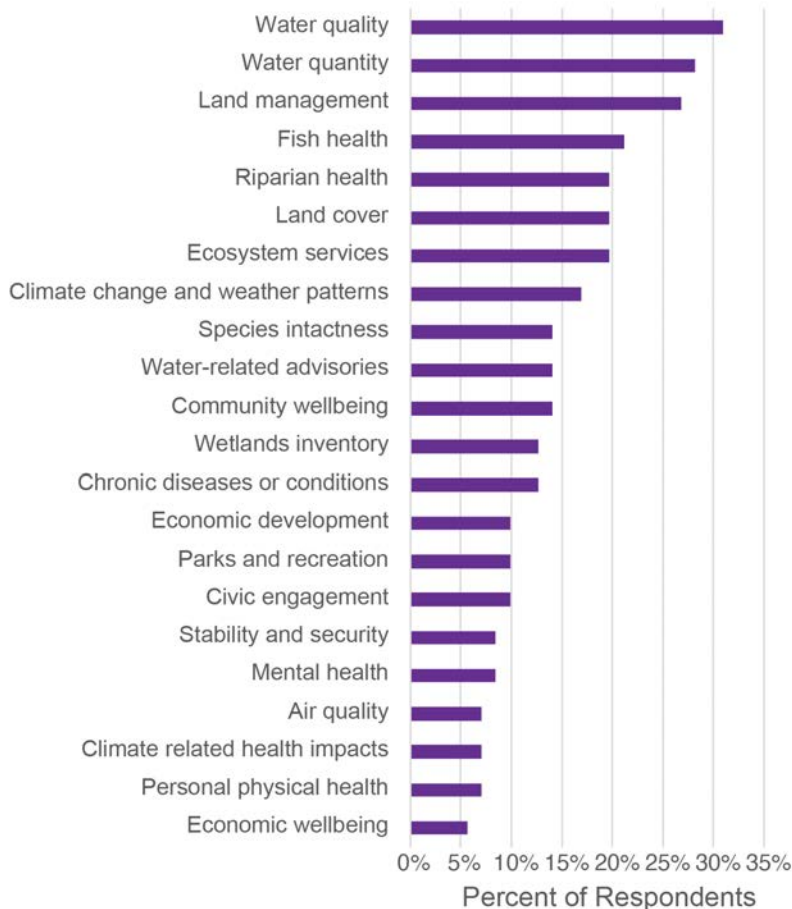
- » The Battle River and Sounding Creek watersheds are integral and important to their livelihood, culture and traditional way of life.
- » The Atlas was unknown prior to the engagement; however, it is a useful tool with timely data.
- » Historically and currently, a healthy watershed supports hunting, fishing, berry and medicine picking practices. Land and water are foundational to Treaty rights, and connections to the land foster environmental stewardship, all of which are important governance and natural laws.
- » The priority is to maintain fish health and fish abundance in the watershed. Samson Cree Nation, Montana First Nation and the Otipemisiwak Métis Government indicated Pigeon Lake was important historically and currently for fishing and the amount of fish has decreased.
- » Samson Cree Nation indicated the community is concerned for the health of the fish and this has impacted how they feel about whether the fish are safe to eat in Pigeon Lake.
- » Recognition of past work for the Pigeon Lake Watershed Association, BRWA, Otipemisiwak Metis Government, and the Maskwacis Nations on a collective effort to communicate non-support of a proposed feedlot in 2022. The outcome was in favour of the collective effort as the feedlot was not approved, upholding the recommendation in the Pigeon Lake Watershed Management Plan that no new or expanded feedlots be allowed in the Pigeon Lake watershed.
- » Climate and land use impacts, such as air and water quality advisories, were raised as community and health concerns.
- » Continued collaboration efforts for safe and healthy rivers and streams in the Battle River and Sounding Creek watersheds.
- » Indigenous Rights are a priority over recreational activities such as lake-based tourism.
- » Collectively work towards co-leadership in watershed management and state of the watershed reporting with a range of partners, including the Maskwacis Cree Nations and Otipemisiwak Metis Government.
- » Awareness and understanding of Indigenous Rights and culture is an indicator of positive relationship building.

### 3.2 Pre-summit Survey

## What is your experience with the Health in the Watershed Atlas?



Choose three of the following health measures that you are most interested in exploring more at the Health in the Watershed Summit



Is there anything you would like to share with us in advance of the summit?

*'Would be great if an elder was invited to say a prayer or a ceremony on the discussion. The element we are talking about has a strong spirit and we ask that prayer or ceremony to start off the day with positive affirmations when talking about water and its spirit.'*

*'Coming to learn and network: hoping to connect with groups interested in the stewardship of provincial parks in the watershed---especially Big Knife.'*

*'Just that as you can tell from my ticks, everything related to environmental issues, particularly climate change, is really important to me. I am especially looking for solutions and reasons for hope.'*

### 3.3 Health in the Watershed Summit

BRWA hosted the Health in the Watershed Summit in Heisler, AB on February 29th. The day opened with a prayer from Elder Bernice Stoney, a member of Samson Cree Nation at Pigeon Lake. A diverse group of watershed partners attended, including representatives from the Maskwacis Cree Nations, municipal governments, Government of Alberta, watershed stewardship groups, academia, and industry.

During the Summit, participants were broken into groups of their own choosing, and asked to reflect on a series of thematic areas found in the Health in the Watershed Atlas, including: personal wellbeing, people and community, weather and climate, water, ecosystems and biodiversity, and economy and land management. Using these themes as a base, groups reflected on a series of four questions per subject matter area:

- » How does this information resonate with, or reflect, your understanding of health in your community?
- » How does this data connect to the work you do in the watershed?
- » Is there anything missing?
- » Did anything surprise or stand out to you?

The following reports on the primary themes from participant reflections.

## How does this information resonate with, or reflect, your understanding of health in your community?

"When we're out on the land mental health increases"

"Lack of social connection this has been slow to recover."

"Protect sacred locations that are important for ceremony, medication, etc."

"Most communities and municipalities don't have an emergency plan. Work together!"

There is a need for "community-based monitoring in the watershed"

#### Personal Wellbeing - top five reflection themes from Summit participants

<b>Connection to Natural Systems and Mental Health</b>	Spending time in natural environments, such as during a canoe trip on the river or in quiet, dark areas with native plants, can significantly improve mental health and happiness. Acknowledging the health benefits of natural food sources and the need for updated data and demographic information to support programs promoting well-being through reconnecting with nature.
<b>Community and Environmental Importance</b>	Recognizing the importance of health and community environment, including monitoring air quality related to activities like oil and gas, and collaborating on addressing health issues.
<b>Community Development and Wellbeing</b>	Understanding what aspects people look for when moving into rural communities, prioritizing personal well-being in communities through accessible activities like walking trails, and fostering community awareness and programming can significantly impact the mental health and overall well-being of residents.
<b>Equity in Access</b>	Considering the affordability and equitable access to good, healthy, and local food, as well as opportunities in nature like skating parties and unstructured play for youth.
<b>Social Connection and Technology Impact</b>	Recognizing the negative impact of increased technology use on nature exposure, social connections, and community well-being, including the divisive nature of online dialogue and the importance of fostering shared pools of information and support in communities.

#### People and Community - top five reflection themes from Summit participants

<b>Indigenous Stewardship and Parks</b>	Developing shared environmental leadership with Indigenous groups. Formalizing Indigenous stewardship through Indigenous parks and protected areas to positively impact community well-being and connection to the land.
<b>Protection of Sacred Sites</b>	Prioritizing the protection of sacred locations is essential for preserving cultural heritage, ceremony, and medicinal practices that contribute to community well-being.
<b>Community Engagement and Volunteerism</b>	Building connections through volunteerism and community engagement fosters a sense of belonging, especially for newcomers and urban residents who may not initially feel connected to rural environments.
<b>Access to Supports</b>	Centralizing support can be challenging for rural communities, leading to difficulties in accessing essential services and resources needed for community well-being.
<b>Participation in Municipal Politics</b>	Increasing communication about the importance of participation in municipal politics and elections where significant land and water management decisions are made, can empower communities to have a greater impact on their local environments and well-being.

### Weather and Climate - top five reflection themes from Summit participants

<b>Emergency Preparedness and Support</b>	Developing plans to check on elderly residents and supporting the homeless during extreme weather events or blackouts is crucial for ensuring community resilience and well-being.
<b>Clean Air and Climate Solutions</b>	Addressing the need for clean and cool air in communities involves transitioning to alternative energy sources, incentivizing climate solutions, and adopting better technologies for land management to reduce human-caused climate change impacts.
<b>Climate Adaptation and Innovation</b>	Encourage technological innovations to reduce climate change and help communities build resilience to climate impacts such as droughts, fires, and shifts in crop patterns.
<b>Community Capacity Building</b>	Building community capacity and promoting stewardship of the land are essential for adapting to a changing climate, adjusting traditional practices, and managing tensions related to water access between different interest holders like farmers and fire departments.
<b>Understanding Climate Causes</b>	Recognizing the true causes of climate change beyond just fires, such as suppressed forest fires and poor management practices, is important for developing effective strategies and solutions.

### Water - top five reflection themes from Summit participants

<b>Collaborative Monitoring and Restoration</b>	Collaboration between all levels of government and within local communities is essential for effective monitoring of water quality and habitat restoration efforts, especially in areas impacted by agricultural practices and industrial activities.
<b>Water Quantity and Quality Concerns</b>	Understanding and addressing issues related to water quantity, quality, and allocation are crucial for ensuring sustainable water management practices and mitigating impacts on ecosystems and human health.
<b>Climate Change Implications and Wetland Restoration</b>	Climate change has significant implications for water availability and wetland ecosystems, highlighting the need for protection of existing wetlands, restoration efforts, and adaptive strategies to maintain water quantity and quality.
<b>Industry Impact and Regulatory Challenges</b>	The impact of industrial activities on water resources requires effective regulation and management to prevent degradation of water quality and ensure sustainable use for both industrial and community needs.
<b>Community Engagement and Decision-Making</b>	Involving local communities, Indigenous groups, and interest holders in decision-making processes regarding water management is essential for developing holistic solutions, addressing challenges, and prioritizing actions to protect water resources and ecosystem health.

### Ecosystems and Biodiversity - top five reflection themes from Summit participants

<b>Habitat Restoration and Species Management</b>	Addressing risks to wildlife populations and loss of habitat, including managing the impact of agriculture on wetlands and promoting shelterbelt restoration are crucial for preserving biodiversity and ecosystem health in watersheds.
<b>Balancing Societal and Private Values</b>	Finding a balance between societal and private values is essential for effective conservation efforts and gaining community support for initiatives like wetland restoration, Indigenous parks, and protected areas.
<b>Impact of Land Cover and Climate Resiliency</b>	Understanding the impact of land cover changes on erosion control, weed growth, and the viability of native plant species, conducting climate resiliency and vulnerability assessments, and managing invasive species like carp are important for maintaining ecosystem balance and health.
<b>Fish Health and Water Quality</b>	Monitoring nutrient levels, addressing concerns about fish health downstream of dams and other landform changes, and promoting soil health contribute to overall water quality and fish populations in watersheds.
<b>Education and Collaboration</b>	Using education as a tool to raise awareness about the interconnectedness of ecosystems, nature-based solutions for climate resiliency, and ecosystem services for human health can foster collaboration and effective watershed management among interest holders.

## Economy and Land Management - top five themes

<b>Modern Farming Practices vs. Conservation</b>	There is an incongruence between farming practices focused on efficiency and wealth generation and the natural ways of the land, highlighting the need to prioritize education and innovative land management practices to foster conservation values among agricultural communities.
<b>Economic Viability and Environmental Impact</b>	Economic viability, such as the importance of Fourth Generation agricultural practices (digital innovation in agrifood production), must be balanced with the environmental impacts of land management decisions. There's a need for ecological goods and services education and considering collective benefits over market-based decisions.
<b>Population Pressure and Land Use</b>	The increasing population puts more pressure on land resources, necessitating careful consideration of land use planning, balancing growth with water supply and security, and valuing natural capital through assessments and asset management like tree inventories.
<b>Community Engagement and Natural Infrastructure</b>	Building better communities involves fostering connections with nature, promoting low-impact development, creating wildlife corridors, and valuing natural infrastructure on private land, all while considering Indigenous tourism opportunities and environmental health.
<b>Balancing Economic and Environmental Health</b>	Striking a balance between economic prosperity and environmental health is essential, as too little or too much focus on financial gains can lead to apathy towards environmental issues, highlighting the importance of finding sustainable solutions for watershed health and management.

## Action Activity Themes

Participants were asked what actions they could take as individuals, as organizations, and collectively to improve health in the watershed. The most common action themes included:

### Education and Outreach:

- » Share information with schools and communities about watershed health and history.
- » Encourage involvement in discussions and initiatives.

### Land Stewardship:

- » Be good stewards of the land and advocate for conservation methods.
- » Promote the planting of native species and conservation of water.

### Water Conservation:

- » Use less water at home through reuse methods and rainwater collection.
- » Educate individuals on reducing water use and chemical usage.

### Community Engagement:

- » Attend and promote community events to foster wellbeing.
- » Support local activities and initiatives related to watershed health.

### Youth Involvement:

- » Engage children and schools in land programs and watershed education.
- » Encourage intergenerational activities to instill stewardship values.

### Partnerships and Advocacy:

- » Collaborate with Indigenous communities and organizations.
- » Advocate for policies and initiatives that protect water bodies and wetlands.

### Monitoring and Awareness:

- » Develop metrics to measure watershed health and communicate successes.
- » Increase awareness of environmental factors and their impact on health with timely monitoring.

### Accessible Natural Spaces:

- » Make outdoor activities and parks more accessible to all residents.
- » Add camping spots and hiking trails to encourage community engagement.

### Bylaws and Policies:

- » Implement bylaws and policies for water protection and wetland restoration.
- » Work with government and organizations to enforce environmental regulations.

### Collective Action and Leadership:

- » Encourage collective action and participation in cleanup efforts.
- » Provide education and resources for public involvement in watershed management.

## Example Actions

"Build relationships with the Otipemisiwak Métis Government and Maskwacis Cree Nations staff, Chief and Council"

"Judge Caring for our Watersheds competition"

"Teach my children about the importance of watershed conservation"

"Plan a canoe trip with people that don't get out in nature such as nurses"

"Reach out to organizations like Scouts, 4-H, Drainage District and volunteer time and action"

"How to help [our community] become an official bird-friendly community"

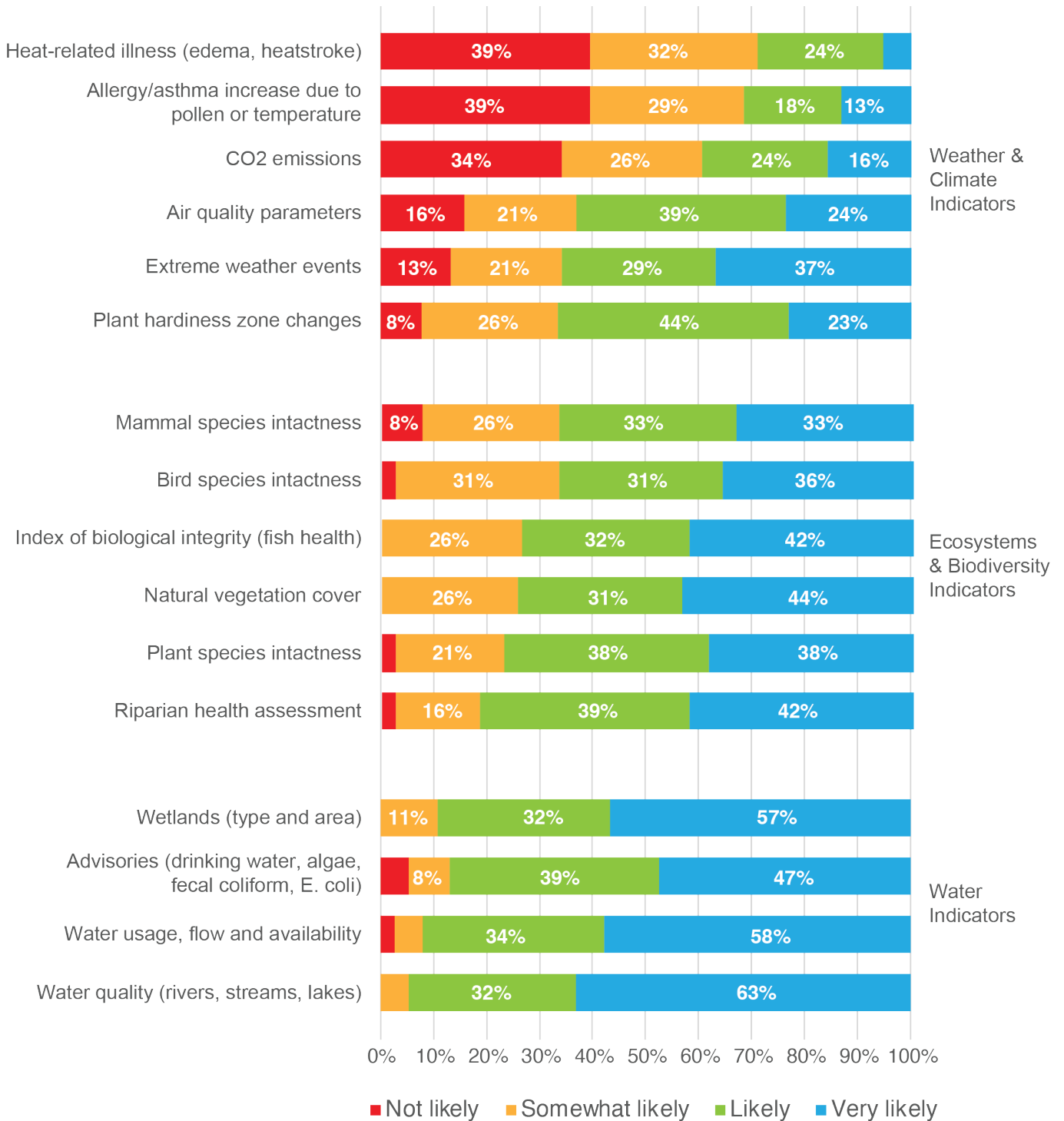
"Collectively work towards co-governance and co-leadership of watershed management with a range of Partners including municipal, Metis Nation, Maskwacis Cree Nation stewardship groups"

### 3.4 Post-summit Survey

The post-summit survey was created to reach BRWA membership and a broader audience of interest holders. The survey looked to educate respondents about what data is available in the Health in the Watershed Atlas, and to identify how they see their role in advancing health in the watershed.

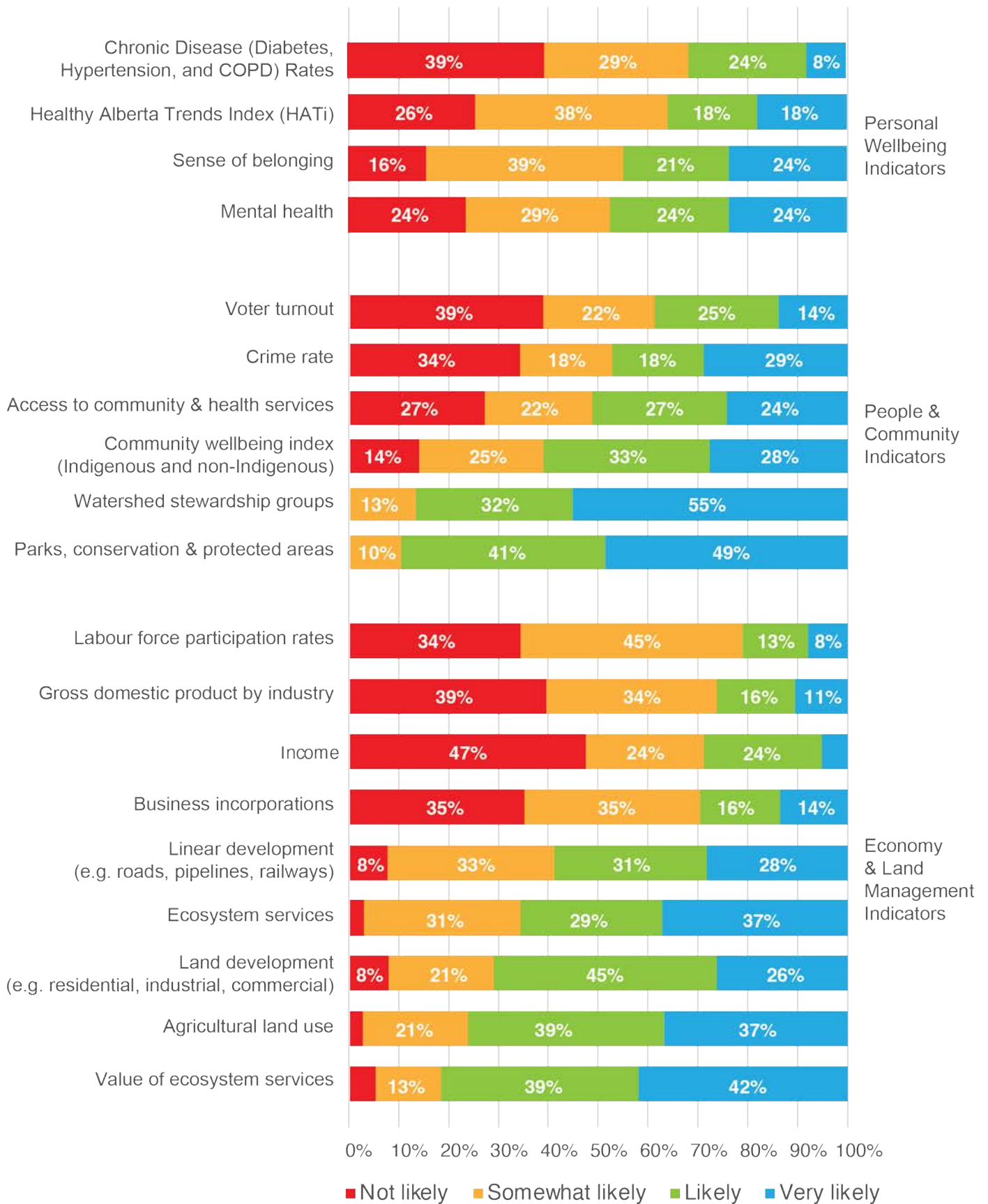
The following is a small selection of findings from the post-summit survey.

Please indicate how likely it would be for you to use the following data:





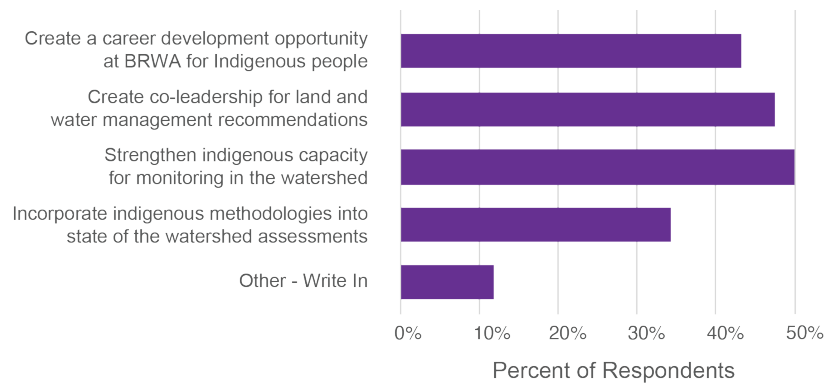
Please indicate how likely it would be for you to use the following data:



Identify the areas that reflect your personal or organizational capacity to take action.

Capacity to Take Action					
Action Type	Environment (water/land/biodiversity)	Climate (adaptation/mitigation)	Health (physical/mental)	Social (community support)	Economy (development, employment)
Education/ Engagement	24	13	8	11	8
Policy/ Programs	18	8	5	5	6
Monitoring	24	7	7	6	6
Protecting Natural Spaces	23	8	9	10	5
Advocacy	23	14	11	14	8
Collaboration	23	16	11	17	9

## How can we incorporate Indigenous knowledge into watershed management?



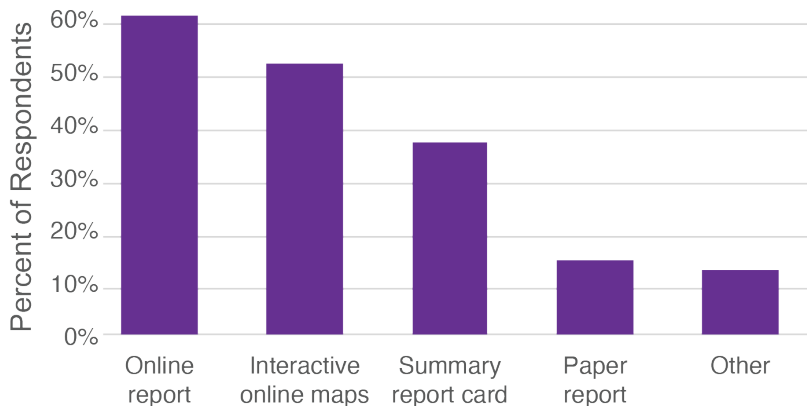
### Additional actions highlighted to help improve health in the watershed

'Ceremony'

'Continue with workshops as we do on various topics such as saving native flora and fauna, planting prairie plots.'

'I don't have personal responsibility for the areas, but I could see a great role for Augustana and Augustana students to work on projects guided by the atlas, but also to help with potential monitoring work through CSL positions, etc.'

## What is your preferred format for future watershed health data reporting?



'Research and discussion of best in class watershed protection measures and engagement of concerned citizens. Then the public will come to their MLA's with educated ideas and concerns.'

## SECTION 4.0

# Next Steps

With the conclusion of the Health in the Watershed Engagement, BRWA will continue to provide programmatic, communications and educational opportunities for watershed interest holders and residents. Findings and relationships built during this Health in the Watershed process will continue to be strengthened through the Land and Water Committee, and in future State of the Watershed reporting and watershed management.

For more information on the Health in the Watershed Report, please visit BRWA's website.

Thank you to all who participated! We are grateful for your time and appreciate the energy you have put into reflecting and planning for the improvement of health in the Battle River and Sounding Creek watersheds.



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**MEETING DATE:** September 10, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**PRESENTED BY:** Glenda Brown, Blackfalds Seniors Club Member  
**SUBJECT:** **Blackfalds Seniors Club**

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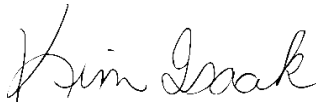
**BACKGROUND**

Glenda Brown from the Blackfalds Seniors Club will present an annual overview of the Club's yearly and upcoming activities highlighting the Club's commitment to fostering a vibrant and engaging community for seniors.

**ATTACHMENTS**

None

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

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**MEETING DATE:** September 10, 2024  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Bylaw 1313.24 - Cemetery Bylaw**

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## **BACKGROUND**

The Cemetery Bylaw provides regulations for the management of the Blackfalds Cemetery. The Cemetery Bylaw was last reviewed in 2014 and is due for updates and review. The proposed changes to the Cemetery Bylaw were provided at the July 15, 2024, Standing Committee of Council Meeting. The Cemetery Bylaw was given First Reading at the August 27, 2024, Regular Council Meeting.

## **DISCUSSION**

Administration has reviewed and proposed changes to update the Cemetery Bylaw. Rate comparisons from neighbouring communities were factored into the proposed rate increases in this Bylaw. Notable changes include adding a perpetual care fee to help recover the costs of maintaining the cemetery grounds and rate increases across all areas. Significant increases have been made to the columbaria niche rates to align with the rates in comparable communities.

At the August 27, 2024, Regular Council Meeting, there was some discussion on the number of urns allowed to be interred in one full lot. Administration determined that six urns could be placed in one full lot without any concern of disturbing adjacent urns. Also, the Bylaw was amended to add an additional urn to be placed in a grave lot where a body is or will be placed.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council give Second Reading to Bylaw 1313.24 – Cemetery Bylaw, as presented.

## **ALTERNATIVES**

- a) That Council refer Bylaw 1313.24 – Cemetery Bylaw back to Administration for more information.

## **ATTACHMENTS**

- *Bylaw 1313.24 - Cemetery Bylaw*
- *Niche Engraving Approval Form Example*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

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**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AUTHORITY FOR THE BLACKFALDS CEMETERY.**

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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 regulating the use and disposition of the Cemetery lands and property within the Town of Blackfalds.

**WHEREAS** the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended or repealed and replaced from time to time, authorizes a Municipality to provide regular services provided by or on behalf of a Municipality.

**AND WHEREAS**, the *Cemeteries Act*, RSA 2000, Chapter C-3, as amended or repealed and replaced from time to time and the regulations passed thereunder, requires a Municipality which owns and operates cemeteries within its boundaries to operate and maintain the cemeteries in accordance with the *Cemeteries Act* and any regulations passed thereunder;

**AND WHEREAS** the *Cemeteries Act*, RSA 2000, Chapter C-3, as amended or repealed and replaced from time to time and the regulations passed thereunder, requires every operator of a cemetery to make bylaws, including bylaws respecting the organization, operation and management and the rights, privileges and responsibilities of the cemetery operator.

**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 "Cemetery Bylaw".
- 1.2 Schedule "A" shall form part of this Bylaw as the established fees and charges for services provided under this Cemetery Bylaw.
- 1.3 Schedule "B" shall form part of this Bylaw as the concrete foundations required for mounting upright Monuments and flat Markers.

**PART 2 - DEFINITIONS**

- 2.1 In this Bylaw:
  - a. "**Act**" means the Cemetery Act, RSA 2000, Chapter C-3, as amended, repealed or replaced from time to time;
  - b. "**Base**" shall mean the structure utilized to support a Monument or Marker and shall be constructed of concrete, granite, marble or slate and shall be a minimum of 150mm thick and placed so as to be level with the adjacent ground level and shall be 150mm wider than the base of the Monument or Marker that it supports;
  - c. "**Burial Permit**" means a permit for burial issued by the Town of Blackfalds under the Vital Statistics Act, S.A. 2007, c V-4.1, as amended.
  - d. "**Burial Lot**" means a single Grave Lot within a Plot, measuring 3.66m (12') in length and 1.83m (6') in width and used for the purposes of interment of a casket;
  - e. "**Cemetery Attendant**" shall mean the designated staff member of the CAO in the Town of Blackfalds, and unless the context otherwise implies, any person authorized to carry out his/her duties;
  - f. "**Cemetery**" means the Cemetery in the Town known as the Town of Blackfalds Cemetery which is owned and operated and under the control of the Town of Blackfalds. The Cemetery contains Burial Plots, Cremation Plots, and a Columbaria;

- g. **"Cremation Lot"** means one-third of a single Grave Lot measuring 1.84m in width and 1.23m in length and used for the purposes of Interment of cremated remains;
- h. **"Cremation Urn"** means an approved vessel used to hold ashes from cremated human remains, required for cremated remains to be placed in the Columbaria Niche;
- i. **"Columbaria"** means multiple Columbarium.
- j. **"Columbarium"** means a structure designed for storing the ashes of deceased human bodies or other human remains that have been cremated;
- k. **"Deed"** means the application for a Burial Lot deed;
- l. **"Employee"** means the Town employee actually working at the cemetery under the instruction and supervision of the Town;
- m. **"Funeral Director"** means any registered or licensed embalmer or mortician who holds a funeral director license issued under the *Funeral Services Act*, R.S.A. 2000, c.F-29;
- n. **"Grave"** means a Lot used as a place of burial of human remains or cremated human remains;
- o. **"Grave Decoration"** means anything placed on a grave for memorial purposes;
- p. **"Grave Liner"** means a concrete liner utilized to encase a casket;
- q. **"Holiday"** means all holidays proclaimed or adopted by the Town;
- r. **"Interment"** means, in a manner prescribed by the Act and this Bylaw, placing human remains in a suitable container underground, or cremated human remains in a suitable container underground or within a Niche in the Cemetery;
- s. **"Lot"** means a parcel within a Plot;
- t. **"Marker"** means a flat structure constructed of bronze, granite, marble or slate placed on a base for memorial purposes;
- u. **"Monument"** means any upright structure constructed of granite, marble, or slate and placed on a base for memorial purposes;
- v. **"Niche"** means a single compartment of a columbarium large enough to house one or two cremation urns;
- w. **"Non-Resident"** means a person who, immediately prior to his or her death or his or her application to purchase a Lot did not live within the Town of Blackfalds or Lacombe County;
- x. **"Perpetual Care"** means the upkeep of the Cemetery, including the maintenance and repair of Town owned infrastructure and excludes privately owned monuments, memorial plaques, and Grave liners, except as the Town, at its sole discretion, deems appropriate;
- y. **"Perpetual Care Fee"** means the one-time fee charged to the purchaser for the purpose of providing perpetual care of the Cemetery;
- z. **"Plot"** means four (4) Lots, as shown on a Cemetery plan on record in the Towns Municipal Office;

- aa. **"Resident"** means a person who has been ordinarily living in the Town and has resided in the Town immediately preceding his or her death or his or her application to purchase a Lot;
- bb. **"Town"** means the Town of Blackfalds, in the Province of Alberta.
- cc. **"Urn"** means an approved vessel used to hold ashes from cremated human remains;
- dd. **"Vault"** means a concrete structure used to encase a casket; and
- ee. **"Working Hours"** means regular hours of work from 8:30 a.m. to 4:30 p.m. each day, Monday through Friday, excluding holidays;

### **PART 3 - DUTIES, RIGHTS AND POWERS OF THE CAO**

- 3.1 The CAO may delegate any or all powers of this Bylaw to a designate.
- 3.2 All the powers granted to the Employees by this Bylaw shall be subject to the supervision and control of the Town.
- 3.3 The Town shall have the authority to order that the Graves in any particular section of the Cemetery shall be laid in any direction the Town may consider suitable.
- 3.4 The Town shall have the authority to remove any Grave Decoration designs or floral pieces which may become wilted, or any other article or thing after the expiration of five (5) days of placement or as deemed appropriate.
- 3.5 The Town shall ensure that no person shall disturb the quiet or good order of the Cemetery and will ensure that it is maintained.
- 3.6 A member of the Royal Canadian Mounted Police or any Employees of the Town, or the Bylaw Enforcement Office/Peace Officer may evict therefrom, using such force as is reasonably necessary, or deny entrance to any person who contravenes paragraph 3.5 above.

### **PART 4 - PLOTS, LOTS AND NICHEs**

- 4.1 The Cemetery plans of the Plots, Lots and Niches made available by the Town for burial purposes are kept on record in the municipal office of the Town, together with subsequent plans of Cemetery lands approved by the Town. All burial records are maintained at the municipal office in accordance with such plans.
- 4.2 A Burial Lot Deed is provided to the purchaser upon purchase of a Burial Lot or Niche. The purchase price for Burial Lots and Niches shall be as established in Schedule "A" attached hereto.
- 4.3 Burial Lots are identified by Plot number and Lot number and have dimensions of:
  - 4.3.1 3.66m by 1.83m for full Lots (12' x 6'); and
  - 4.3.2 1.83m by 1.23m for Cremation Lots (6' x 4');
  - 4.3.3 Columbaria Niches are sized .30m H x .30m W x .35m D (12"x12"x14") and Urns should be sized small enough to ensure the Niche can hold one or two Urns.
- 4.4 The Town of Blackfalds shall administer all sales of Deeds and Interments in the Cemetery and receive all monies from the sales. Upon payment by any person of the full price of any Deed, the Town shall furnish such person with a receipt for the sum paid.



- 4.5 No Deed shall be resold to any other party; however, Deeds may be transferred from one family member to another family member, but no transfer shall be valid unless such transfer is duly registered with the Town.
- 4.6 Notwithstanding Section 4.5, a Burial Lot Deed may be exchanged or transferred back to the Town, upon which the owner shall be entitled to a refund of the original purchase price, less an administration fee of 15%.
- 4.7 No Plots or Niches shall be used for any purpose other than the burial of human bodies and the cremated remains of human bodies.
- 4.8 The Town shall not be liable for damages resulting from theft, vandalism or damage, howsoever caused to Monuments erected upon a Burial Plot, Lot or Niche.

#### **PART 5 - BURIALS**

- 5.1 No Interment shall be permitted until a Burial Application and Permit has been completed and given to the municipal office.
- 5.2 Whenever a Lot or Niche is held by two or more persons, an order for Interment in such Lot or any part thereof will be accepted by the Town from any one of the said persons or their personal representative, as indicated on Burial Application and Permit.
- 5.3 Between the dates of May 1 and October 31 inclusive in any year, all applications for burials shall be made to the Town at least forty-eight (48) hours before the time for the Interment.
- 5.4 Between the dates of November 1 of one year and April 30 of the following year inclusive, all applications for burials shall be made at least seventy-two (72) working hours before the time for Interment.
- 5.5 The Deed holder or the person instructing the Town to open a Grave shall give complete and precise instruction, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- 5.6 Excavation for all Lots, including for cremation burial, must be carried out by Employees or designates of the Town.
- 5.7 Interment of cremated remains into Columbaria Niches will be undertaken by the Funeral Director or designate granted by the family of the deceased. An Employee of the Town must be in attendance for the opening and closing of Columbaria Niches.
- 5.8 No person or persons not under the control or supervision of the Town shall open any Grave for the purpose of interring or removing a body.
- 5.9 The burial of cremated remains shall be in areas of the Cemetery as designated by the Town.
- 5.10 The cremated remains of up to three (3) additional persons are to be buried in the same Grave Lot in which a body is or is to be buried and shall be placed adjacent to the Monument.
- 5.11 The cremated remains of a maximum of three (3) persons shall be allowed on a Cremation Lot. The cremated remains of a maximum of six (6) persons shall be allowed on a Grave Lot.
- 5.12 No burial of cremated remains on designated Cremation Lots on which an existing Monument is erected shall be allowed between November 1 of one year and April 30 of the following year.

- 5.13 No additional Interments shall be permitted in any Lot in the Cemetery on which there are unpaid charges due and payable to the Town.
- 5.14 Burials or Interments shall not take place at the Cemetery anytime during a funeral or burial service at such Cemetery.
- 5.15 All work in the immediate vicinity of a Grave shall be discontinued during a burial service.
- 5.16 The Town requires the use of a concrete Grave Liner, for all burials.

## **PART 6 – MONUMENTS**

- 6.1 All persons employed in the construction and erection of Monuments or doing other work in the Cemetery, whether employed by the Town or not, shall be subject to the direction and control of the Town.
- 6.2 No Monument or Marker shall be placed on a Plot or Lot until an application is made to the municipal office and a Burial Permit has been issued by the Town.
- 6.3 Monuments shall be constructed of granite, marble or slate and have dimensions not to exceed 1.83m wide x .46m deep x 1m high.
- 6.4 Markers shall be constructed of granite, marble, slate or bronze and have dimensions not to exceed 1.83m wide x .46m deep x .20m high.
- 6.5 Bases for Monuments shall be constructed of concrete or the same stone material as the Monument or marker that it supports. Placement shall be done so in a manner as to maintain whenever possible, a proper alignment consistent with Grave Monuments on adjacent Lots. Bases shall be a minimum of 150mm thick, and placed so as to be level with the adjacent ground level and shall be 150mm wider than the base of the Monument or Marker that it supports.
- 6.6 Persons erecting Monuments shall ensure that such Monuments are firmly secured to the foundation with glue and/or setting compound.
- 6.7 Monuments with Urns attached are prohibited.
- 6.8 Markers may be utilized on regular Lots where cremated remains are also interred.
- 6.9 Not more than (3) three memorials shall be placed upon a single Lot, with a Monument placed at the head of the Grave and the second and third structures being that of Markers.
- 6.10 All memorials for Cremation Lots shall be Markers.
- 6.11 All foundations and Monuments not installed in strict conformance to this Bylaw shall be removed at the request of the Town within five (5) working days.
- 6.12 Whenever the owner of a Monument neglects to make the required repairs or alterations to a Monument within thirty (30) days after receiving written notice from the Town to do so, the Town shall have the power to repair such Monument and charge the cost thereof to the living owner or family members, if possible, which may be recovered as a debt to the Town.
- 6.13 Niche Plates:
  - 6.13.1 Niche plate, first engraving, and first open/close is included in the purchase of the Niche;
  - 6.13.2 Engraving will be completed upon payment of Burial Permit fees and a completed and signed Blackfalds Niche Plate Engraving Form;

- 6.13.3 Engraving will be managed by the Town of Blackfalds at their certified engraving vendor;
- 6.13.4 Engraving shall follow these specifications:
- 6.13.4.1 Last Name: 1 ¼" (or smaller if name length over 11 spaces)
  - 6.13.4.2 Given Name(s): 7/8" (or smaller if name length over 16 spaces)
  - 6.13.4.3 Year Birth/Death: 5/8" Month DD, YYYY (format)
  - 6.13.4.4 Epitaph: 5/8" 19 spaces per line (2 lines max.)
- 6.13.5 Engraving shall be in white colour only; and
- 6.13.6 Engraving will be completed by the qualified vendor secured by the Town of Blackfalds;
- 6.13.6.1 Second engraving cost will be the responsibility of the purchaser of the Niche;
  - 6.13.6.2 Engraving must follow the guidelines in the Memorial Niche Plate Engraving form;
  - 6.13.6.3 Niche Plates shall only have one engraved design or an epitaph;
  - 6.13.6.4 Surface attachments are not permitted on the curved Columbaria Niche plates;

## **PART 7 - VISITORS**

- 7.1 No person other than an Employee under the direction of the Town shall enter or remain in the Cemetery between sunset of one day and sunrise of the day next following.
- 7.2 No person shall drive any vehicle through the Cemetery at a speed more than twenty (20) km/h.
- 7.3 The Town may prohibit the driving of vehicles in any part of the Cemetery.
- 7.4 The Town may prohibit the driving of any vehicle in the Cemetery when the roads are in an unfit condition.
- 7.5 The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.

## **PART 8 - GENERAL PROVISIONS**

- 8.1 No person shall:
- 8.1.1 Erect fences, railings, walls, copings, hedges, or use landscape rock in or around any Plot or Lot;
  - 8.1.2 Destroy, damage, deface or write upon any monument, or other structure or object in the Cemetery;
  - 8.1.3 Deposit any paper, sticks, or refuse of any kind on any portion of the lands within the boundaries of the Cemetery except in receptacles provided for that purpose; and
  - 8.1.4 Remove the sod in Graves or from any portion of any Plot in the Cemetery without first obtaining the consent of the Town.

- 8.2 All grading, seeding of grass and sodding work shall be done under the direction of the Town and by Employees of the Town.
- 8.3 No person, other than an Employee of the Town, the owner of a Deed or his agent, shall be permitted to care for any Plot, Lot or Niche in the Cemetery.
- 8.4 No animals shall be allowed in the Cemetery unless such animal is on a leash and under the control of an adult person over the age of 18.

**PART 9 – PENALTY**

- 9.1 Any person who commits a breach of any of the provisions of this Cemetery Bylaw shall, on conviction for such breach, be liable to a penalty of not less than One Hundred (\$100.00) Dollars and not exceeding One Thousand (\$1,000) Dollars exclusive of costs, or in the case of non-payment of the fine and cost imposed to imprisonment for any period not exceeding sixty (60) days;

**PART 10 - REPEAL**

- 10.1 That Bylaw 1180/14 is hereby repealed upon this Bylaw coming into effect.

**PART 11 - DATE OF FORCE**

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

READ for the first time this 27th day of August, A.D. 2024.

(RES. 253/24)

\_\_\_\_\_  
**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 and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

**BYLAW 1313.24 - SCHEDULE "A"**  
**CEMETERY FEES**

**Grave Plots (4 Lots per Plot)**

Single Lot - Resident	\$600.00
Single Lot - Non- Resident	\$800.00
Perpetual Care	\$200.00

**Cremation Plot (Up to 12 Lots per Plot)**

Single Lot - Resident	\$300.00
Single Lot - Non-Resident	\$500.00
Perpetual Care	\$100.00

**Plot/Lot Opening and Closing**

Single Lot – Resident	\$600.00	Winter \$700.00 (November 1 – April 30)
Single Lot – Non-Resident	\$800.00	Winter \$900.00 (November 1 – April 30)
Cremation Lot - Resident	\$300.00	Winter \$400.00 (November 1 – April 30)
Cremation Lot – Non-Resident	\$500.00	Winter \$600.00 (November 1 – April 30)

\*Second Opening for Cremation Plot on top of Full Lot

Resident	\$300.00	Winter \$400.00 (November 1 – April 30)
Non-Resident	\$500.00	Winter \$600.00 (November 1 – April 30)

\*Weekend rate for plot opening/closing will be an additional \$500.00

**Columbaria Niche (includes Niche plate, first engraving, and first open/close)**

Resident	\$1,750.00
Non-Resident	\$1,950.00
Perpetual Care	\$100.00

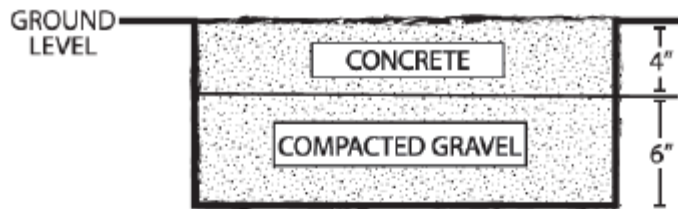
Second Engraving	\$250.00
Artwork (simple)	\$75.00
Custom Artwork	\$140.00

Second Opening	\$100.00
Weekend Second Opening	\$250.00

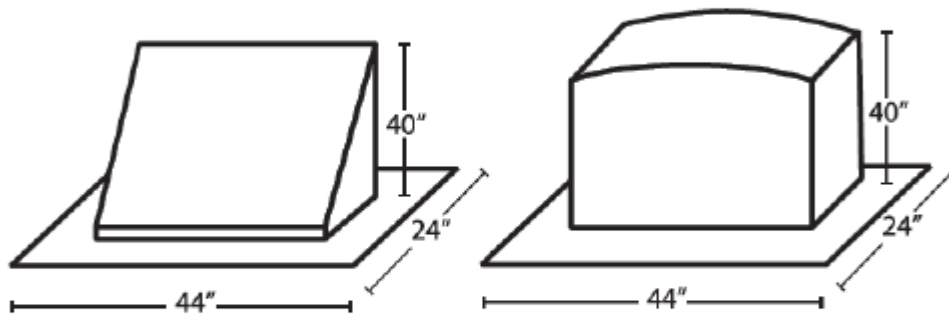
\*Weekday first open and close, during regular business hours, is included

\*Weekend or Evening (after regular business hours) first open and close shall include an overtime/call-out charge of \$100.00

**BYLAW 1313.24 - SCHEDULE "B"**  
**CONCRETE FOUNDATIONS REQUIRED FOR MOUNTING**  
**UPRIGHT MONUMENTS AND FLAT MARKERS**



**Upright Monuments Specifications**



**Flat Marker Specifications**



DK

**Niche Engraving Approval Form**

-----  
**LAST NAME**

-----  
First Name (& initial—if desired)

-----  
Date of Birth  
MMM DD, YYYY

-----  
Date of Passing  
MMM DD, YYYY

-----  
First Name (& initial—if desired)

-----  
Date of Birth  
MMM DD, YYYY

-----  
Date of Passing  
MMM DD, YYYY

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Epitaph (19 spaces per line—two line maximum) or artwork

<b>APPROVAL SIGNATURE</b>	<b>DATE OF APPROVAL (YYYY/MM/DD)</b>
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**MEETING DATE:** September 10, 2024

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Bylaw 1314.24 - Economic Development & Tourism Board Repeal Bylaw**

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## **BACKGROUND**

As part of the Council Committee audit process, it was identified that a bylaw to repeal the Economic Development & Tourism Bylaw 1087/09 is required. In 2016 Council passed a motion to rescind the Economic Development & Tourism Board Bylaw and adopted a terms of reference for the Committee. Under the *Municipal Government Act*, the only way that a bylaw can be repealed is through a bylaw as such Administration has drafted and brought forward Bylaw 1314.24 - Economic Development & Tourism Board Repeal Bylaw.

## **DISCUSSION**

To ensure compliance with the *Municipal Government Act*, Administration is recommending that Council give three readings to Bylaw 1314.24 – Economic Development & Tourism Repeal Bylaw.

## **FINANCIAL IMPLICATIONS**

None

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1314.24 - Economic Development & Tourism Board Repeal Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1314.24 - Economic Development & Tourism Board Repeal Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1314.24 - Economic Development & Tourism Board Repeal Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1314.24 - Economic Development & Tourism Board Repeal Bylaw, as presented.

## **ALTERNATIVES**

- a) That Council refer Bylaw 1314.24 - Economic Development & Tourism Board Repeal Bylaw to Administration for additional information.



**ATTACHMENTS**

- *Bylaw 1314.24 – Economic Development & Tourism Board Repeal Bylaw*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

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Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO REPEAL THE ECONOMIC DEVELOPMENT & TOURISM BOARD BYLAW 1087/09**

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, Chapter M-26 and amendments thereto, for the purpose of repealing the Economic Development & Tourism Bylaw 1087/09.

**WHEREAS**, pursuant to Section 191(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, provides for Council to pass and repeal bylaws.

**AND WHEREAS**, Council for the Town of Blackfalds is desirous of repealing the Economic Development and Tourism Board Bylaw 1087/09.

**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 “Economic & Development Tourism Board Repeal Bylaw”.

**PART 2 - REPEAL**

2.1 That Bylaw 1087/09 is hereby repealed upon this Bylaw coming into effect.

**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 September, A.D. 2024.

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of September, A.D. 2024.

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of September, A.D. 2024.

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

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**MEETING DATE:** September 10, 2024

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Member at Large Appointment Extensions**

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## **BACKGROUND**

The Member at Large appointments for Council Committees have historically been conducted at the Organizational Meeting of Council, with the appointments running from the Organizational Meeting in the year of the meeting to the following year's Organizational Meeting.

## **DISCUSSION**

To streamline the Organizational Meeting and to provide for a fixed appointment expiry date, Administration is recommending that the Member at Large appointments run from January 1<sup>st</sup> in the year of the appointment to December 31<sup>st</sup> of the year that the appointment is set to expire. This change will move the appointments from the Organizational Meeting of Council to the first meeting Regular Meeting of Council in December.

To facilitate this change, Administration reached out to all of the Members at Large volunteers to solicit their input on the change to have their term expiring on December 31<sup>st</sup>. No concerns were expressed. As such Administration will be requesting a motion from Council extending the Member at Large appointments to December 31<sup>st</sup> in the year of expiry.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to this change in process.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council extend the expiry date of the Member at Large appointments made at the Organizational Meeting of Council held in 2021, 2022, and 2023 to December 31<sup>st</sup> in the year of their respective expiry.

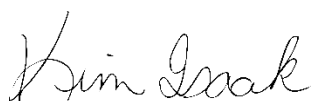
## **ALTERNATIVES**

- a) That Council refer Member at Large Appointment Extensions to Administration for additional information.

## **ATTACHMENTS**

None

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

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Department Director/Author

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**MEETING DATE:** September 10, 2024

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Mid-Sized Towns Mayors' Caucus – Amended Terms of Reference**

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## **BACKGROUND**

At the February 27, 2024, Regular Meeting of Council, unanimous approval was given by Council for the Town of Blackfalds to become a member of the Alberta Mid-Sized Towns Mayors' Caucus ("MTMC").

At the MTMC meeting of July 2, 2024, the membership agreed to amend the Terms of Reference for the MTMC. Approval of the amended Terms of Reference is required by each member municipality.

The Request for Decision from the July 2, 2024, MTMC meeting is attached to provide additional information on the changes that were made to the Terms of Reference.

## **DISCUSSION**

Administration is recommending that Council approve the amended Terms of Reference for the MTMC.

## **FINANCIAL IMPLICATIONS**

There is no financial implication to the approval of the amended Terms of Reference.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council approve the Alberta Mid-Sized Towns Mayors' Caucus Terms of Reference as amended on July 2, 2024.

## **ALTERNATIVES**

- a) That Council refer the Mid-Sized Towns Mayors' Caucus Amended Terms of Reference back to Administration for additional information.

## **ATTACHMENTS**

- *Alberta Mid-Sized Towns Mayors Caucus – Terms of Reference (Amended July 2, 2024)*
- *Alberta Mid-Sized Towns Mayors Caucus – Request for Decision*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

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Department Director/Author

## Terms of Reference

### **1. Purpose**

Strengthen the significance and position of mid-sized towns as a relevant and important voice within the province-wide framework, collaborating, strategizing, and advocating to address matters that directly impact mid-sized towns.

### **2. Mid-sized Towns Mayors' Caucus (MTMC) Statement**

The MTMC is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.

### **3. Objectives**

- a) Recognize the unique needs and interests of the membership and develop strategies to respond and advocate for such.
- b) Provide a forum for information, best practice sharing, and developing solutions to issues that are of mutual interest.
- c) Advocate for mid-size towns through ongoing communication with the following:
  - i) Provincial Government
  - ii) Federal Government
  - iii) Alberta Municipalities
  - iv) other municipalities, including member municipalities
  - v) other groups/organizations as determined by a majority of the membership
- d) Support the enhancement of members through networking and information sharing.

### **4. Membership Requirements**

- a) Members of the MTMC must
  - i) be a municipality located within the Province of Alberta, and:
    - (1) an incorporated town, or
    - (2) a town with a population between 1000 and 14,999.
  - ii) Pay the annual membership fee in the amount of \$250/year. Memberships run January 1 to December 31, and fees shall be due by January 31.
  - iii) Member municipalities will be responsible for per diems and expenses.

### **5. Membership, Representation & Voting**

Each member municipality shall have one vote and shall be represented by their respective Mayors. Should a Mayor be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges. A Mayor may also send a proxy vote to an agenda item, by emailing their vote to the Chair.

Meetings may take place without a quorum of the MTMC membership; however, matters requiring a vote shall not be called without a quorum of the voting membership being present. Quorum shall be as defined by the *Municipal Government Act* (i.e., the majority of the voting members that comprise the Mid-Sized Towns Mayor's Caucus). Abstentions must be noted in the meeting minutes and tie votes shall be considered defeated. However, the overarching goal of the MTMC shall be consensus building and collaboration.

The Membership Fee shall create a seed funding pool that will be used towards expenses of hosting meetings. Eligible expenses include, but are not limited to, conference room fees, beverages, and snacks. Host Municipalities must keep an accounting of the funds spent on meeting events and send a final report to the Chair Municipality. All funds distributed shall be reviewed and shared with members during the Chair's annual reporting. Host Municipalities shall submit an invoice to the Chair Municipality for reimbursement of costs for hosting meetings.

Any funds remaining in the seed funding pool at the end of each year shall be used for initiatives as determined by the MTMC Voting Membership.

### **6. Appointment of Caucus Committees**

#### **a) Executive Caucus Committee**

Every two years in November, the MTMC shall elect a minimum of three mayors to represent the MTMC as the Executive Caucus Committee. The Executive Caucus municipalities shall be assigned funds as outlined in Section 5 above, to cover costs related to hosting the MTMC bi-monthly meetings. The Executive members shall be appointed as follows:

##### **i) Chair**

The Chair shall chair the meetings, prepare meeting agendas, and ensure meeting minutes are recorded.

##### **ii) Vice-Chair**

The Vice-Chair shall perform the meeting duties of the Chair in the absence of the Chair. The Vice-Chair municipality shall be the secondary administrative municipality, providing assistance to the Chair municipality where necessary

##### **iii) Executive Board Member**

The Executive Board Member shall provide additional support where necessary.

##### **iv) Additional Executive Board Members**

Where the MTMC membership determines appropriate, an additional two members may be appointed to the Executive as general Board Members.

##### **v) A designated membership municipality will be responsible for accounts payable/receivable for MTMC. This municipality shall provide the membership with an annual financial report and budget.**

##### **vi) Chief Administrative Officers may be invited by their Mayor to participate in the regular meetings of the MTMC and may assist with the MTMC objectives.**

## 7. Meeting Schedule

- a) The MTMC shall meet in-person bi-monthly on the 1<sup>st</sup> Thursday of January, March, May, July, September (ABmunis Conference), and November, commencing at 3:00 p.m. Joining virtually will be an option.
- b) Executive Caucus Committee Meeting hosts shall be appointed by the membership annually and shall be distributed as evenly as possible throughout the province in order to create equitable travel for the membership in general. Considering the vast area of representation, virtual meetings will be available. Caucus hosts shall:
  - i) Plan and organize the Caucus agenda and activities (see Appendix A).
  - ii) Identify and invite government representatives and other guest speakers.
  - iii) Coordinate local and provincial post-caucus media release.
  - iv) Receive MTMC seed money to aid in the costs of hosting the event, as outlined in-Section 5 of this Terms of Reference.
- c) Once a year, meet in person at the annual ABmunis conference. The Host shall be determined by the MTMC membership in advance and be provided MTMC seed money as outlined in Section 5 to aid in covering costs of the event.
- d) This schedule may be changed through a majority vote of the MTMC membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

## 8. Advocacy

Recognizing that the MTMC can only effectively advocate for a limited number of municipal initiatives or issues, the membership shall ensure to keep advocacy items to a minimum, determining which are of the highest priority and thus garnering the main focus of the membership. Priority ranking may change, as municipal environments and issues change and as determined by the membership.

As the administrating municipalities, the Executive Caucus Committee shall work together to ensure the initiatives are advanced and to build an advocacy framework/plan to present to the MTMC for approval.

The MTMC may take on other small advocacy initiatives where time and resources permit and where the MTMC membership feel such initiatives are necessary and important to the group.

## 9. Confidentiality

The MTMC meetings shall be held in closed session and not open to the public; however, an outside party may be invited to speak to a topic of interest. Members should ensure confidentiality of the meetings remains intact, unless otherwise determined by the MTMC Membership (e.g. for a press release).

## 10. Communication

As a Caucus wanting to present a unified voice on advocacy initiatives, it is important to present consistency in messaging. Unless the membership directs otherwise, the Chair of MTMC is recognized as the official spokesperson, and, in the absence of the Chair, it is the Vice Chair. This includes commenting publicly on the decisions and business of MTMC. ~~(this could also be added:~~ MTMC members will refrain from publicly commenting on the decisions or business of MTMC and will defer all such comments to the Chair as the MTMC spokesperson.

Appendix A

Agenda Building and Workflow Best Practice

1. Mayors may request that general items be added to a meeting agenda.
2. Requests to have an outside party attend a meeting, should allow to have a meeting prior to their attendance, in order for the membership to prepare for the visit.
  - a. Invitations to outside parties should remain consistent and be sent by the Chair Municipality on behalf of the members.
3. Matters that may require a formal resolution from member municipalities must be brought forward with sufficient time to allow for this to happen.
4. For consistency, any correspondence or documentation drafted by a member municipality on behalf of the MTMC,
  - a. shall be sent to the Chair municipality for distribution to the group;
  - b. where necessary, shall be done in a timely manner to align with item 3 outlined within this Appendix A;
  - c. where necessary and once finalized, shall be forwarded to the appropriate party by the Chair municipality;
  - d. Letters of Support shall confirm permission of a municipality and will accompany correspondence or letters sent on behalf of MTMC; where a Letter of Support cannot be confirmed or has not been received that municipality shall not be included.



## Request for Decision (RFD)

### **BACKGROUND/PROPOSAL:**

The Alberta Mid-sized Towns Mayors' Caucus is currently made up of Mayors representing 15 municipalities in Alberta.

In January/February 2024, member municipalities presented the Terms of Reference to their respective Council's for review and approval.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

At the July 2 MTMC meeting, the membership agreed to amendments to the Mid-Sized Towns Mayors' Caucus Terms of Reference. The attached Terms of Reference are being presented to members for approval of the proposed amendments that include:

- Naming section 2 with the organizational name and adding brackets around MTMC
- Adding section 9 to include a statement about Confidentiality
- Cleaning up a "notes to self" entry that should not be in the Terms of Reference in section 10.

The changes noted in red indicate new information or addition and changes noted by highlight and strike through are for clerical errors.

The next MTMC meeting is scheduled for September 25 at the ABmunis 2024 Conference, prior to which members will be asked to have their responses submitted for the agenda.

### **RECOMMENDATION:**

To approve the Alberta Mid-sized Towns Mayors' Caucus Terms of Reference as amended.