

1. **WELCOME AND CALL TO ORDER**

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.

3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for June 24, 2025
3.2 Consent Agenda for June 24, 2025
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
 - b) **Adoption of Minutes**
 - o Regular Council Meeting Minutes - June 10, 2025
 - o Standing Committee of Council Meeting Minutes - June 16, 2025
 - c) **Council Reports**
 - o Mayor Hoover
 - o Deputy Mayor Coulter
 - o Councillor Appel
 - o Councillor Svab
 - o Councillor Dennis
 - o Councillor Sands
 - d) **Administrative Reports**
 - o Report for Council, CAO Report - June 2025
 - o Report for Council, Implications of New Provincial Bills
 - o Report for Council, BOLT KPI Report Information – May 2025
 - e) **Boards, Committee and Commission Minutes and/or Reports**
 - o Family and Community Support Services Board Meeting Minutes - April 10, 2025
 - o Library Board Meeting Minutes - May 6, 2025
 - f) **Information**
 - o Library Administrators Report - May 2025
 - o City of Lacombe Council Highlights - June 9, 2025
 - o Lacombe County Council Highlights - June 12, 2025
 - g) **Correspondence**
None

4. **PUBLIC HEARING**

None

5. **DELEGATION**

None

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1337.25 - Valley Ridge Phase 6B Redistricting (*First Reading*)
6.2 Request for Decision, T15 Tandem Truck Replacement
6.3 Request for Decision, Bylaw 1333.25 - Elections Bylaw (*Second and Third Reading*)
6.4 Request for Decision, Bylaw 1339.25 - Council Committee Bylaw (*First Reading*)
6.5 Request for Decision, Bylaw 1340.25 - Municipal Library Board Bylaw (*First, Second, Third Reading*)
6.6 Request for Decision, Broadway Reservoir Upgrade Funding Agreement with Lacombe County
6.7 Request for Decision, Alberta Community Partnership Program – Lacombe Lake Management Plan
6.8 Request for Decision, 2024 Surplus Allocation
6.9 Request for Decision, Tax Recovery Public Auction
6.10 Request for Decision, Planet Youth Initiative
6.11 Request for Decision, 89th Annual Ponoka Stampede
6.12 Request for Decision, Annual Lacombe Days Breakfast & Parade

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

- 8.1 Ice Plant - *Access to Information Act* (ATI) Section 29(1) – Advice from Officials
8.2 Land Purchase - *Access to Information Act* (ATI) Section 29(1) – Advice from Officials

9. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – July 8, 2025
- Standing Committee of Council Meeting – July 14, 2025

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on June 10, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Justin de Bresser, Director of Corporate Services
Ken Morrison, Director of Emergency Management & Protective Services
Jolene Tejkl, Planning & Development Manager
Marco Jadie, Information Technology Analyst
Renan Bravo, Information Technology Technician
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Bryson Belanger, Mayor for a Day
Shannon Paquette, Donor Relations & Development Officer - STARS

WELCOME

Mayor Hoover welcomed everyone to the June 10, 2025 Regular Council Meeting and announced that the 2025 Mayor for a Day is Bryson Belanger.

TREATY SIX LAND ACKNOWLEDGEMENT

Mayor for a Day, Bryson Belanger, read the Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six Territory.

CALL TO ORDER

Mayor Hoover called the meeting to order at 7:05 p.m.

ADOPTION OF AGENDAS

136/25 Councillor Svab moved That Council adopt the Regular Agenda for June 10, 2025, as presented.

CARRIED UNANIMOUSLY

137/25 Deputy Mayor Coulter moved That Council adopt the Consent Agenda for June 10, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Special Council Meeting Minutes - May 13, 2025
 - Regular Council Meeting Minutes - May 13, 2025
 - Standing Committee of Council Meeting Minutes - May 20, 2025
 - Special Council Meeting Minutes - June 4, 2025

MINUTES

- **Council Reports**
None
- **Administrative Reports**
 - Report for Council, Enforcement & Protective Services Monthly Report – May 2025
 - Report for Council, Development & Building Monthly Report – May 2025
 - Report for Council, 2024-2026 Mid-Term Strategic Plan Actions Update
- **Boards, Committee and Commission Minutes and/or Reports**
 - Lacombe Foundation Board Meeting Minutes – March 24, 2025
- **Information**
 - Parkland Regional Library Audit Report - 2024
 - Watershed Management & Land Use Planning Proceedings Summary - March 24, 2025
 - Lacombe County Council Highlights - May 8, 2025
 - City of Lacombe Council Highlights - May 12, 2025
 - Lacombe County Council Highlights - May 22, 2025
 - Servus Credit Union Public Library Blackfalds Programming Report - May 23, 2025
 - City of Lacombe Council Highlights - May 25, 2025
- **Correspondence**
 - Letter and Guide from C. Peirce - Battle River Watershed Alliance - May 12, 2025
 - Letter from Deputy Premier and Minister of Public Safety and Emergency Services - May 30, 2025

CARRIED UNANIMOUSLY

PUBLIC HEARING

Request for Decision, Postponement of Public Hearing - Bylaw 1329.25 – 5401 & 5403 South Street Redistricting

Manager Tejkl brought forward a request to postpone the Public Hearing for 1329.25 to redistrict 5401 & 5403 South Street due to an advertising error.

138/25

Councillor Sands moved That Council postpone the Public Hearing for Bylaw 1329.25, 5401 & 5403 South Street Redistricting, scheduled for the June 10, 2025, Council Meeting and set a revised Public Hearing date of July 8, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

DELEGATION

Long Service Recognition Award - CAO Kim Isaak (20 Years Public Service)

Mayor Hoover presented CAO Isaak with the 20-Year Long Service Recognition Award for 20 Years of Public Service, which was awarded by the Canadian Association of Municipal Administrators.

STARS Annual Update

Shannon Paquette, representing Shock Trauma Air Rescue Service (STARS), presented an annual update on STARS missions and operations.

BUSINESS

Request for Decision, Bylaw 1333.25 - Elections Bylaw and 2025 Municipal General Election

Coordinator Nealon brought forward Bylaw 1333.25, Elections Bylaw for First Reading and information regarding the 2025 Municipal General Election for Council's information and consideration.

139/25

Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1333.25 - Elections Bylaw, as presented.

CARRIED UNANIMOUSLY

MINUTES

- 140/25** Councillor Sands moved That Council direct Administration to enter into Election Services Agreements to conduct the 2025 Municipal General Election jointly with Wolf Creek School Division No. 72 or Catholic Separate School Division should their Boards request such services.

CARRIED UNANIMOUSLY

- 141/25** Councillor Appel moved That Council provide for Special Ballots for the 2025 Municipal General Election by application on or before 4:30 p.m., October 1, 2025, via telephone, email or in writing to the Returning Officer, including information required per the Local Authorities Election Act, with outer envelopes to be received by the Returning Officer no later than 4:30 p.m. on October 17, 2025.

CARRIED UNANIMOUSLY

- 142/25** Councillor Svab moved That Council provides for the attendance of two deputy returning officers at an elector's residence by pre-arranged appointment on October 16, 2025, between 9:00 a.m. and 4:00 p.m. to accommodate persons with disabilities.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment

Following the recommendation of Standing Committee of Council on May 20, 2025, CAO Isaak brought forward Bylaw 1334.25 being an amendment to the Smoking and Vaping Bylaw for Council's consideration of First, Second and Third Reading.

- 143/25** Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment, as presented.

CARRIED UNANIMOUSLY

- 144/25** Councillor Svab moved That Council give Second Reading to Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment, as presented.

CARRIED UNANIMOUSLY

- 145/25** Councillor Sands moved That Council give unanimous consent to move to Third Reading of Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment, as presented.

CARRIED UNANIMOUSLY

- 146/25** Councillor Appel moved That Council give Third Reading to Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1335.25 - Animal Control Bylaw

Following the recommendation from the Standing Committee of Council on April 14, 2025, Director Morrison presented the Animal Control Bylaw for Council's consideration.

- 147/25** Councillor Sands moved That Council give First Reading to Bylaw 1335.25 - Animal Control Bylaw, as presented.

CARRIED UNANIMOUSLY

Request for Decision, 2025 Budget – Spring Adjustments

Director de Bresser brought forward the recommended adjustments for the 2025 Budget for Council's consideration.

- 148/25** Councillor Dennis moved That Council approve the 2025 Operating Budget adjustments, as presented.

CARRIED UNANIMOUSLY

MINUTES

Request for Decision, 25th Annual Kickin' Country Parade (Camrose)

Coordinator Nealon brought forward an invitation for the 25th Annual Kickin' Country Parade held in Camrose for Council to designate a dignitary to attend.

- 149/25** Councillor Appel moved That Council designate Mayor Hoover to attend the 25th Annual Kickin' Country Parade in Camrose on Thursday, July 31, 2025.

CARRIED UNANIMOUSLY

Request for Decision, Bowden Daze Rodeo Parade 2025

Coordinator Nealon brought forward an invitation for the Bowden Daze Rodeo Parade 2025 for Council to designate a dignitary to attend.

- 150/25** Councillor Appel moved That Council designate Councillor Sands to attend the Bowden Daze Rodeo Parade 2025 on Saturday, July 12, 2025.

CARRIED UNANIMOUSLY

Request for Decision, Annual Rimbey Rodeo Weekend Parade

Coordinator Nealon brought forward an invitation for the Annual Rimbey Rodeo Weekend Parade for Council to designate a dignitary to attend.

- 151/25** Councillor Appel moved That Council designate Deputy Mayor Coulter to attend the Annual Rimbey Rodeo Weekend Parade on Saturday, July 12, 2025.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

CONFIDENTIAL

None

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:05 p.m.

Jamie Hoover, Mayor

Kim Isaak, CAO

A Standing Committee of Council Meeting for the Town of Blackfalds was held on Monday, June 16, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Rick Kreklewich, Director of Community Service
Jeff Heindel, Manager of Parks and Recreation
Kurt Jensen, Town of Blackfalds
Renan Bravo, Information Technology Technician
Lorrie Logan, Municipal Clerk

REGRETS

None

MEDIA

None

OTHERS PRESENT

Robert McMillan, Optimist Club of Blackfalds
Catherine Burbridge, Optimist Club of Blackfalds

WELCOME AND CALL TO ORDER

Deputy Mayor Coulter called the Standing Committee of Council Meeting to order at 7:00 p.m.

REVIEW OF AGENDA

Addition of Business item 4.5 – Network for Decentralized Cooperations and Sustainable Development (R3D) - Letter to the Mayor Hoover.

031/25

Councillor Dennis moved That Standing Committee of Council receive the Agenda for June 16, 2025, as amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

DELEGATION**Disc Golf Course**

Robert McMillan, representing the Optimist Club of Blackfalds, presented a proposed layout plan for the new Disc Golf course in the Town.

BUSINESS**Request for Direction, Proposed Disc Golf Course**

Following the delegation from the Optimist Club of Blackfalds, Director Kreklewich presented the Disc Golf course layout plan for consideration and direction.

032/25

Councillor Sands moved That Standing Committee of Council receive the Optimist Club of Blackfalds delegation presentation as information and further that this item be brought back to a future Regular Council Meeting.

CARRIED UNANIMOUSLY**Request for Direction, Aspen Community Garden Relocation**

Manager Heindel presented to Standing Committee of Council for discussion the relocation of the Aspen Community Gardens to Willow Park.

033/24

Deputy Mayor Coulter moved That Standing Committee of Council refer the Aspen Community Garden item back to Administration for further review.

CARRIED UNANIMOUSLY**Request for Direction, Council Committee Bylaw**

CAO Isaak brought forward the Council Committee Bylaw for discussion and direction.

034/25

Councillor Svab moved That Standing Committee of Council recommend to Council that the Council Committee Bylaw be forwarded to a Regular Meeting of Council for First Reading with the noted amendments.

CARRIED UNANIMOUSLY

Request for Direction, Municipal Library Board Bylaw

CAO Isaak brought the Municipal Library Board Bylaw forward for discussion.

- 035/25** Councillor Appel moved That Standing Committee of Council recommend to Council that the Municipal Library Board Bylaw be brought forward to a Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

Network for Decentralized Cooperation and Sustainable Development (R3D)

Mayor Hoover brought forward a request he received to host a reception and working session with a delegation of African Mayors who will be visiting in July 2025.

- 036/25** Deputy Mayor Coulter moved That Standing Committee of Council refer the Network for Decentralized Cooperation and Sustainable Development (RD3) Letter back to Administration for further review.

CARRIED UNANIMOUSLY

CONFIDENTIAL

None

ADJOURNMENT

Deputy Mayor Coulter adjourned the Standing Committee of Council Meeting at 8:03 p.m.

Edna Coulter, Deputy Mayor

Kim Isaak, Chief Administrative Officer

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16 - June 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 18		x		Participated in the Woodies Marathon
May 20	x			Standing Committee of Council Meeting
May 22	x			RCMP Gasoline Alley Expansion Feasibility Meeting
May 24		x		Blackfalds Community Garage Sale
May 26			x	CAEP/EDA Business retention and expansion workshop
May 26-June 1		x		FCM Ottawa
June 4	x			Special Council Meeting
June 5			x	IREC Student Breakfast
June 5		x		Centrium Renaming

June 7		x		Sylvan Lake 1913 Days Parade
June 9	x			NRDRWSC Meeting
June 9	x			NRDRWWSC Meeting
June 10	x			Blackfalds Historical Society Meeting
June 10		x		Mayor for a Day Pizza Party
June 10	x			Regular Council Meeting
June 11			x	St. Gregory School tour/mock Council Meetings
June 12	x			BBBS Lacombe and District AGM, picnic
June 13		x		Youth Night Out Volunteering
June 14		x		Blackfalds Days, Pancake Breakfast, Parade, Concert series
June 15		x		Global Pet Food anniversary appearance

TO		Members of Council		
FROM		Deputy Mayor Edna Coulter		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: April 16 to June 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
April 22	X			Regular Council Meeting
May 1		X		Youth Recognition Night – This was another great event put on to recognize the valuable youth and what all they do with the community. Blackfalds has an amazing group of youth.
May 6	X			Blackfalds Library Meeting
May 24 to Jun 2			X	FCM (Federation of Canadian Municipalities) Ottawa – There was a number of great speakers on FCM. National Chief Cindy Woodhouse Nepinak – Cindy Woodhouse is the youngest woman to hold the position of chief. S Prime Minister Mark Carney spoke about housing what the government of Canada will do to help. Amy Coady Town Grand Falls – Windsor. Attended Women in Local Government workshop, General FCM meetings daily, Introducing the Destination Development Toolkit – rural, remote & northern communities. MP Blain Calkins gave a tour of “The house of Communes” to a number of delegates from his area and attended “Question Period”
Jun 3	X			Blackfalds Library Meeting
Jun 4	X			Special Council Meeting

Jun 10	X			Mayor for the Day Pizza Party (Council Meet and Greet for the students) Regular Council Meeting
Jun 11	X			Policing Committee Meeting
Jun 15			X	Blackfalds Day – Pancake Breakfast and the Parade

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: 16 May 2025 – 15 June 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 20	X			Standing Committee of Council Meeting
June 10			X	Mayor for a Day Pizza Party
June 10	X			Regular Council Meeting
June 11			X	Grade 6 Tours of Civic Centre – Students from St. Gregs
June 13-15		X		Blackfalds Days! Pancake Breakfast, Parade and more!

TO		Members of Council		
FROM		Councillor Laura Svab		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council’s information		
REPORT DATE		For the period: April 16, 2025– June 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
April 16		x		Best of Blackfalds – Volunteer Appreciation
May 1		x		Youth Recognition Night
May 7	x			Recreation, Culture and Parks Board Meeting
May 13	x			Special Council Meeting - CAO Evaluation - FOIP 19(1) Confidential Evaluations
May 13	x			Regular Council Meeting
May 20	x			Standing Committee of Council Meeting
May 28 – June 1	x			FCM Ottawa
June 4	x			Special Council Meeting - Ratification of CUPE Memorandum of Understanding
June 10		x		Mayor For a Day Pizza Party (Council Meet and Greet)

June 10	x			Regular Council Meeting
June 11	x			Policing Committee Meeting
June 14	x			Councillors' Pancake Breakfast
June 14	x			Blackfalds Days Parade

TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16 – June 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 20	X			Standing Committee Meeting
June 2	X			Economic Development and Tourism Meeting
June 4	X			Special Council Meeting
June 10			X	Mayor for a Day
June 10	X			Regular Council Meeting
June 12	X			FCSS
June 13-15		X		Blackfalds Days

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council’s information		
REPORT DATE		For the period: Apr 15- June 15 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Apr 16/ 25			X	Round Table Reports
Apr 22/ 25	X			Regular Council Meeting
May 13/ 25	X			Special Council Meeting
May 13/ 25	X			Regular Council Meeting
May 16/ 25			X	Round Table Reports
May 20/ 25	X			Standing Committee of Council Meeting
May 27/ 25				Regular Council Meeting - Cancelled
June 4/ 25	X			Special Council Meeting
June 10/ 25		X		Mayor for a Day Pizza Party

June 10/ 25	X			Regular Council Meeting
June 14/ 25		X		Councillors Pancake Breakfast
June 14/ 25		X		Blackfalds Days Parade and events.

MEETING DATE: June 24, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: CAO Report – June 2025

Key Projects and Initiatives

- The first meeting of the Council Remuneration Review Committee will be held on June 24, 2025, to review the findings from the Compensation Survey that was conducted on the Town's behalf by Hillcrest Financial.
- The Kickoff meeting for the FCSS Service level review was held on May 26, 2025. This review will continue throughout the summer.
- CUPE Negotiations wrapped up on June 4, 2025, with the ratification of the MOU by Council, which resulted in a 3 year agreement that will expire on December 31, 2027.
- Another successful Mayor for a Day Program was completed with 6 submissions.
- Interviews for Engineering Services Manager are about to start, and the Health and Safety Advisor interviews have been completed. Selection of candidates to follow.
- A number of demonstrations have been scheduled with various Enterprise Resource Planning software providers over the coming months in an effort to assist with the planning efforts to move forward with a replacement system for the Town of Blackfalds over the next few years.
- The Town has been advised that the applicable inspections have been completed by the OHS Peace Officer for the Proactive Inspection Program. Thank you to all areas that participated in these inspections.
- Excellent feedback was received from the Buffalo Clan group that reviewed the revised Treaty Six Land Acknowledgement. A meeting will be scheduled with the Treaty Six Land Acknowledgement Review Committee to discuss the next steps in the process.
- A report was drafted for Council's consent agenda on the implications of the various new pieces of legislation that the Province adopted. The purpose of this report is to provide information to Council and residents on the impacts of the new legislation.
- Communication has been ongoing with Canada Post regarding mail delivery and concerns related to the difficulty that Seniors have accessing the new Post Office in its new location.
- The final stage in the action plan for the Council Committee Audit has been initiated with the introduction of the Council Committee Bylaw at the June 16, 2024, Standing Committee of Council.
- Youth Recognition Night which took place on May 1, 2025, was enjoyed by 235 attendees. *Feedback from participants: When the youth in attendance were asked if attending the event made them feel important to their community, 99% reported yes.*
- 53 Houses signed up for the Community Garage Sale on May 24.
- The Clean Up Blackfalds Campaign was officially wrapped up and was a great success! 156 volunteers helped out for a total of 312 volunteer hours. Our youngest volunteer was aged 4 and our oldest was 84! Way to go Blackfalds!
- A new webpage outlining the Abbey Centre environmental stewardship through solar panels is now up <https://www.blackfalds.ca/m/abbey-centre/solar-panels>
- Another successful Seniors Week was concluded.
- Another successful Public Works week was concluded
- Another successful Blackfalds Days concluded.

- Public Works have been adding gravel to alleys, painting crosswalks, flushing hydrants and valves as well as other roadway works, training and assisting in capital projects. Phase 2 of Aspen Lakes West is ongoing, with the curbs and gutters being installed. The gravel roadways are completed, and pavement will be happening after that. The contractors building St. Veronica Catholic School have set up on site, and they are starting to prepare for the school footings.
- Blackfalds Sanitary Trunk and Leung Roadway Projects are wrapping up with the final roadway closure this week and ongoing landscaping. Second lift of Asphalt is also being planned .
- Contract 1: The excavation and pour of the additional reservoir for the Broadway Reservoir Upgrade was awarded, and site work has commenced.
- Broadway/Womacks roundabout analysis and modelling is ongoing, with a report planned to be completed by the end of July.
- Planning and Development completed the Internal Area Structure Plan, Administrative Policy and Procedures, and received great feedback from all parties on the process.
- Planning and Development has prepared a proposed plan to do a multi-year comprehensive review of the Town's *Municipal Development Plan*, which is a long-term Statutory Planning document that sets the blueprint for how a community is expected to grow, and the services needed to accommodate the growth. The review will require involvement from all Town Divisions.
- Grade 6 mock Council meetings were held with students from St. Gregory the Great School.
- The first Town of Blackfalds Lemonade Day was a success with 8 participants.
- The first Town of Blackfalds Chairs for Charity Event was a huge success with 18 participating businesses. The draw for the chairs will be held on June 30, 2025.
- Municipal Enforcement held the Bike Rodeo on May 28, 2025.

Updates Related to Existing Bylaws or Council Policies

- Bylaw 1332.25 – Council Procedure Bylaw received three readings at the April 22, 2025, Regular Meeting of Council
- Bylaw 1328.25 McKay Ranch Phase 6A Redistricting was given second and third reading at the May 13, 2025, Regular Meeting of Council.
- Bylaw 1306-24 – Municipal Development Plan, Map 2 Amendments was given third reading at the May 13, 2025, Regular Meeting of Council.
- Bylaw 1329.25 – 5401 & 5403 South Street Redistricting Bylaw was given first reading at the May 13, 2025, Regular Meeting of Council.
- Bylaw 1333.25 – Elections Bylaw was given first reading at the June 10, 2025, Regular Meeting of Council.
- Bylaw 1334.25 – Smoking and Vaping Bylaw Amendment was given three readings at the June 10, 2025, Regular Meeting of Council.
- Bylaw 1335.25 – Animal Control Bylaw was given first reading at the June 10, 2025, Regular Meeting of Council.
- Library Board Establishment Bylaw was brought forward to Standing Committee of Council on June 16, 2025 for initial review.
- Council Committee Bylaw was brought forward to Standing Committee of Council on June 16, 2025 for initial review.
- CP-184.24 Signing Authority Policy – was adopted at the April 22, 2025, Regular Meeting of Council.

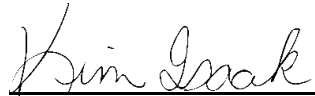
Facility Leases

- There is one lease space available at the Support Services Building.

Administrative Policy Changes / Additions

- Smoking and Vaping in the Workplace – Updated and posted on internal intranet.

APPROVALS



Kim Isaak,
Chief Administrative Officer

MEETING DATE: June 24, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: Implications of New Provincial Bills

BACKGROUND

A number of bills have been passed by the Province in the last several months that have had a significant impact on the Municipality. This report will provide an overview of the impact of these new bills on the Town of Blackfalds.

Bill 18 – Provincial Priorities Act

1. *Provincial Priorities Act* was adopted, which now requires the Municipality to submit information on all new agreements with the federal government, including amended or renewed agreements, to the Minister of Municipal Affairs for approval. Some agreements may be exempt, but will still need to be submitted to the Minister for the exemption to apply.

Bill 50 – Municipal Affairs Statutes Amendment Act, 2025

1. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add a definition of costs that will include operating, capital, and other non-operating costs required to deliver a service.
2. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to list the mandatory services that ICFs must address. (transportation, water and wastewater, solid waste, emergency services, and recreation).
3. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to provide an option for ICFs to include non-mandatory services.
4. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add a definition for third-party services.
5. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to provide that capital costs for a new facility can only be included in an ICF if all municipalities have participated in the design and decision to construct the facility.
6. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add a provision that will permit the Minister from developing regulations related to the treatment of capital costs in an ICF.
7. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to allow for Municipalities to establish a cost calculation model within an ICF.
8. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to provide that Municipalities must disclose all information, data, or assumptions used for the proposal calculation.
9. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add in a definition to “act in good faith”.
10. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add in a provision that Municipal districts and counties that share a common boundary may opt out of an ICF Agreement by mutual agreement.

-
11. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add a provision that non-mandatory services within an ICF are not subject to arbitration.
 12. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add in a provision that if the Arbitrator makes and award the Arbitrator must prepare the ICF within 30 days and the municipality is bound by the award and has 60 days to adopt the ICF.
 13. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add a provision that if the Municipality does not pay its portion of the Arbitrator's costs, the Minister may order the Municipality to pay its proportion.
 14. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add a provision that the Minister may take necessary action if a Municipality does not comply with the Arbitrator's award and does not adopt the ICF.
 15. *Municipal Government Act* – Change to Intermunicipal Collaboration Frameworks (ICFs) to add a provision that addresses the limitations of an Arbitrator in that the Arbitrator may not make an award on a matter that the Municipalities have agreed upon unless it falls outside of the Municipalities jurisdiction or addresses a matter that has not been previously discussed by the Municipalities.
 16. *Municipal Government Act* – Change to Councillor Code of Conduct and Council Meeting Procedures by eliminating Codes of Conduct Bylaws and further prohibiting the inclusion of any bylaw or provision of a bylaw that addresses the behaviour or conduct of Councillors or Committee members.
 17. *Municipal Government Act* – Change to Councillor Code of Conduct and Council Meeting Procedures by adding a provision that allows for the Minister to set standard meeting procedures for Council and Council Committees.
 18. *Municipal Government Act* – Change to Accountability of the Chief Administrative Officer to add a provision that a Municipality may only appoint one CAO.
 19. *Municipal Government Act* – Change to Accountability of the Chief Administrative Officer to add a provision that a decision to appoint, suspend, or revoke the appointment of a CAO must be a simple majority of Council.
 20. *Municipal Government Act* – Change to Accountability of the Chief Administrative Officer to add a provision that when the Municipality exercises natural person powers that the CAO will notify the Council in writing within 72 hours. There is an amendment that allows the Minister to make regulations on this.
 21. *Municipal Government Act* – Change to Accountability of the Chief Administrative Officer to add a provision that the CAO will be responsible for providing information as soon as practicable when requested by a Council when the request is specific to the operation or administration of the Municipality.
 22. *Municipal Government Act* – Change to Accountability of the Chief Administrative Officer to provide a provision that allows the CAO to decline to provide information in specific circumstances (i.e. personal information), but the CAO must provide the reason for the refusal to all Councillors.
 23. *Municipal Government Act* – Change to Accountability of the Chief Administrative Officer to provide a provision that requires the CAO to provide the information that was provided to a Council member on the operations or administration of the Municipality to all other Council members within 72 hours.
 24. *Municipal Government Act* – Change to Authority of Official Administrators to add a provision that an Official Administrator must be notified of any Council Meeting and present at any meetings of Council that is closed to the public except in cases of legal privilege.

25. *Municipal Government Act* – Change to Authority of Official Administrators to add a provision that requires the Official Administrator to sign or authorize agreements, cheques, and other negotiable instruments of the Municipality in addition to the person authorizing.
26. *Municipal Government Act* – Change to Vote to Dismiss a Councillor to add a provision that will allow for the Lieutenant Governor in Council to make regulations that define the term “public interest”.
27. *Municipal Government Act* – Change to Vote to Dismiss a Councillor to add a provision that will allow for the Lieutenant Governor in Council to make a regulation that defines the term “policy of the government”.
28. *Local Authorities Election Act* – Change to Candidate Withdrawal to allow a candidate to withdraw their name during the nomination period or within 24 hours after the close of nominations.
29. *Local Authorities Election Act* – Change to Permanent Elector Register to amend provisions for how a permanent elector register can be used.
30. *Local Authorities Election Act* – Change to Permanent Elector Register to allow for the municipality to share the elector register with the relevant school board.
31. *Local Authorities Election Act* – Change to Election Voting to allow for the use of voter assistance terminals for voters with visual or physical impairment.
32. *Local Authorities Election Act* – Change to Recounts to split the provisions of the current recount process into two separate sections.

Bill 54 – Election Statutes Amendment Act, 2025

1. *Local Authorities Election Act* – Change that will require candidates for local elections and school board elections to file their Campaign Financial Disclosure Forms by September 30 of the election year
2. *Local Authorities Election Act* – Change that would require municipal councillors and school board trustees to take an unpaid leave of absence when running for provincial office.
3. *Election Act* – Change that will prohibit municipalities from regulating signs for provincial elections.

Bill 33 – Protection of Privacy Act

1. Repealed the *Freedom of Information and Protection of Privacy Act*.
2. The Municipality will be required to adopt a Privacy Management Program to outline the Municipality’s privacy practices.
3. Rules will be put into place around the use of data that is being collected.
4. Will have the strictest penalties that a court could impose for the misuse of personal information and data.

Bill 34 – Access to Information Act

1. Repealed the *Freedom of Information and Protection of Privacy Act*.
2. Allows municipalities to proactively disclose information.
3. Mandates a review of the Act every 6 years.

DISCUSSION

The Acts noted above have all been rolled out since the start of 2025. Coupled with the changes from Bill 20 – *Municipal Affairs Statutes Amendment Act 2024*, adopted in late 2024 that included significant changes to the *Local Authorities Election Act* and the *Municipal Government Act*, which resulted in a significant amount of Administration's time to track and analyze the effect that the changes would have on the Municipality. Additionally, a great deal of time has been taken to amend the various bylaws, policies and procedures as a result of the adoption of the new provincial pieces of legislation.

Administration has prepared this report as information and awareness for Council and residents.

FINANCIAL IMPLICATIONSBill 18, 50 & 54

At this stage, aside from the additional workload of Administration to amend various Town processes and documentation the only other potential financial impact is the removal of the use of voting tabulators for municipal elections. Hand counting will likely increase the cost due to the length of time that it will take to tally ballots and the need for additional election workers. Administration will have a better understanding of financial impacts after the 2025 municipal general election.

Bill 33 & 34 & 46

With the requirement to have a more robust Privacy Management Program, there may likely be a correlation to increased budget costs in this area, as well as changes to signage that we have in place in various facilities and disclaimers on municipal documents.

ATTACHMENTS

- [Defending Alberta's provincial priorities | Alberta.ca](#)
- [Municipal Affairs Statutes Amendment Act, 2025, Fact Sheet](#)
- [Election Statutes Amendment Act, 2025](#)
- www.alberta.ca/system/files/popa-fact-sheet-protection-of-privacy-act-for-albertans.pdf
- <https://www.alberta.ca/atia-resources-for-albertans>

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

MEETING DATE: June 24, 2025

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

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

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds, and Lacombe as well as local bus service within Blackfalds and Lacombe. This partnership continued until August of 2020, when the City of Lacombe opted out of the service. Fortunately, the Town of Blackfalds was able to move forward with the procurement of a service contractor, purchase of a wheelchair-accessible van and finalized an on-demand transit service model for the Town. This new BOLT 2.0 allows for a five-day service from 6:00 a.m. to 8:00 p.m. with boarding options for residents and visitors within the Town and one stop at the Kingston Hub at the north end of Red Deer. There are also two stops in the County of Lacombe, Aspelund Area, at the Eagle Builders facilities on the south and north side of Highway 597. Overall, we continue to see excellent ridership at the Kingston Hub stop on the north end of Red Deer and at the Red Deer Polytechnic stop on the west end of Red Deer.

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

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

DISCUSSION

At the June 27, 2023, Council Meeting, Council extended the pilot program by another two-years to August 31, 2025. Administration is currently working with the service provider to either extend this contract or potentially go out for a request for proposal. If Council wishes to discuss service level changes to the program Administration recommends that it be done via a separate report.

The first page of this report outlines the **MAY** statistics and associated mapping, while the remainder of the pages identify the trending comparison over the last five months. Data dates are highlighted in the white box on the left side of each sheet for reference. Due to limited staffing, this report has not been provided for some time; however, we will now continue with this monthly report going forward.

Of note, the month of May included the Victoria Day long weekend, which may have contributed to increased demand and a slight uptick in failed searches (47 users). Despite this, the BOLT service maintained high performance standards, with 0 abandoned rides, low violation rates, and an average ride rating of 4.98/5. The Regional Hub in Red Deer continued to lead in ridership, and the system overall demonstrated strong efficiency with 67% shared rides and an average occupancy of 2.66 passengers per shared trip.

The program's performance remains consistent when compared to the previous years' averages. May data reveals a positive trend, with 62 repeat riders contributing significantly to the transit service's success.

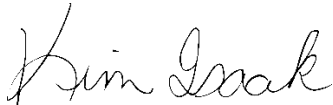
FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *May 2025 monthly report and yearly trending report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



/ Eric Collins

Department Director/Author

Monthly KPI Metric Summaries Report

Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating
2025-05	69	7	62	9.1	701	628	67%	2.7	83%	4.979
2025-04	79	16	63	9.2	781	729	68%	2.8	78%	4.946
2025-03	66	12	54	12.2	898	806	70%	2.8	82%	4.952
2025-02	62	5	57	10.6	709	660	63%	2.8	82%	4.955
2025-01	65	10	55	11.5	826	748	66%	2.7	83%	4.968
2024-12	64	7	57	8.9	642	567	59%	2.5	79%	4.964
2024-11	61	7	54	10.9	747	665	64%	2.7	82%	4.974
2024-10	64	11	53	11.6	827	744	70%	2.7	86%	4.973
2024-09	60	12	48	10.7	687	642	74%	2.7	84%	4.995
2024-08	70	17	53	6.6	503	465	57%	2.3	73%	4.935
2024-07	60	10	50	9.0	601	542	55%	2.3	80%	4.974
2024-06	77	16	61	7.6	620	584	68%	2.6	78%	4.957
2024-05	67	12	55	10.3	733	687	71%	2.7	87%	4.992
2024-04	74	11	63	8.5	665	631	74%	2.8	84%	4.942
2024-03	55	5	50	11.8	692	649	69%	2.9	84%	4.985
2024-02	61	8	53	10.5	710	643	67%	2.8	80%	4.972
2024-01	68	13	55	9.0	660	615	66%	2.5	82%	4.973
2023-12	61	12	49	9.2	575	560	74%	2.9	81%	4.972
2023-11	63	7	56	11.1	734	701	75%	2.7	82%	4.961
2023-10	61	12	49	10.7	684	651	71%	2.7	83%	4.985
2023-09	57	18	39	10.8	648	614	68%	2.5	77%	4.965
2023-08	52	13	39	7.5	406	390	62%	2.5	81%	4.959
2023-07	41	9	32	6.8	292	280	66%	2.3	79%	4.961
2023-06	56	13	43	11.0	674	618	76%	2.8	84%	4.942
2023-05	45	7	38	15.1	758	680	73%	2.9	85%	4.922
2023-04	57	10	47	10.6	662	602	75%	2.7	83%	4.944
2023-03	60	12	48	12.5	820	750	71%	2.9	83%	4.896
2023-02	56	14	42	10.8	680	602	71%	2.8	85%	4.933
2023-01	55	9	46	11.0	682	604	69%	2.6	80%	4.922
2022-12	47	10	37	8.9	477	420	66%	2.7	79%	4.937
2022-11	47	9	38	12.7	673	599	65%	2.7	80%	4.818
2022-10	47	12	35	12.2	655	575	65%	2.6	85%	4.828
2022-09	44	12	32	11.8	591	520	56%	2.4	77%	4.888
2022-08	40	8	32	7.7	330	306	51%	2.2	74%	4.897
2022-07	26	4	22	9.5	294	248	33%	2.3	74%	4.943
2022-06	36	9	27	10.3	421	371	36%	2.4	83%	4.824
2022-05	30	3	27	12.8	442	384	43%	2.3	84%	4.753
2022-04	40	6	34	9.0	442	361	39%	2.3	84%	4.730
2022-03	34	5	29	15.5	591	527	56%	2.4	92%	4.824
2022-02	31	4	27	12.6	419	390	50%	2.6	86%	4.868
2022-01	31	9	22	11.1	363	344	40%	2.3	83%	4.871
2021-12	29	3	26	9.9	326	286	36%	2.3	74%	4.861
2021-11	31	5	26	13.3	450	412	46%	2.5	84%	4.836
2021-10	32	8	24	9.4	344	301	45%	2.5	82%	4.856
2021-09	27	7	20	9.1	280	247	45%	2.4	74%	4.851
2021-08	28	8	20	5.0	164	141	27%	2.1	71%	4.795
2021-07	22	8	14	6.9	173	151	24%	2.1	67%	4.917
2021-06	23	5	18	10.6	256	243	40%	2.2	78%	4.872
2021-05	23	6	17	8.0	195	183	26%	2.2	84%	4.920
2021-04	23	5	18	9.2	228	212	37%	2.2	83%	4.933
2021-03	22	6	16	12.4	299	273	45%	2.1	82%	4.965
2021-02	17	6	11	9.6	172	163	21%	2.1	83%	4.952
2021-01	26	8	18	8.3	234	217	33%	2.2	86%	4.987
2020-12	21	4	17	8.4	203	177	26%	2.0	82%	4.966
2020-11	30	11	19	9.2	299	276	40%	2.2	87%	4.981
2020-10	27	12	15	9.2	266	249	43%	2.2	78%	4.955
2020-09	36	33	3	5.9	228	212	44%	2.2	69%	4.866
2020-08	3	3	0	1.3	4	4	0%	0.0	43%	4.667

% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)	Demand Response PVH	
	0%	0	2%	1%	47	2.3	3.5
	0%	3	2%	2%	63	2.6	3.7
	0%	0	2%	1%	75	3.0	4.2
	0%	0	1%	1%	55	2.4	3.6
	0%	0	2%	0%	55	2.6	3.7
	0%	23	4%	2%	50	2.3	3.4
	0%	5	2%	2%	52	2.7	3.7
	0%	1	3%	1%	56	2.7	3.8
	0%	0	3%	2%	64	2.4	3.8
	0%	0	2%	2%	28	1.6	2.8
	0%	0	3%	2%	48	1.9	3.1
	0%	0	2%	1%	54	2.2	3.6
	0%	0	4%	1%	46	2.3	3.7
	0%	0	3%	1%	55	2.3	3.8
	0%	7	5%	2%	50	2.5	4.1
	0%	2	4%	2%	33	2.4	4.3
	0%	0	5%	4%	34	2.1	3.8
	0%	2	8%	2%	43	2.2	4.0
	0%	5	8%	3%	46	2.4	4.0
	0%	9	7%	4%	37	2.4	4.0
	0%	16	3%	2%	42	2.4	4.1
	0%	11	2%	0%	6	1.3	2.5
	0%	0	1%	0%	2	1.0	2.7
	0%	0	2%	2%	26	2.2	4.1
	0%	2	1%	1%	30	2.5	4.7
	0%	0	2%	0%	37	2.5	4.7
	0%	3	3%	2%	43	2.5	4.7
	0%	1	4%	1%	45	2.5	4.8
	0%	1	3%	3%	42	2.2	4.2
	0%	7	5%	2%	42	1.6	3.9
	0%	0	7%	5%	52	2.2	4.2
	0%	0	2%	1%	39	2.3	4.1
	0%	0	4%	3%	44	2.1	4.0
	0%	0	3%	0%	8	1.0	2.5
	0%	0	2%	1%	4	1.0	2.5
	0%	0	2%	1%	12	1.3	3.1
	0%	0	1%	0%	4	1.5	3.7
	0%	0	3%	1%	6	1.6	3.6
	0%	1	6%	2%	16	1.8	4.0
	0%	0	1%	1%	8	1.6	3.5
	0%	0	2%	1%	3	1.2	3.2
	0%	0	2%	2%	4	1.0	3.3
	0%	0	1%	0%	3	1.5	3.5
	0%	2	1%	0%	2	1.2	3.6
	0%	0	1%	1%	2	1.0	3.1
	1%	0	2%	0%	1	0.6	2.0
	0%	0	0%	0%	0	0.6	2.2
	0%	0	1%	1%	1	0.8	2.3
	0%	0	1%	0%	1	0.7	1.9
	0%	0	1%	0%	3	0.8	2.2
	0%	0	2%	0%	1	1.0	2.5
	1%	0	1%	0%	0	0.7	1.9
	0%	2	0%	1%	0	0.9	2.1
	0%	0	1%	1%	0	0.7	1.9
	0%	2	3%	1%	2	1.1	2.5
	0%	3	6%	4%	1	0.9	2.4
	0%	5	3%	4%	7	0.8	2.3
	0%	0	0%	0%	0	0.1	1.0

Program

☒ Blackfalds

ServiceDay

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

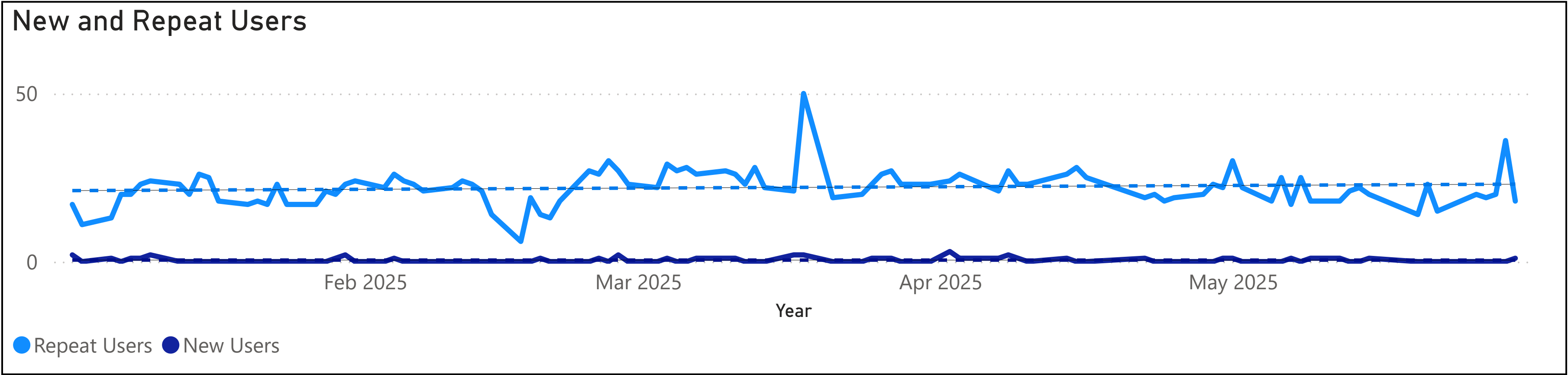
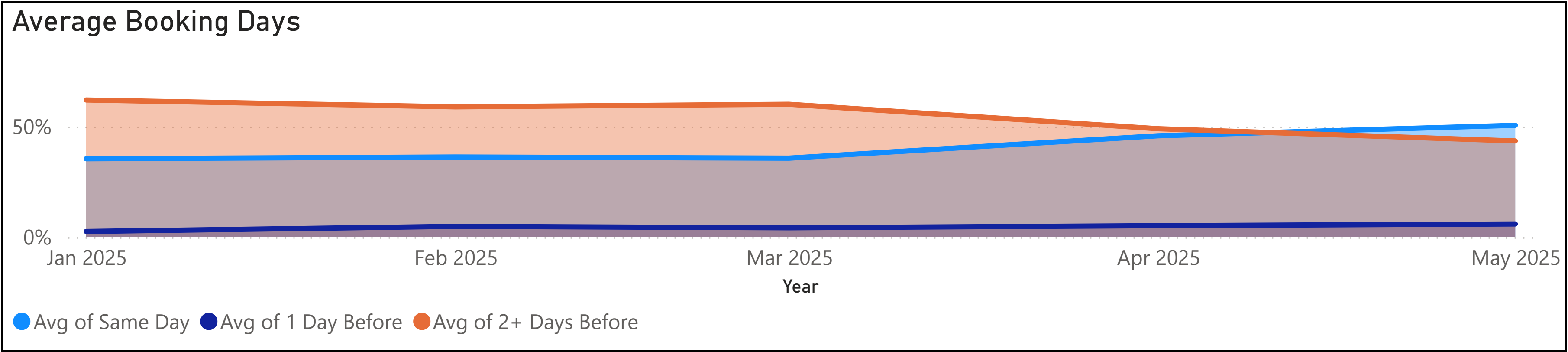
Date

1/1/2025

5/31/2025

12.62

Avg Actual Trip Duration (min)



Year	2025								
Month	January			February					
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users
Blackfalds	35.4%	2.5%	62.0%	10	437	36.2%	4.8%	59.0%	10
Total	35.4%	2.5%	62.0%	10	437	36.2%	4.8%	59.0%	10

Program

☒ Blackfalds

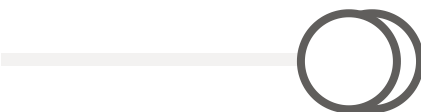
ServiceDay

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

Date

1/1/2025

5/31/2025



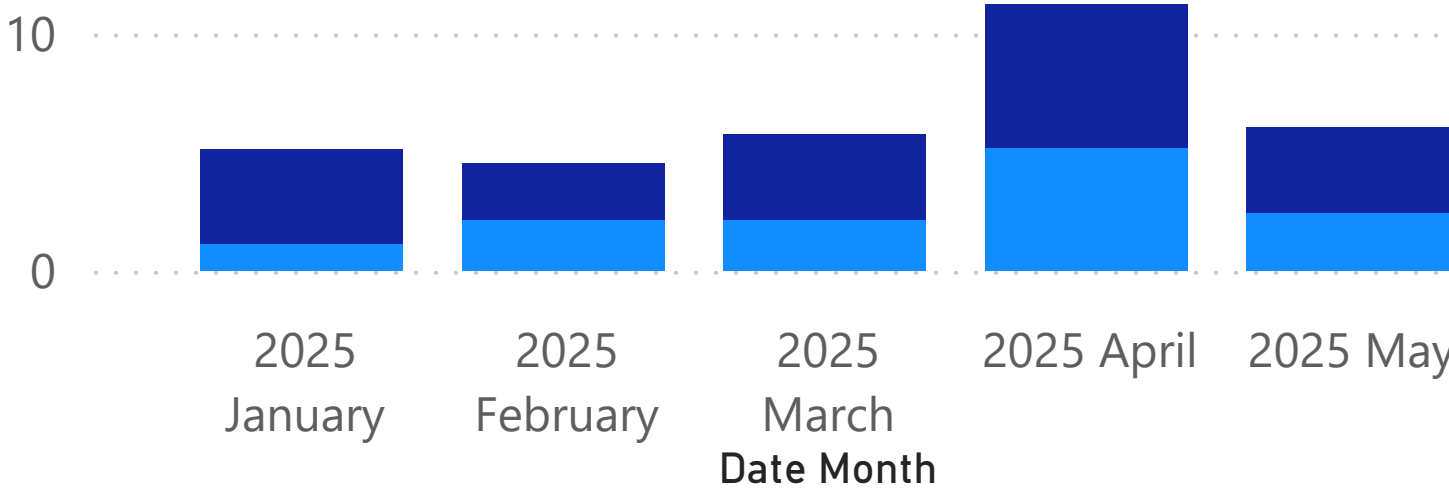
3340

Completed Rides

4.98

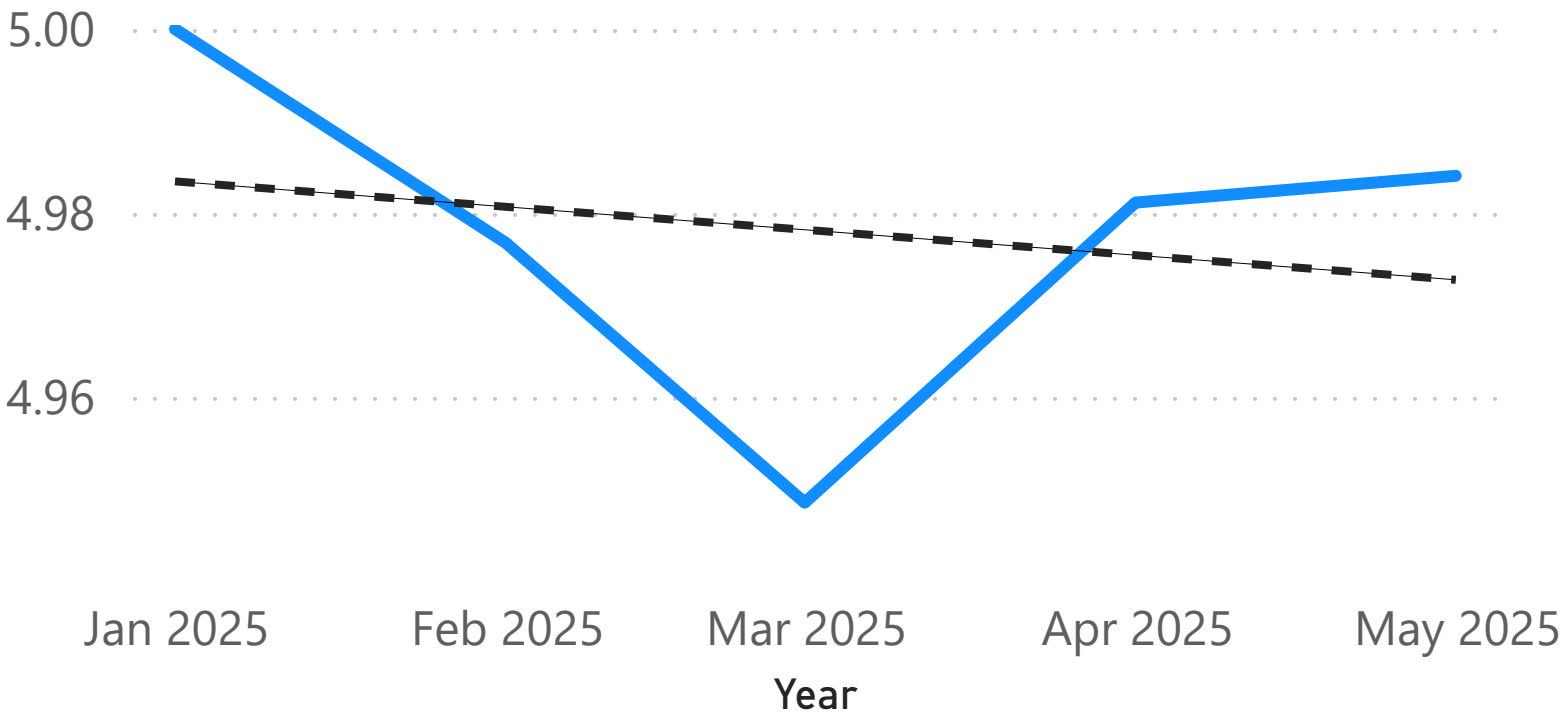
Avg Ride Rating

Avg Late Pickup and Drop Off

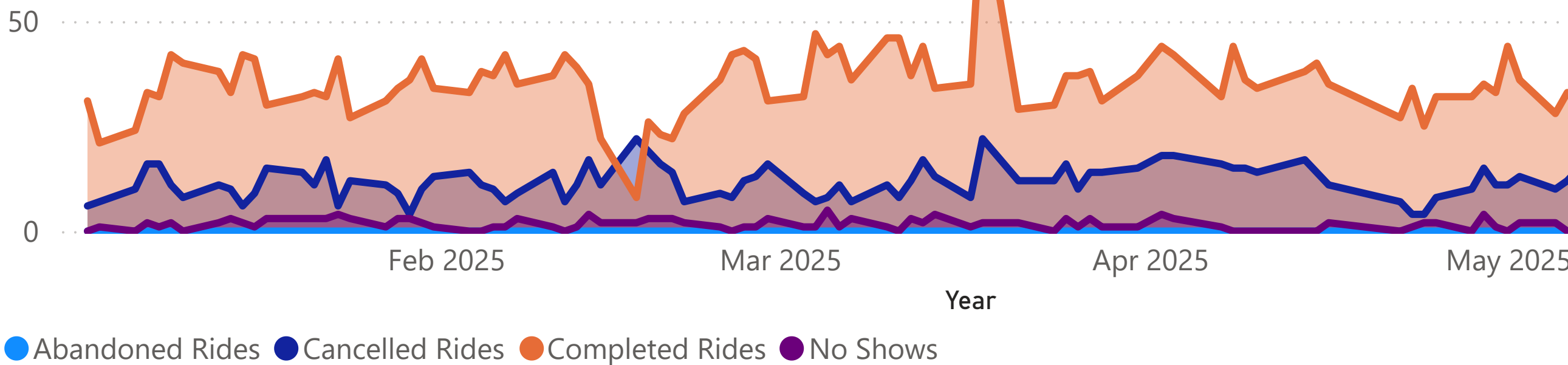


Avg Drop Off Late Avg Pickup Late

Avg Ride Rating



Ride Status Types



Abandoned Rides Cancelled Rides Completed Rides No Shows

Year	2025						
Month	April						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	5.16	6.06	4.98	0	197	563	20
Total	5.16	6.06	4.98	0	197	563	20

Program

☒ Blackfalds

ServiceDay

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

Date

1/1/2025

5/31/2025

3660

Completed Passengers

2.59

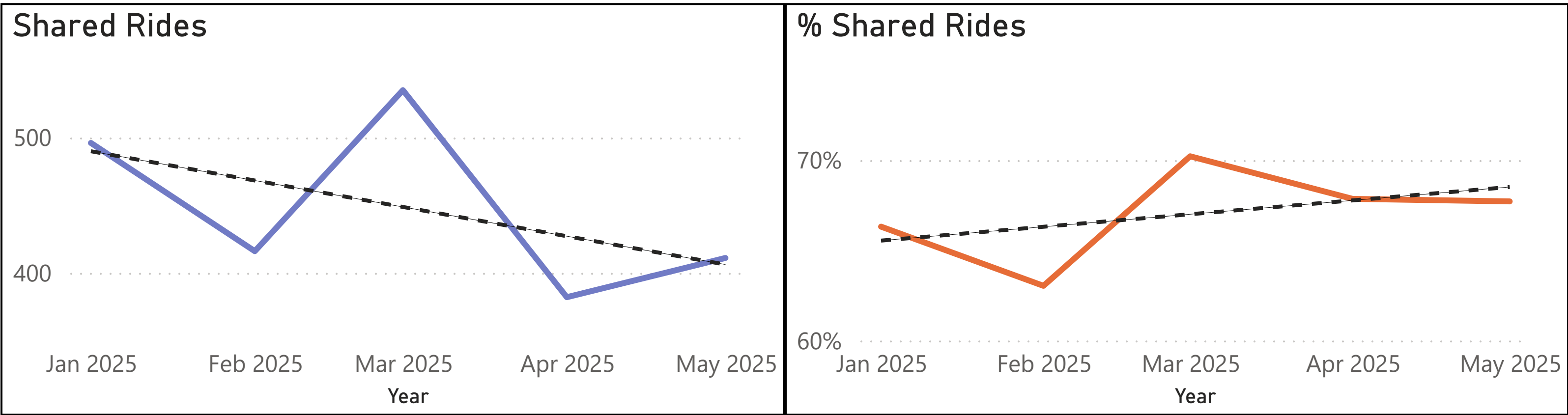
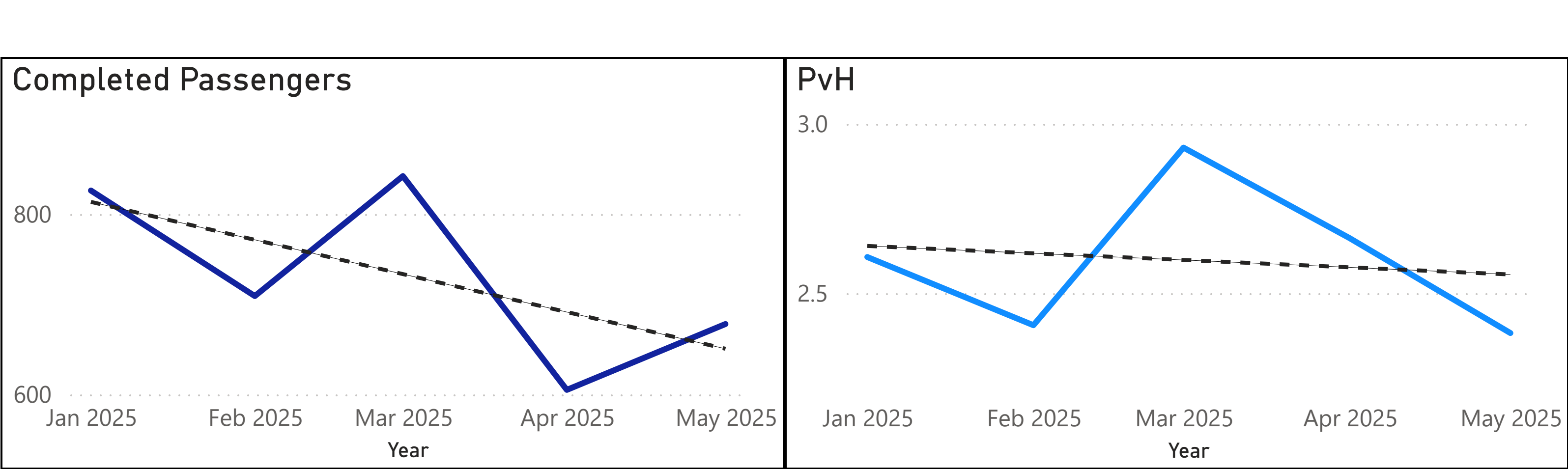
PvH

2240

Shared Rides

67.07%

% Shared Rides



Year	2025			
Month	April			
Program	Completed Rides	Shared Rides	% Shared	PvH
Blackfalds	563	382	67.85%	2.66
Total	563	382	67.85%	2.66

Program

☒ Blackfalds

ServiceDay

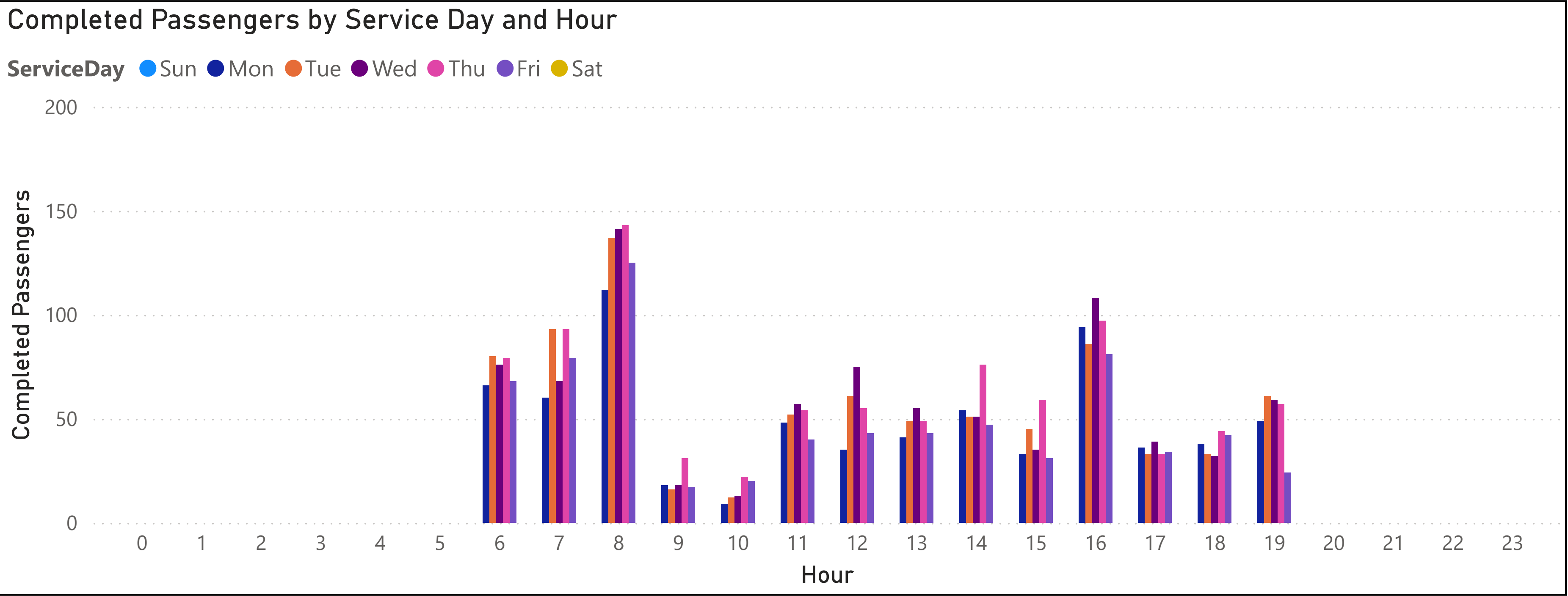
☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

1/1/2025

5/31/2025

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	66	60	112	18	9	48	35	41	54	33	94	36	38	49	0	0	0	0	693
Tue	0	0	0	0	0	0	80	93	137	16	12	52	61	49	51	45	86	33	33	61	0	0	0	0	809
Wed	0	0	0	0	0	0	76	68	141	18	13	57	75	55	51	35	108	39	32	59	0	0	0	0	827
Thu	0	0	0	0	0	0	79	93	143	31	22	54	55	49	76	59	97	33	44	57	0	0	0	0	892
Fri	0	0	0	0	0	0	68	79	125	17	20	40	43	43	47	31	81	34	42	24	0	0	0	0	694
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	0	369	393	658	100	76	251	269	237	279	203	466	175	189	250	0	0	0	0	3915



Program

☒ Blackfalds

ServiceDay

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

Date

1/1/2025

5/31/2025

Percent Pass Purchase

Date Month

Year	2025														
Month	April														May
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	Avg Offline	Avg Punch Ca	
Blackfalds	0%	19%	4%	40%	7%	24%	0%	0%	0%	0%	6%	0%	0%		2
Total	0%	19%	4%	40%	7%	24%	0%	0%	0%	0%	6%	0%	0%		2

Program

☒ Blackfalds

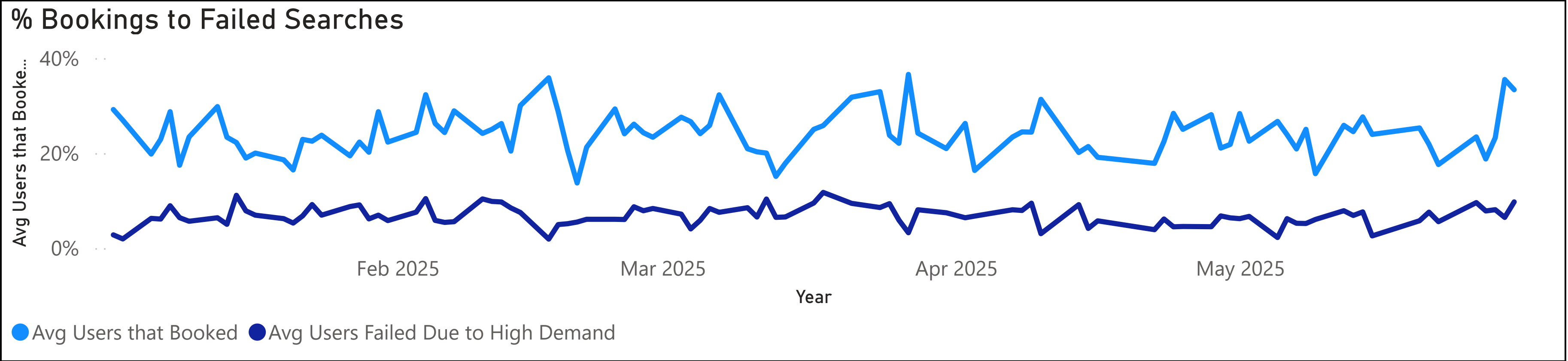
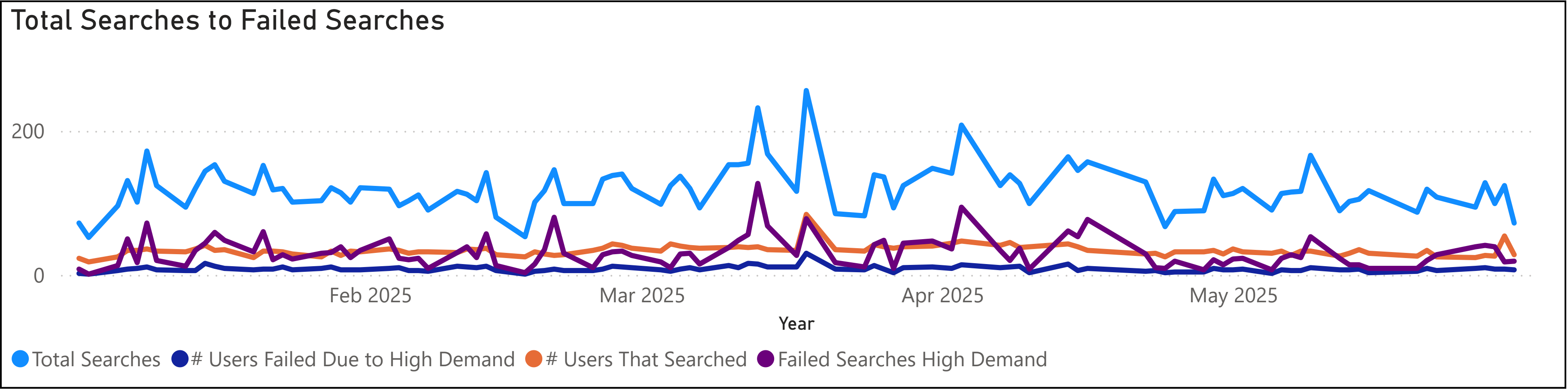
ServiceDay

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

Date

1/1/2025

5/31/2025



Year	2025				
Month	April				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	2018	127	581	22%	6%
Total	2018	127	581	22%	6%

Program

☒ Blackfalds

ServiceDay

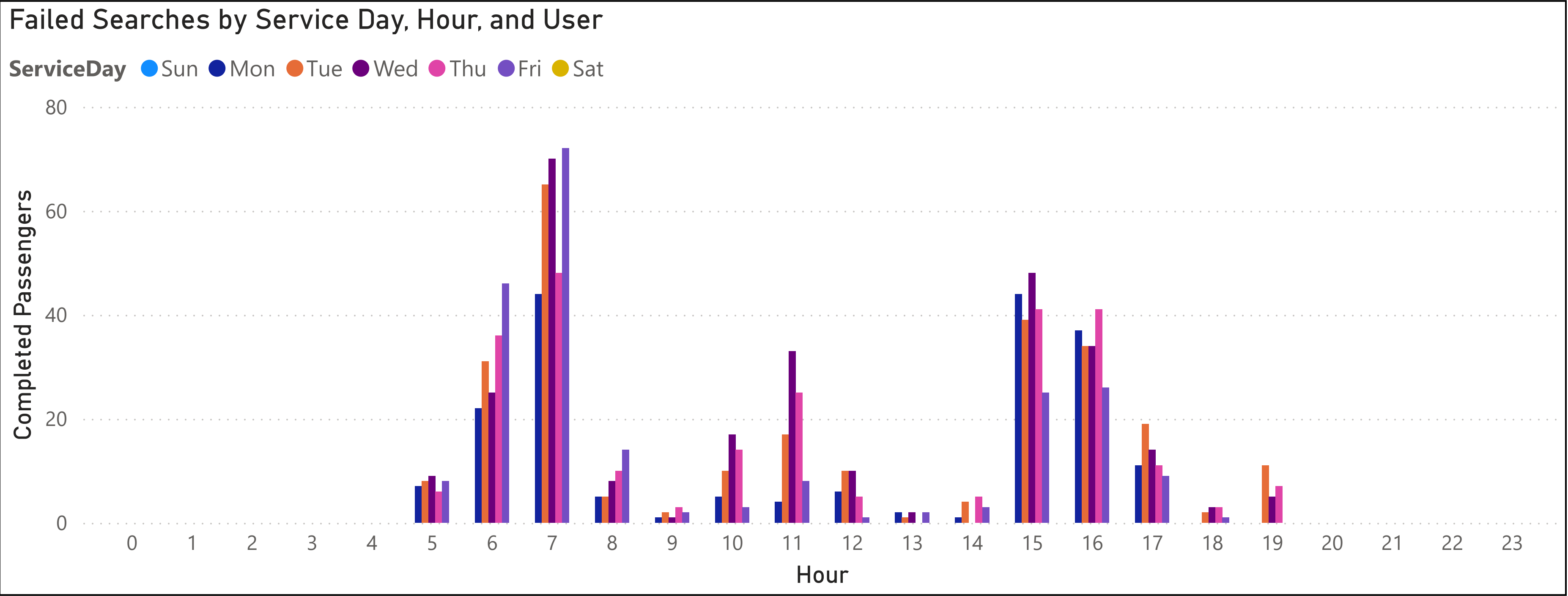
☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

1/1/2025

5/31/2025

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	7	22	44	5	1	5	4	6	2	1	44	37	11	0	0	0	0	0	0	189
Tue	0	0	0	0	0	8	31	65	5	2	10	17	10	1	4	39	34	19	2	11	0	0	0	0	258
Wed	0	0	0	0	0	9	25	70	8	1	17	33	10	2	0	48	34	14	3	5	0	0	0	0	279
Thu	0	0	0	0	0	6	36	48	10	3	14	25	5	0	5	41	41	11	3	7	0	0	0	0	255
Fri	0	0	0	0	0	8	46	72	14	2	3	8	1	2	3	25	26	9	1	0	0	0	0	0	220
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	38	160	299	42	9	49	87	32	7	13	197	172	64	9	23	0	0	0	0	1201



Program

☒ Blackfalds

ServiceDay

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

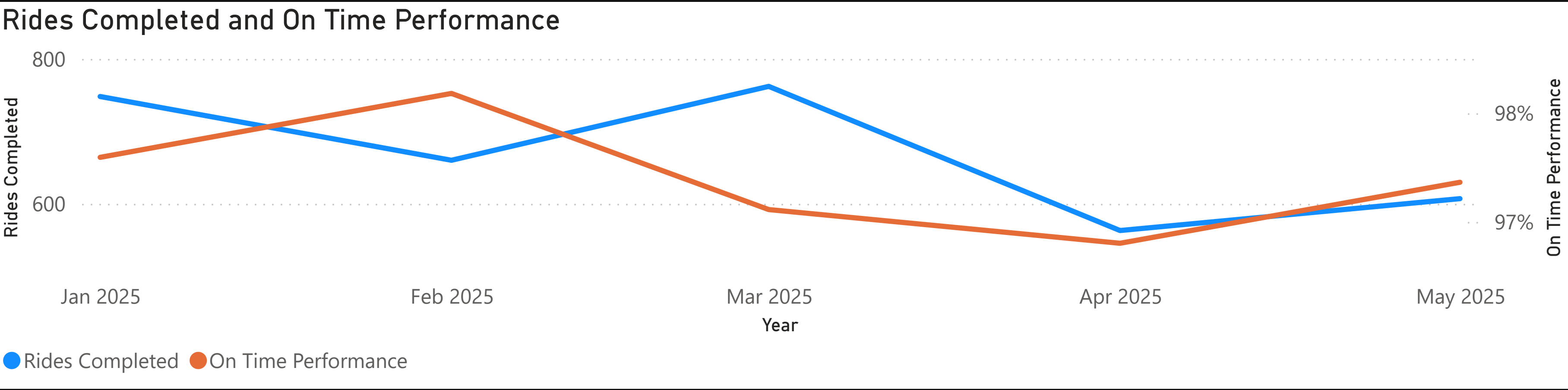
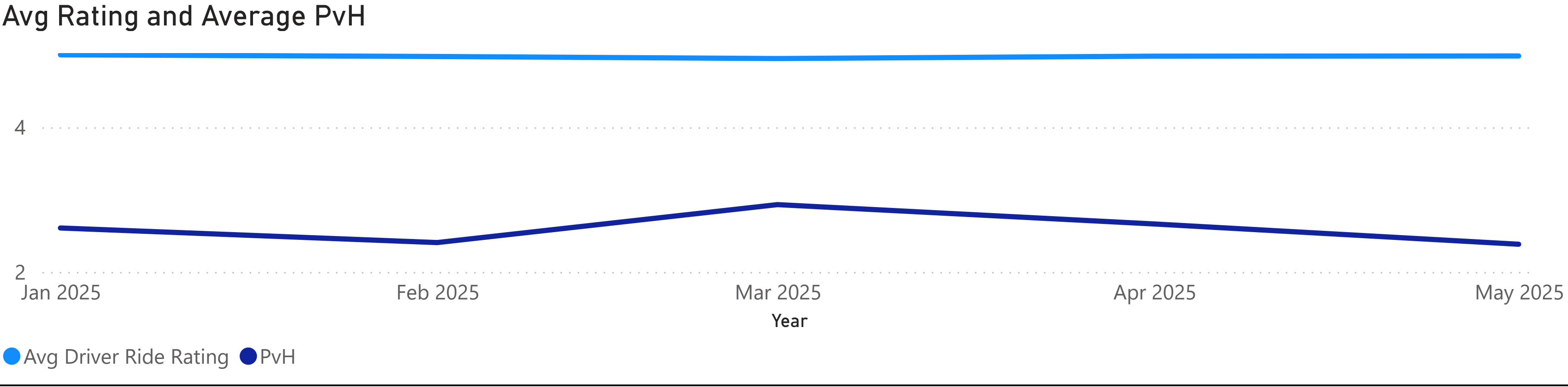
Date

1/1/2025

5/31/2025

97.43%

On Time Performance



Year	2025				
Month	April				
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	
▲					
Blackfalds	563	4.98	2.66	96.80%	
Total	563	4.98	2.66	96.80%	

Program

☒ Blackfalds

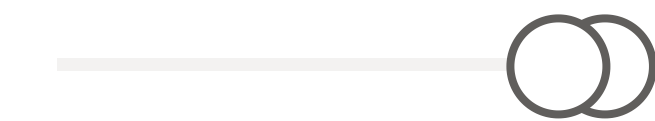
ServiceDay

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

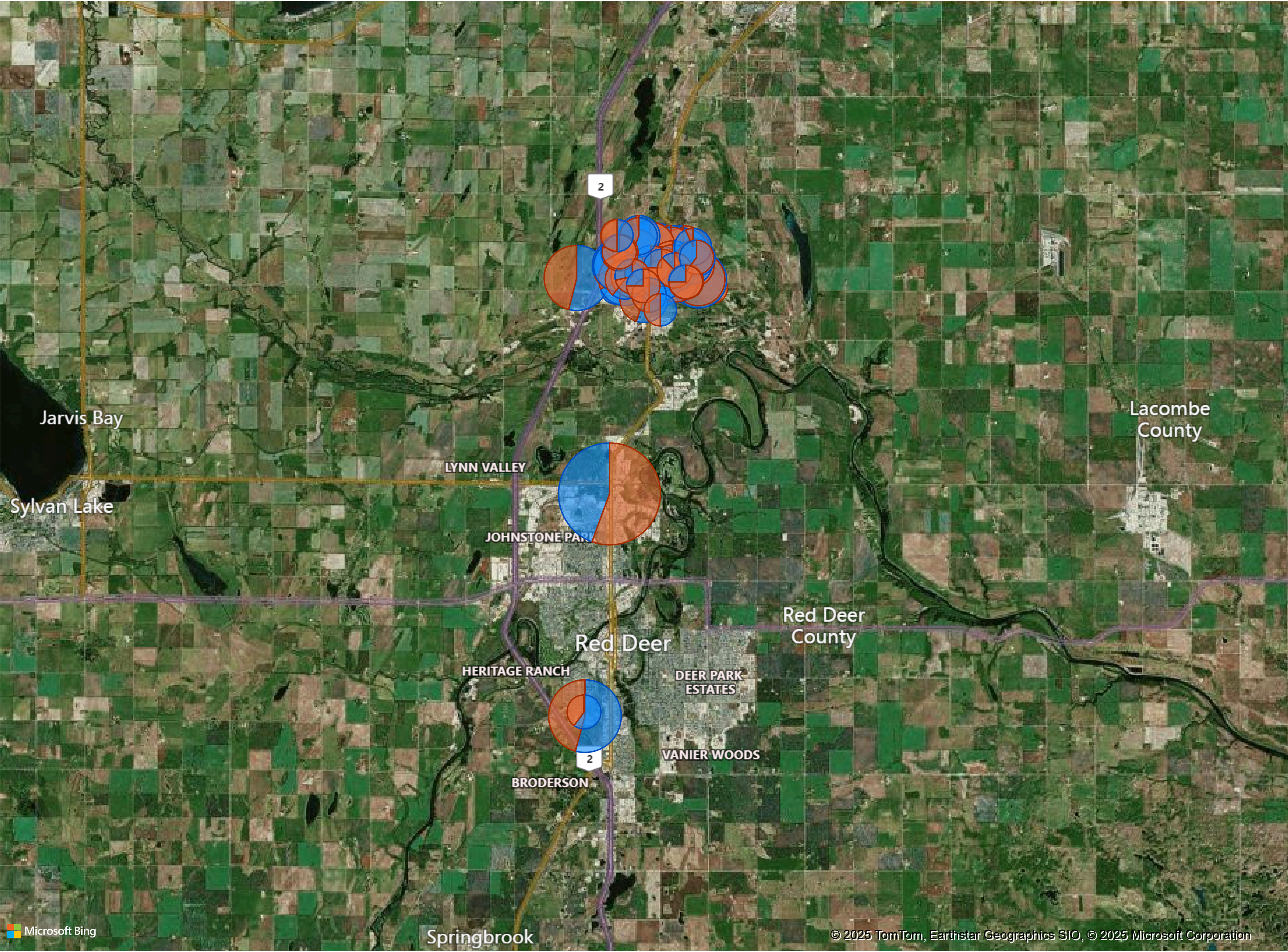
Date

1/1/2025

5/31/2025



● Dropoff ● Pickup



Program

☒ Blackfalds

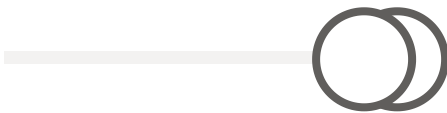
ServiceDay

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

Date

1/1/2025

5/31/2025



Top 5 Pickup Locations

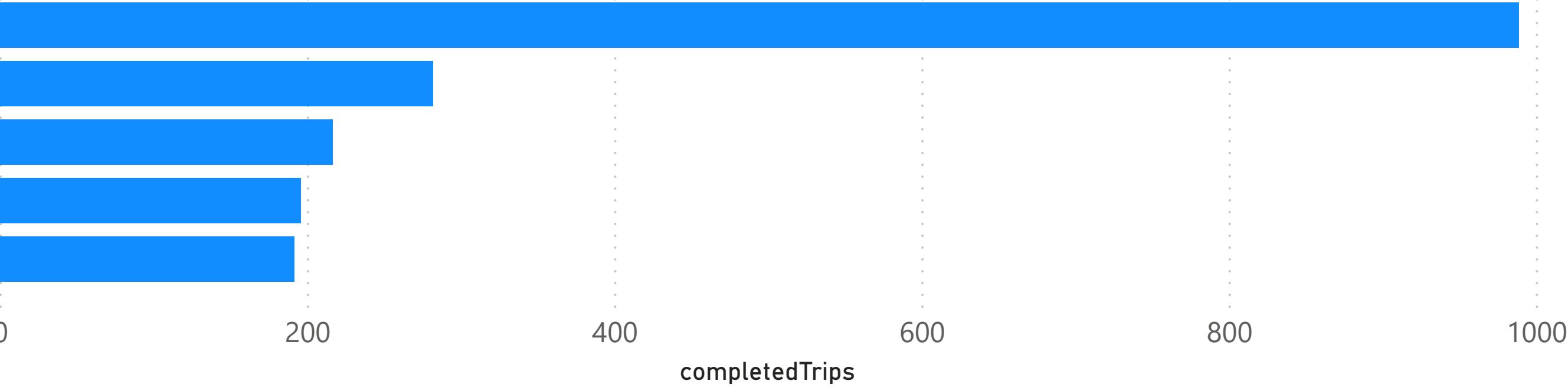
Stop 3 - Regional Hub in Red Deer

Red Deer Polytechnic Northbound

Stop 1 - Regional Hub West Blackfalds

Stop 22 - Local

Eagle Builders



Top 5 Drop Off Locations

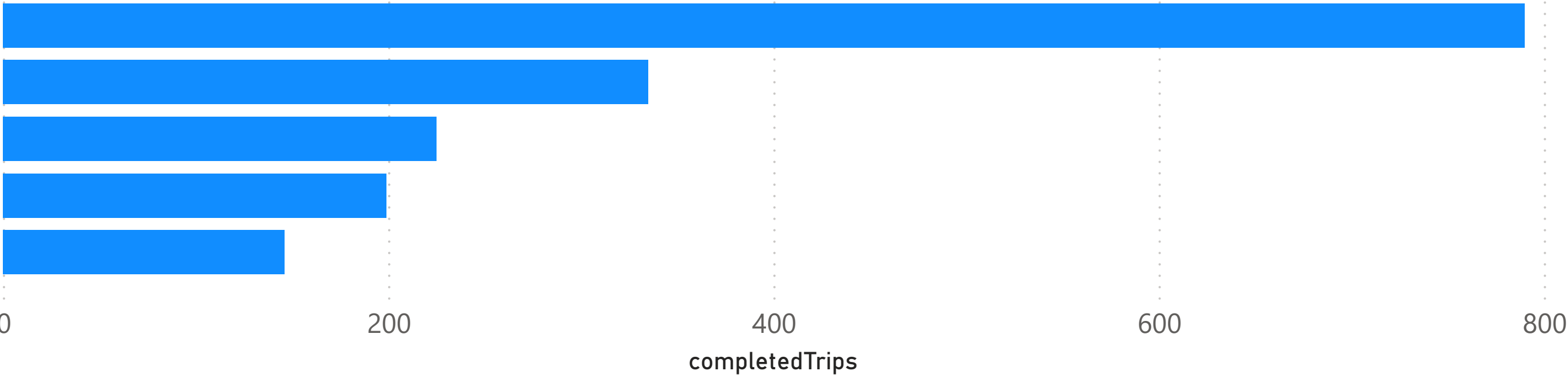
Stop 3 - Regional Hub in Red Deer

Red Deer Polytechnic Northbound

Eagle Builders

Stop 23 - Local

Stop 28 - Local



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	790	989	1779
Red Deer Polytechnic Northbound	335	282	617
Eagle Builders	225	192	417
Stop 1 - Regional Hub West Blackfalds	138	217	355
Stop 28 - Local	146	79	225
Stop 22 - Local	19	196	215
Stop 23 - Local	199	14	213
Womacks Rd at Blackfalds Skateboard Park	61	132	193
Stop 8 - Local	120	54	174
Total	3340	3340	6680

[Back to report](#)

stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	790	989	1779
Red Deer Polytechnic Northbound	335	282	617
Eagle Builders	225	192	417
Stop 1 - Regional Hub West Blackfalds	138	217	355
Stop 28 - Local	146	79	225
Stop 22 - Local	19	196	215
Stop 23 - Local	199	14	213
Womacks Rd at Blackfalds Skateboard Park	61	132	193
Stop 8 - Local	120	54	174
Eastpointe Dr at McKelvey Cl - WB	23	148	171
Stop 22 - Cottonwood Dr at Coachman Way - EB	117	44	161
Stop 6 - Local	137	18	155
Parkwood Rd at Cottonwood Dr - SB	51	95	146
Stop 18 - Local	39	104	143
Stop 16 - Broadway Ave at Westbrooke Rd - NB	44	97	141
Stop 16 - Local	45	84	129
Prarie Ridge Ave - NB	79	35	114
Buy Low Foods Stop	60	49	109
Park St at Highway St - Housing Side	74	24	98
Stop 14 - Local	38	43	81
Stop 25 - Pioneer Way at Coleman Cr - SB	39	42	81
Stop 17 - Local	61	17	78
Westridge Dr at Standford Blvd - SB	43	30	73
Stop 11 - Local	10	62	72
Park St at Paramount Cr - EB	58	7	65
Waghorn St - Southside	41	23	64
Stop 29 - Local	26	34	60
Stop 10 - Westridge Dr at Rolling Hills Ridge - SB	3	54	57
Highway Ave at Queen Cr - NB	37	17	54
Stop 2 - Regional Hub East Blackfalds - 2	44	3	47
Aspen Lakes at Ash Cl - Eastside	42	1	43
Park St at Parkwood Rd - Northside	23	14	37
Stop 26 - Local	20	16	36
Stop 30 - Local	24	11	35
Stop 25 - Local	23	8	31
Leong Road at Duncan Ave - SB	17	11	28
Stop 39 Local	10	12	22
Cascade at Cooper St - Southside	10	7	17
Stop 12 - Local	9	7	16
Stop 21 - Local	4	12	16
Stop 20 - Local	14	1	15
Stop 7 - Westbrook Rd at Valmont St	5	10	15
Total	3340	3340	6680

[Back to report](#)

stopName	Dropoff	Pickup	Total
Park St at Highway St - Northside	7	2	9
Stop 14 - Local	38	43	81
Stop 25 - Pioneer Way at Coleman Cr - SB	39	42	81
Stop 17 - Local	61	17	78
Westridge Dr at Stanford Blvd - SB	43	30	73
Stop 11 - Local	10	62	72
Park St at Paramount Cr - EB	58	7	65
Waghorn St - Southside	41	23	64
Stop 29 - Local	26	34	60
Stop 10 - Westridge Dr at Rolling Hills Ridge - SB	3	54	57
Highway Ave at Queen Cr - NB	37	17	54
Stop 2 - Regional Hub East Blackfalds - 2	44	3	47
Aspen Lakes at Ash Ct - Eastside	42	1	43
Park St at Parkwood Rd - Northside	23	14	37
Stop 26 - Local	20	16	36
Stop 30 - Local	24	11	35
Stop 25 - Local	23	8	31
Leong Road at Duncan Ave - SB	17	11	28
Stop 39 Local	10	12	22
Cascade at Cooper St - Southside	10	7	17
Stop 12 - Local	9	7	16
Stop 21 - Local	4	12	16
Stop 20 - Local	14	1	15
Stop 7 - Westbrook Rd at Valmont St	5	10	15
Stop 20 - Iron Ridge Intermediate Campus - SB	13		13
Stop 27 - Park St at Panorama Cr - WB	3	6	9
Stop 2 - Regional Hub East Blackfalds	1	7	8
Stop 10 - Local	2	5	7
Stop 15 - Local	3	3	6
Red Deer Polytechnic Southbound	3	2	5
Stop 13 - Local		5	5
Stop 24 - Local	2	3	5
Stop 7 - Local	1	4	5
Stop 13 - Landsdowne Ave at Minto - EB	1	3	4
Stop 27 - Local	1	3	4
Stop 19 - Aztec Cr - Southside	3		3
Blackfalds at Blackfalds - Worley Cord - Westbound	1	1	2
Stop 5 - Local	1	1	2
Blackfalds Bottle Depot - Southside	1		1
Mitchell Cr at McKay Blvd - EB		1	1
Stop 5 - Aspen Lakes at Bend - Eastbound		1	1
Stop 9 - Local	1		1
Total	3340	3340	6680



TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, April 10, 2025 at 7:00 p.m.
MINUTES

MEMBERS PRESENT

Jim Sands	Town of Blackfalds Councillor
Brenda Dennis	Town of Blackfalds Councillor
Dena Thomas	Public at Large
Glenda Brown	Public at Large
Jessalyn Parsons	Public at Large
Gloricel Cavago	Public at Large
Heather Johnson	Public at Large
Aaron Hoyte	Public at Large

ATTENDING

Sawyer Hick	Town of Blackfalds FCSS Manager
Sue Penner	Town of Blackfalds FCSS Admin Asst

OTHERS ATTENDING

REGRETS

Auralei Agrey	Public at Large
Kimberly Burrell	Public at Large

WELCOME AND CALL TO ORDER

Chair Thomas welcomed all attending and called the Blackfalds & District Family & Community Support Services Board Meeting to order at 7:00 pm.

Member Parsons moved that the Blackfalds & District Family & Community Support Services Board approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

N/A

TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, April 10, 2025 at 7:00 p.m.

MINUTES

BUSINESS

Approval of Minutes of March 13th, 2025

Member Brown moved that the Blackfalds & District Family & Community Support Services Board recommends Council adopt the minutes from March 13th, 2025, as presented.

CARRIED UNANIMOUSLY

FCSS Board Terms of Reference Review

- The Board reviewed the Terms of Reference for the Family & Community Support Services Board and had discussion on the following:
 - o Purpose/Mandate:
 - Members discussed the relevance of the FCSS mandate and would like to continue the discussion at the next meeting.
 - o Membership:
 - Member Dennis questioned that the document states a maximum of seven (7) members, and we have 8 members so does this need to be changed?
 - Clarification on Lacombe County members as it states a maximum of three (3) Lacombe County residents, and we do not currently have a representative.
 - o Meetings:
 - The addition of a minimum of six (6) meetings per year excluding July and August.
 - o Member At Large Appointments
 - 6.1 states Annually in September, those Members at Large Terms are set to expire, and it should state October.

FCSS 20205 Grant Requests

- Members discussed each of the 5 grant submissions.
 - o **Mind Body Bliss, Collective Therapies \$10,000** to run cultural awareness and sensitivity workshops.
 - Unable to accept this application as these programs do not fall under the FCSS mandate.
 - o **Iron Ridge Junior Campus \$10,000** for two presentations by presenters that have had impactful life experiences.
 - The board feels there are local speakers that could provide impactful presentations at a more reasonable cost.
 - o **Iron Ridge Elementary Campus \$8,000** – to facilitate the Connection Club.
 - The board feels that this program aligns well with the FCSS mandate.

TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, April 10, 2025 at 7:00 p.m.

MINUTES

-
- **Big Brothers Big Sisters Association of Lacombe and District \$16,325** in support of their program.
 - **BGC Wolf Creek Blackfalds \$15,000** in support of their program.

Member Brown moved that the Blackfalds & District Family and Community Support Services Board recommend to Council that grant funding in the amount of \$5,775 be allocated to Iron Ridge Elementary Campus, the amount of \$9,000 be allocated to Big Brothers Big Sisters Association of Lacombe and District and \$9,000 be allocated to BGC of Wolf Creek Blackfalds.

CARRIED UNANIMOUSLY

FCSS Managers Verbal Update

- Manager Hick reported on the following:
 - Updated on HUB meeting - this is where organizations bring forth client files that present as at risk and organizations have exhausted all their resources and require additional support to meet the needs of the family. HUB works collaboratively to come up with appropriate solutions/referrals.
 - Completed Child Care Need Assessment Survey for the municipality and will be attending a focus group.
 - Met with BGC to discuss youth programs and to ensure no duplications of services.
 - Will be attending monthly CRESS meetings (Central Region Emergency Social Services).
 - Will be attending a round table meeting with stakeholders to discuss the Alberta Governments plan to establish Assisted Living Alberta (ALA) – provincial agency responsible for continuing care, home care and community supports. The purpose of this round table is to discuss how ALA will meet the needs within our communities.

Volunteer Programmer Report

- National Volunteer Week taking place on April 27 – May 3, 2025.
- Best of Blackfalds will take place April 17th and is an 18+ event.
- Youth Recognition Night will take place on May 2nd.
- National Volunteer Week & Youth Coloring Contest April 27th – May 7th.
- Snow Angel Program ended with 28 snow angels (including individuals and family members) paired with one of the 18 residents – there were 5 residents on the waiting list.
- New initiative “Neighbourhood Snow Angel Program” – this initiative aims to enhance community support and interactions among residents. There were 5 residents who participated in this program and who received a sign to display in their front window or door, indicating they are approved for this program and required assistance shoveling their sidewalks.
- **Seniors Information Sessions:**
 - **March 18 Transitioning to your Next Chapter - Selling your Home** session had 7 attendees
 - **March 25 Wills & Estate Planning** - session had 17 attendees

TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, April 10, 2025 at 7:00 p.m.
MINUTES

Town of Blackfalds volunteers were utilized at the following programs and events:

- Jim Hurley Free Skate on Sunday's (3 volunteers, rotating Sunday's)

ONGOING INITIATIVES:

1. Monthly FCSS Volunteer Newsletter

- a. In February, the newsletter was emailed to 292 contacts with the 'Open Rate' of 48%

2. Upcoming Volunteer Opportunities:

- a. Family Easter Event – April 12
- b. Blackfalds Days – June 12-15

Community Engagement Programmer Report

Community Volunteer Income Tax Program

- Up and running with 3 dedicated volunteers who prepare the tax returns on behalf of the FCSS Tax CVITP Program.

More than a Movie:

- We hosted a delightful gathering for our community seniors, where we enjoyed watching the movie, *Morning Glory*.

20 guests attended

- 17 from the Town of Blackfalds
- 1 City of Lacombe
- 2 County of Lacombe

50+ Walking Club:

- This program remains very popular!
- Average number of 32 walkers per Tuesday.
 - 59% of the walkers are from the Town of Blackfalds
 - 18% are from the City of Lacombe
 - 22% are from the County of Lacombe

Abbey Centre Membership Assistance Program:

- Three applications were screened with 4 adults and 3 children approved.

Interagency Meeting:

- 25 people attended with 19 organizations represented.

Blackfalds FCSS Facebook Page:

- 1017 followers at the close of January

Blackfalds Instagram Page:

- 162 followers at the close of January

TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, April 10, 2025 at 7:00 p.m.

MINUTES

Outer duties:

- The Camp Curious Champion program is up and running – we have had 2 families apply for assistance, with 4 Blackfalds children thus far.
- Connected with people at Dow Canada requesting financial assistance with the Back to School Program for our community. It sounds very positive; we have a few tasks to complete, but they seemed impressed and supportive of the request we presented.
- Started securing activities for the 2025 Seniors Week!
- Participated in the webinar Creating Community Connections hosted by the Rural Mental Health Network.

Youth Programmer

- BYC had a total of 82 participants.
- Inspiring Virtues had 15 registrants.
- Child Safe Canada Home Alone Safety had 13 registrants.
- Youth Cooking Club had 10 registrants.

Continuing Initiatives

- Facilitating the Spring Easter Event
- Organizing Youth Week in May
- Creating Life Literacy Camp programs for July and August


Vibrant Living 50+ Monthly Newsletter for February

- 255 email sends with an open rate of 57% and 54 are mailed for a total of 309.

Chair Thomas adjourned the Blackfalds & District Family & Community Support Services Board Meeting at 8:40 p.m.



Dena Thomas, Chair



Sue Penner, Admin Staff

**Blackfalds Library Board Meeting Minutes
May 6, 2025**

Meeting was called to order at 6:35 p.m. by Board Chair, Glyn Evans

Present: Ray Olfert, Richard Poole, Glenda Brown, Edna Coulter, Glyn Evans, Vincent Wolfe & Peter Gomes
Online: Marina Appel
Absent:
Regrets: Edna Coulter, Ann Siford & Starr Sinclair

Staff: Nicole Rice, Administrator

1. Acceptance of the Agenda

MOTION L38-25

Moved by Marina Appel to accept the agenda items as amended **C.U.**

2. Acceptance of Consented Agenda

- 2.1 Minutes of the January 7, 2025 meeting
- 2.2 Programmer's update - January 2025
- 2.3 Statistics for January 2025

MOTION L39-25

Moved by Vincent Wolfe to accept the Consented Agenda without the administrator's update. **C.U.**

3. New Business

3.1 Acceptance of Income Statement, Budget update & Direct Bill payments for April 2025 Payments.

Discussion on the new documents including Mastercard payables made by the library's bookkeeper. Richard asked that Mastercard purchases be labelled as "books/tech/supplies" in the spreadsheet. Nicole will check with the bookkeeper to ensure that this can be done.

There has been information from council regarding the discrepancy between the accepted budget that the council passed versus the amount we were given by the Town. Glyn will follow up on that letter with another letter.

PRL also had a discrepancy between our town census numbers and the allotment we were given. Richard asked the board to follow up on this discrepancy with a letter to PRL.

MOTION L40-25

Moved by Vincent Wolfe to accept the income statement, budget update & direct bill payments for April 2025. **C.U.**

3.2 Discussion about library membership fees- Peter introduced the idea of introducing membership fees at the library in order to offset budget shortfalls. Discussion is to be tabled for next meeting.

3.3 Discussion about increasing the service fees of the library in order to offset budgetary restrictions. Discussion tabled until next meeting after closer look at library financials.

Motion L41-25

Moved by Marina Appel to have a more in-depth discussion about increasing prices after the board comes to a better understanding of our budget projections. **C.U.**

3.4 Discussion about contracted bookkeeper-

Discussed need for bookkeeper to ensure financial security, supervision, and enhance our understanding of spending. This discussion is tabled until next meeting after we know more about the library's financial state.

3.5 Discussion about Treasurer Position- Discussion about what the treasurer's role is and how that might ensure that the library is not open to fraud or financial errors.

Motion L42-25

Moved by Marina Appel that Glenda Brown act as treasurer until the next changeover of the board to see how it works. **C.U.**

3.6 CRA Account Access- Motion to have Carley Binder removed from the CRA account and Nicole Rice added to the CRA account (as well as any board members who want to be added)

Motion L43-25

Moved by Richard to allow Nicole Rice, Glenda Brown, Ray Olfert, and Glyn Evans access to the library's CRA account and to remove former administrator Carley Binder. **C.U.**

3.7 The Library Operating Grant- Motion to appoint Nicole Rice as authorized applicant for the grant.

Motion L44-25

Moved by Vincent Wolfe to remove Carley Binder from the authorized applicant for the Alberta operating grant and to add Nicole Rice in as the new authorized applicant for the Alberta Library Operating Grant. **C.U.**

3.8 Review of General Personnel Policy Handbook-

Motion L45-25

Moved by Richard Poole that Nicole works with Parkland Regional Library to separate the General Policy into a human resources manual and the personnel policy. **C.U.**

3.9 Discussion about incident in the library from administrator's report-

Board was updated about man accusing children of stealing wallet and being escorted out by police as well as man who raised fist and charged staff member.

4. Business from Last Meeting:

4.1 Review of the new job description (May 2, 2025 Financial Controller)-

Separate out financial from administrative description that was reviewed and decided that it could be used in the future as needed.

Motion L46-25

Moved by Ray that we use the job description as needed in the future. **C.U.**

5. Board basics workshop: No one can attend.

6. Policies- Review the updated human resource manual and personnel policy.

7. Plan of service- no update

8. Bylaw- no update

9. Emergency Planning- Review in June, Nicole to send document for next meeting and include it in policy manual.
10. Roundtable Discussion- Will we meet in summer? Something to think about for next meeting.
11. Adjournment- Adjourned by Glynn Evans at 7:56 pm
Next meeting June 3 2025 in downstairs programming room.
Regrets:

Addendum to Meeting Minutes
Blackfalds Library Board
Blackfalds Public Library, Programming Room

At the Blackfalds Library Board's June 3 2025 meeting, Richard Poole motioned that item **4.1** of the Blackfalds Library Board meeting minutes (**4.1** Review of the new job description) include an addendum (The document "May 2, 2025, Financial Controller") to the May 6, 2025 minutes. **The motion was carried unanimously.**

A PDF of the "May 2, 2025, Financial Controller" has been attached to the May 6, 2025 minutes as an addendum.

POSITION DESCRIPTION: Library Administrator

Responsible to: Library Board

Position Summary:

The Library Administrator is responsible for the operation of the library. The Library Administrator is a full-time position (supervising library staff) and reporting to the Library Board. With the overall goal of providing the best possible library service to the community, the Library Administrator works closely with the Library Board, Regional Library and Municipal, Provincial, and Federal Government Agencies, and with concerned individuals and organizations. The Library Administrator may delegate responsibility and authority to library employees; however, final accountability to the Library Board for delegated tasks will reside with the Library Administrator.

A. Duties and Responsibilities

1. Advises and assists the Library Board in developing objectives, policies, programs of library service and plan of service
 2. Manages and supervises staff through the appropriate management policies and plans. Organizes, evaluates, hires and supervises the day-to-day operation of the library in accordance with the policies and programs of library service.
 3. Train and assist staff for the performance of their assigned duties and schedules.
 4. Work with the Program Facilitator in recruiting and training of junior volunteers.
 5. Serves as a representative of the Library Board and the library.
 6. Functions as **BLANK (maybe financial reporter?)** to the Library Board and, in cooperation with other authorized persons, secures income, issues expenditures and maintains records of the Board's financial business **and supplies financial information upon request.**
 7. Prepares reports, grant applications and assignments as directed by the Board.
 8. Prepares an agenda and supporting documentation for Board meetings.
 9. Maintains liaisons between the library, Friends of the Library and the public to ensure that community needs are met.
 10. Develops and maintains the collection of books, library materials, and equipment in accordance with policies of the Library Board.
 11. Plans and implements public relations programs.
 12. Responsible for drafting and working with the board in developing the budget and maintaining the budget and is accountable for cash on hand.
 13. **Responsible for daily accounting, preparing for financial statements and assisting auditors as necessary.** *I would consider changing this to Responsible for monitoring daily accounting, approving financial statements, and assisting auditors as necessary.*
- #6. Human Resources Manual 6

POSITION DESCRIPTION: Library Administrator cont'd

14. Processes orders, check for duplication, calculate and maintain accounting records for committed and outstanding orders, receive and process material and verify orders, and keeps collection statistics.

15. Shelf-read sections of the Library and search for missing items

16. Performs other related duties.

B. Knowledge, Abilities, and Skills

- Knowledge of public library philosophies, principles, roles, values & procedures.
- Ability to plan and organize.
- Ability to deal with a varied public.
- Ability to compile and present reports.
- Ability to demonstrate professionalism
- Able to exercise initiative and independent judgement, set priorities, resolve problems, and deal effectively with competing deadlines.
- Has excellent organizational, interpersonal, diplomatic and human resource management skills.
- Skill in developing work schedules and work assignments.
- Knowledge of the budgeting process and accounting.
- Knowledge of statutes and regulations that relate to the position.
- Must be Proficient in current technology.
- Has valid driver's license and own transportation.

C. Qualifications

- Master's Degree in Library & Information Science (MLIS/MLS) from an accredited program with a minimum of 3 - 5 years of Management Experience in a Public Library
- Have strong communication skills – both verbal & written
- Bondable

Financial Controller

Blackfalds Public Library

Job Description:

The Financial Controller would oversee all aspects of the library's financial operations, ensuring compliance, accuracy, and efficient resource management. This includes managing budgets, financial statements, and reporting, while also advising on financial strategies to support the library's mission and goals.

Key Responsibilities:

- Have professional training and experience using Quickbooks Desktop(or other small business accounting software) to enter all financial payables, expenses, incomes, assets,

ensure that payroll is done bi-weekly according to the bank's restrictions, administer employee benefits such as payroll deductions, register federal deductions in the CRA account, to control/monitor library budget (while ensuring that staff maintain their position's budget restrictions), and to control/monitor the spending of irregular grant monies (i.e. Dow funds, Casino funds). Take weekly deposits to the bank. 14 hours/week

- Ensure that all accounting lines in Quickbooks are properly balanced, as well as ensuring that the Mastercard, checking account, and savings accounts are reconciled every month. 2-4 hours/week
- Use Quickbooks to print checks and meet with Board members to gather required signatures for the checks. 1 hour/week
- Assist the Library Board in the preparation of annual budgets and budget forecasting. 2-10 hours/ week (depending on when the grants are due, possibly more hours would be needed)
- Liaison with external auditors to ensure that our financials are up to date and will meet auditors' standards. 1-10 hours/week (depending on the time of year).
- Preparing financial reports to the Board of Trustees as well as the Government of Alberta and Municipal Government. 3-10 hours/week (spread over the course of the year).

On average, this position would require 23-30 hours/week to accomplish all of these responsibilities. Some weeks may require more hours while others may need less, and some of these responsibilities would occur simultaneously, requiring the necessary hours to fluctuate.



PUBLIC LIBRARY
BLACKFALDS

Agenda Item: 4.2 Administrator's Report

Date: April 30, 2025

Prepared by: Nicole Rice

Staffing

- Jess Lanigan: YA/Adult Programmer

Projects/updates

- Submitted the Programmers Update Report for March to Town Council
- Kelly obtained a \$1,000 dollar community grant for her snacks in the stacks program.
- Increased size of library desk so we can have 3 stations.
- We will be moving our upstairs computers to the downstairs level in order to decrease the amount of supervision required upstairs (we need more staff for this, but it is not in the budget).
- Found a more local janitorial supply company. We formerly used Bundzl, but they had an extremely high shipping cost unless we bought \$400.00 worth of product. This is inconvenient for our janitors in terms of managing supply. The new supply company is located in Lacombe (no shipping because I can pick up on my way to work) and they have decreased prices for *some* products.
- I have contacted Joe about doing some de-escalation training. He says it is on his list, so I am waiting to hear from him.
- Proctored 2 exams in April.
- Main project has been cleaning up the financial records from January of this year until current and ensuring the all entries are made correctly. Had to hire a contracting bookkeeper for this project as everything (including accounting lines) had to be redone. Shifted money from the programmer budget to account for the cost of doing this. So far, the bookkeeper's work from January to March has cost about \$1,700.00 and she has a budget of \$3,000. Whatever not spent for this project will go back to the programmer budget.
- Provincial Operating Grant is open once more: We will be reviewing how to fill this out in the upcoming budget learning session at PRL
- Attending budget session at PRL: happens day before Board meeting, Peter, Nicole and Glenda will be attending.
- We received our grant from Lacombe county: \$28709.57
- Minor flood at the library: the pipe outside of the library was not installed deeply enough. As cars drive over it, it forced the frost downwards and froze the pipe. When the roof melted, the excess water leaked into the library floor in the children's section. We were able to keep the water contained and the Town was able to get the leak sorted.

- We had a very scary incident with a patron. An adult male came in for the whole day and was very quiet. He went in the gaming room to play on the computers and read. Before the kids got out from school, he went to his car and then the washroom for so long that no one knew he was still here. When he came to the gaming room, his books were moved to an adjacent computer. He became agitated and the staff called me in to deal with him. He was accusing the kids of stealing his money, and he would not leave the gaming room entry, which was frightening for the five kids in the room. I had to stand between him and the room (with the gaming room door shut) so he could not get at the kids. I could not allow the kids to leave because I was scared that he would grab them and hurt them. The staff called Joe (the town officer) who immediately routed three officers to the library. The staff also called 911 at Joe's direction. The patron also called the police to report a stolen wallet, but he wouldn't leave his name with them and hung up when they wanted his name. During this time, the patron continued to say things to me about grooming kids, LGBTQ groups etc. When the police came, they escorted the patron from the building because he was resisting their efforts to help. Ultimately his wallet was found in his jeep and he has been trespassed from all Town buildings, including the library, for life.
 - Takeaways: always call Joe and/or 911 when a patron will not leave when asked. Joe is the fastest, but 911 is also acceptable
 - If possible, the buddy system should be used in incidents like this. No staff should be standing alone at any time.
 - We reviewed the policies under violence in the workplace and discussed whether or not we needed to lock the outer library doors to keep bystanders safe.
 - We discussed whether we should have evacuated the library and what those implications might be if we cannot get everyone including staff out
 - We discussed that our safety whistles should only be used if one is alone and facing something urgent: I could not use my whistle because it would have aggravated the patron.
 - We are not allowing adults in the gaming room unless they are with a minor.



City of Lacombe

COUNCIL HIGHLIGHTS

June 9th, 2025

3. Open Forum

3.1 Solar Farm Project Concerns

Brenda Law Simon presented in Open Forum on Solar Farm Project Concerns.

4. Presentations

4.1 Member of the Legislative Assembly Council Visit – Topics of Mutual Interest

Jennifer Johnson, MLA for Lacombe-Ponoka Constituency, presented topics of mutual interest to Council.

4.2 Pan Continental Curling Club Update

Chantelle Bowman, Co-Chair, and Peter Villers, Co-Chair, presented an update on the 2024 Pan Continental Curling Championships.

4.3 Chamber of Commerce – Support for 2025 CCEA Summit

Wendy Buyar, Lacombe & District Chamber of Commerce Executive Director, and Dani Ducross, Chair, presented on support for the 2025 CCEA Summit.

Council directed Administration to finalize a sponsorship arrangement with the Lacombe & District Chamber of Commerce for the upcoming Chambers of Commerce Executives of Alberta Professional Development Professional Development Summit.

6. Requests for Decision

6.1 Communications & Engagement Practices Evaluation

Council directed Administration to bring forward improved methods of communication with a focus on transparently and effectively sharing information to the public. In addition, both the updated Recreation and Culture Master Plan and the Social Needs Assessment and Priorities Report encourage improvement in city communications.

In response, Administration reviewed existing practices and conducted a survey to collect feedback from City of Lacombe Council members and Administration on the effectiveness of the current methods and approaches to communications.

Based on this review, Administration presented three next steps for consideration for developing improved methods of communication:

1. Signage Inventory & Review Process
2. Revision/Update to the Public Consultation Policy 61/211 (09)
3. Introduction of a Community Connector Platform

Council directed Administration to bring forward a Signage Inventory & Review, for Council's consideration.

Council directed Administration prepare an updated Public Consultation Policy for Council's consideration.

Council directed Administration to bring forward a Community Connector Platform for Council's consideration.

6.2 2025 Snow Clearing Policy Annual Review

The City's Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads, sidewalks, trails, and outdoor skating surfaces.

For the 2024/2025 season crews continued to haul snow on most roads (versus windrowing) in accordance with Council's expectations. While the City continues to adjust its operations to accommodate the new service level, Administration invited Council's input on service delivery during the 2024/2025 season, for possible implementation in the 2025/2026 season.

Council directed Administration to make the recommended amendments to the Snow Clearing Policy 32/211.01 2025PO for the 2025/2026 winter season.

6.3 Council Motion - Brought Forward from Notice of Motion (Councillor Gullekson – May 26)

Council discussed the following notice of motion:

- "That Council directs Administration to stockpile any Recycled Asphalt Millings from this years capital program at the Michener Park, for use in a future project to improve the surface there for public parking, and events such as the Farmer's Market."

Council voted in favour of the motion.

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

- ***Monday, June 23rd, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- ***Monday, July 14^h, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- ***Monday, August 11th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***



HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 12, 2025

COMMITTEE OF THE WHOLE MEETING NOTES

The following recommendations from the Committee of the Whole meeting held on December 3, 2024 received the approval of Council:

- That the review of Policy RC(1) – Capital Support of Approved Recreation and Capital Facilities be received for information.
- That the Year-Round Fire Permitting presentation be received for information; and further, that the County Manager be directed to prepare a report and recommendation regarding year-round fire permitting for Council's consideration at a future meeting.
- That the Policy F(1) Fire Protection and Emergency Response Services presentation be received for information; and further, that the County Manager be directed to prepare a report and recommendation regarding fire department response fees for Council's consideration at a future meeting.
- That the Lacombe County Fire Services Manual presentation be received for information; and further, that the County Manager be directed to prepare a report and recommendation regarding revisions to the Lacombe County Fire Services Manual for Council's consideration at a future meeting.
- That the Alix Legion and Bentley Seed Cleaning Plant Scholarships presentation be received for information; and further, that the County Manager be directed to prepare a report regarding the payment of a consistent annual amount for each scholarship for Council's consideration at a future meeting.
- That the Unauthorized Use of County Road Allowances presentation be received for information.
- That the Recreation Property Assessments presentation be received for information.

SCHOLARSHIP PRESENTATION

Council approved setting the annual scholarship award for the Alix Legion Scholarship and the Bentley Seed Cleaning Scholarship at \$1,000 per recipient until the endowment funds are depleted.

REGIONAL WATER OPPORTUNITIES

Council directed the County Manager to investigate the feasibility of a regional water system in the Gull Lake area.

PARALLAX ENERGY – UPDATE PRESENTATION

Council received a presentation from Mr. Ryan Miller, Mr. Dustin Hoffman, Mr. Mark Lansing, and Mr. Thomas Everett of Parallax Energy Operating Inc. The presentation included an update on the company's 2025 operations, an outlook for development through the remainder of 2025 and 2026, and an overview of Parallax's commitment to the community, including the groups and activities they support.

LACOMBE AND DISTRICT CHAMBER OF COMMERCE - FUNDING REQUEST

Council received a presentation from Ms. Wendy Buyar, Executive Director, and Ms. Shelby Petersen, Member Services Coordinator, both representing the Lacombe and District Chamber of Commerce. They presented a funding request in the amount of \$2,500 for the 2025 Executives of Alberta Summit



SUCCESS GROWS HERE!

conference. Council directed the County Manager to prepare a report and recommendations for consideration at a future meeting.

JENNIFER JOHNSON, MLA UPDATE PRESENTATION

Council received an update from Jennifer Johnson, MLA, on provincial government matters.

ASPELUND INDUSTRIAL AREA - BROADWAY RESERVOIR UPGRADE FUNDING AGREEMENT

Council authorized the County Manager to enter into a funding Agreement with the Town of Blackfalds for the upgrade of the Broadway Reservoir and Pumps. The upgrades will support servicing the Town of Blackfalds and the Lacombe County Joint Economic Area in the Aspelund Industrial Area.

SPONSORSHIP OF LACOMBE COUNTY AWARD

Council approved a \$1,000 sponsorship for the "Lacombe County Business of the Year Award" at the 2025 Business Awards Gala hosted by the Lacombe & District Chamber of Commerce.

REGIONAL COLLABORATION COMMITTEE

Council directed the County Manager to work with the City of Lacombe and the Town of Blackfalds CAOs on a draft Terms of Reference for a Regional Collaboration Committee and refer the draft Terms of Reference to each respective Council for consideration.

CITY OF LACOMBE 2025 CEMETERY CAPITAL FUNDING REQUEST

Council approved contributions up to \$300,000 to the City of Lacombe's Phase 1B expansion at the Fairview Cemetery.

CITY OF LACOMBE 2025 RECREATION CAPITAL FUNDING REQUESTS

Council approved contributions up to \$289,786 toward the City of Lacombe's annual capital projects at the Kinsmen Aquatic Centre, Lacombe Memorial Centre, Gary Moe Sportsplex, and the City's Ball Diamonds. The approved projects include:

- *Kinsmen Aquatic Centre*: Replacement of the pool ramp, overhead shades at the spray park, and initial funding for replacement of three HVAC units.
- *Lacombe Memorial Centre*: Replacement/upgrade of the Lacombe County Room's original dance floor.
- *Gary Moe Sportsplex & Echo Arenas*: Replacement of an ice resurfer and HVAC system upgrades.
- *Ball Diamonds*: Facility upgrades to Diamond #6 (near City Hall) and Diamond #7 (near Lacombe Composite High School).

ACCOUNTING AND AUDITING STANDARDS FOR MUNICIPALITIES

Council received an overview of the audited financial statement requirements as outlined in section 276 of the Municipal Government Act. Council approved that the County provide input through the Public Sector Accounting Board's public consultation process on proposed Public Sector Accounting Board recommendations of County concern.



SUCCESS GROWS HERE!

REQUEST TO MEET WITH COUNCIL REGARDING PROPOSED RECONCEPT SOLAR FACILITY

Council approved a request for a member of the public to attend an upcoming Council meeting to share concerns related to the proposed reconcept solar facility in SW 17-40-26 W4M.

OUTSTANDING FIRE RESPONSE FEES - AMENDMENTS TO FIRE & EMERGENCY RESPONSE AND CHIEF ADMINISTRATIVE OFFICER BYLAWS

Council gave all three readings to Bylaw No. 1440/25 (Fire Protection and Emergency Response Bylaw) and Bylaw No. 1441/25 (Chief Administrative Officer Bylaw). The amendments allow the County Manager to recover outstanding fire response fees through the property tax roll.

Next Regular Council Meeting is
June 26, 2025 – 9:00 a.m.

Next Committee of the Whole Meeting is
October 7, 2025 – 9:00 a.m.

Lacombe County Administration Building

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

MEETING DATE: June 24, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

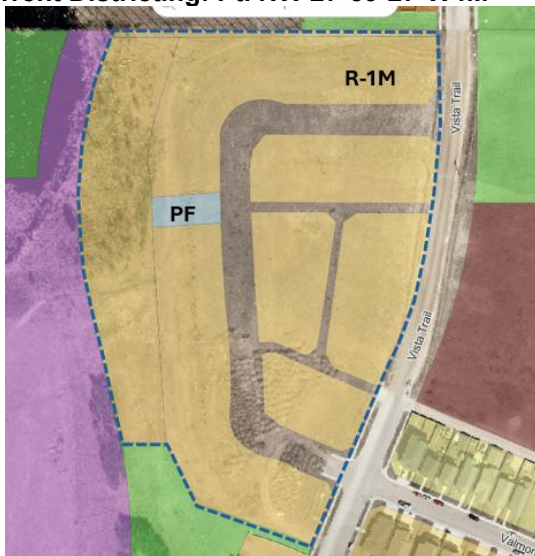
PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting (Valley Ridge Estates Phase 6B)**

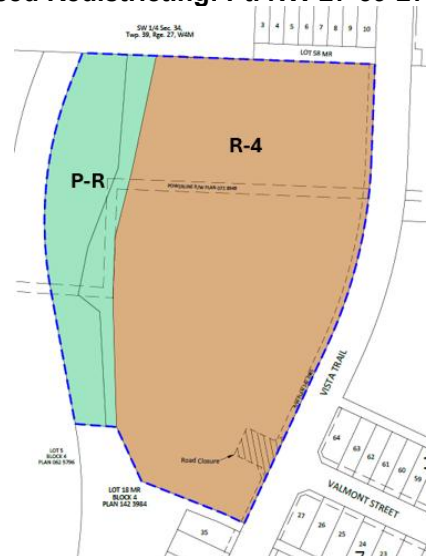
BACKGROUND

Bylaw 1337.25 proposes to amend Land Use Bylaw 1268/12 (LUB) to redistrict Pt. NW 27-39-27-W4M in the Valley Ridge Estates community from the current Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4) and Parks and Recreation District (PR). The intention of this redistricting is to accommodate a future comprehensive townhouse development that will consist of both side-by-side and stacked townhouse units as a single ownership.

Current Districting: Pt. NW 27-39-27-W4M



Proposed Redistricting: Pt. NW 27-39-27-W4M



The anticipated development will be very similar to the type of development that is currently under construction east of this parcel.

DISCUSSION

The proposed redistricting is consistent with the updates to the Valley Ridge Estates Area Structure Plan that was adopted by Council on May 14, 2024. A subdivision application has been submitted for the subject lands that will separate the proposed PR District lands and designate them as Municipal Reserve and Environmental Reserve due to site characteristics. The subdivision application will be going before the Subdivision Authority after Third Reading is granted to this redistricting application.

There is a portion of a registered road right-of-way that is located on this parcel that the developer has applied to close as this access will become an access into a private development. The road

closure bylaw will be presented to Council shortly. We are proposing no compensation required for this area of roadway as it was originally given to the Town by this developer to begin with. Further details to come forward on this closure as we investigate scope, options and timeframe. A roadway closure does require Ministerial consent, so this adds another layer of administrative process to unravel.

Proposed Road Closure Location



Administration is supportive of the proposed redistricting to accommodate a future townhouse development with a variety of unit styles as the proposed development meets the following Town policies and focus areas:

- The Town of Blackfalds 2024-2026 Mid-Term Strategic Plan (hereinafter referred to as the Strategic Plan) identifies providing a diverse range of housing to meet the needs of residents as one of the 6 top priorities.
- The Strategic Plan identifies “promoting options for housing” as one of the areas of focus under Strategic Priority #1 Community Life.
- Policy 3.12 of the *Municipal Development Plan* (MDP) provides matters for consideration for when redistricting of a parcel of land is proposed; the Department is satisfied that the proposed redistricting is suitable in light of the listed considerations.
- Policy 5.1 of the MDP directs residential land uses to those areas identified in Map 2 Future Land Use Concept of the MDP. The subject property is identified for residential in Map 2.
- Policy 5.2 of the MDP speaks to the Town providing a range of housing types.
- Policy 5.6 of the MDP requires a mix of housing types and forms in all residential neighbourhoods to avoid excessive concentration of any single type of housing. The Valley Ridge Estates community primarily consists of low-density residential development, the proposed redistricting is intended to accommodate a comprehensive townhouse development which would achieve the intent of this policy direction.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:


1. That Council give First Reading to Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting, as presented.
2. That a Public Hearing date be set for July 22, 2025, at 7:00 p.m. in Council Chambers.

ALTERNATIVES

- a) That Council refer First Reading to Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting, back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict Pt. NW 27-39-27-W4M from Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4) and Parks and Recreation District (PR).

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

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

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

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "Redesignation of Pt. NW 27-39-27-W4M to Residential High Density District (R-4) and Parks and Recreation District (PR)".
- 1.2 That Schedule "A" shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Pt. NW 27-39-27-W4M be redistricted from Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4) and Parks and Recreation District (PR), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.2 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

PART 3 – DATE OF FORCE

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

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

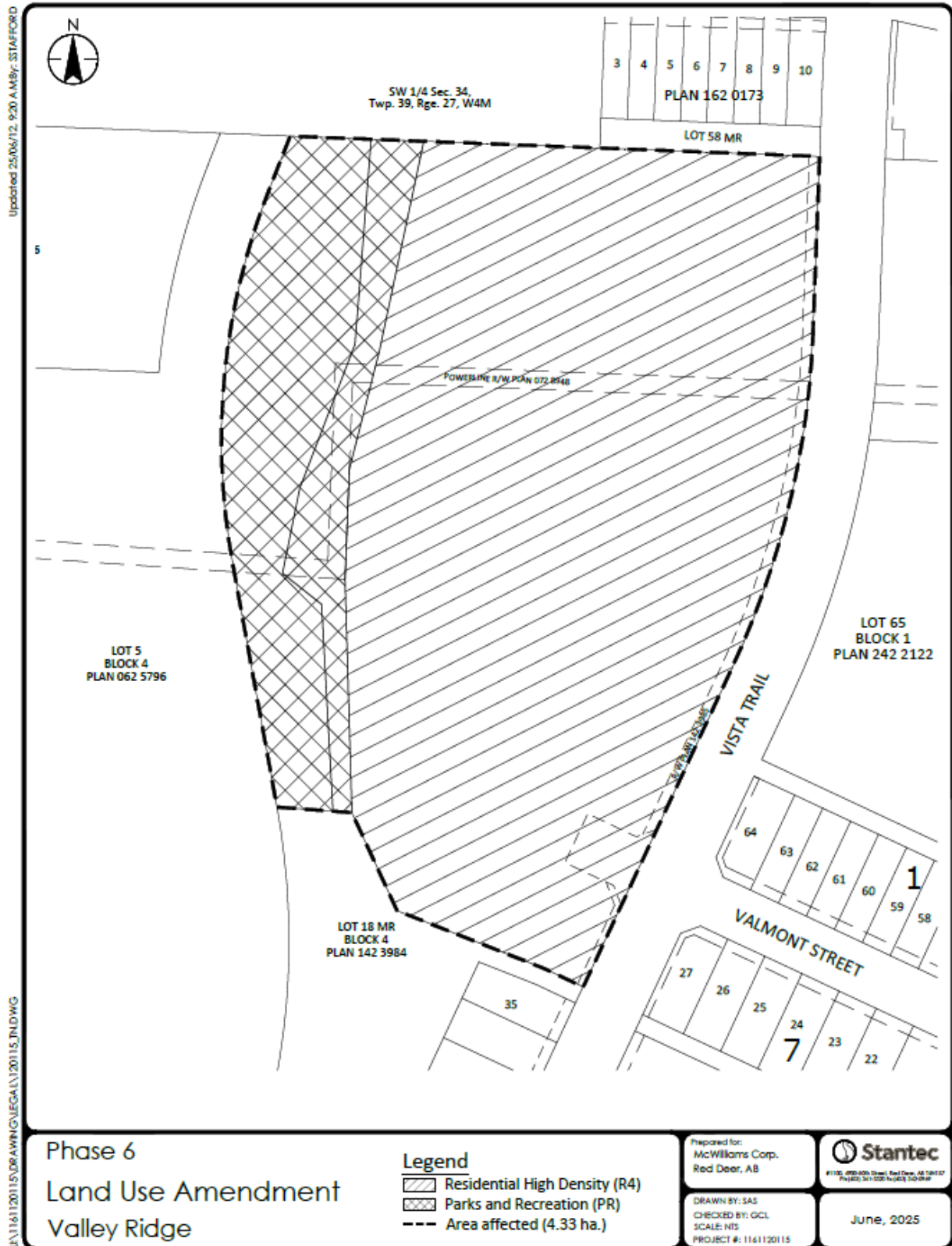
(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE "A"



MEETING DATE: June 24, 2025

PREPARED BY: Rick Yelland-Kewin, Public Works Manager

PRESENTED BY: Rick Yelland-Kewin, Public Works Manager

SUBJECT: **T15 Tandem Truck Replacement**

BACKGROUND

Administration reported to Council, at the May 13, 2025, Standing Committee Meeting, the issues plaguing the Town's gravel truck, T15. This is a multi-use truck that is used to haul materials in the summer as well as utilized for sanding and hauling snow in the winter months. It has had a history of costly repairs, and it was determined that it was not feasible to continue repairing this unit. At the direction of Council, Administration reached out to companies specializing in the provision of these trucks, as well as outfitting a new unit in addition to the research of used and lease-back market trucks.

DISCUSSION

Efforts to secure a sanding/plow truck unit to replace T15 began on May 21st with formal requests sent to two companies specializing in this build, Commercial Truck and Tenco. Both suppliers immediately indicated that delivery before winter would be challenging, with estimations of December 2025 as the earliest feasible time frame. After some research, neither company identified any suitable used or leaseback vehicles as alternatives to a new unit.

Initial engagement with Tenco was positive with their representative demonstrating strong expertise and detailed knowledge of the required specifications, during an online meeting. Tenco has since provided a formal quotation of \$339,000 plus GST as well as confirming an anticipated December 2025 delivery.

In contrast despite repeated e-mail follow-ups on June 2nd, 9th, and 16th Commercial Truck has failed to provide a quote. A phone call on June 18th confirmed their delivery estimate of no sooner than 210 days but they still have not provided a formal price proposal as they are still searching for a suitable unit.

With tight timelines and the current unpredictable market conditions it is imperative to proceed with this purchase to not only hold pricing but also to secure the Town's spot in the queue. Tenco, has other tender submissions awaiting approval but will hold our spot as well as pricing until July 1, 2025, with anything longer than that subject to a price increase of \$6000-\$7000 with no guarantees of the delivery of the completed build in early December of 2025.

The new sanding truck will be a crucial component of our winter operations including sanding and is needed to cover the Town in its entirety. With only one sanding unit currently in the fleet adequate coverage in a timely manner will be limited.

FINANCIAL IMPLICATIONS

Administration is requesting that council approve the purchase of a new tandem for \$339, 000 which will be funded by the General Capital Reserve, should Council provide direction to do so. It should be noted that this procurement was done through Canoe Purchasing Group so there is no requirement to go out to Tender.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:


1. That Council authorize Administration to proceed with the emergency purchase of a new tandem truck from Tenco inclusive of all mounted accessories as an emergency purchase for the price of \$339,000 plus GST, funded from the General Capital Reserve.

ALTERNATIVES

- a) That Council refer T15 Tandem Truck Replacement back to Administration for more information.

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: June 24, 2025
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator
SUBJECT: **Bylaw 1333.25 - Elections Bylaw**

BACKGROUND

Under the authority of the *Local Authorities Election Act*, RSA. 20, c. L-21 ("**LAEA**"), Council may establish election procedures to address matters within the discretion of elected authorities to provide for municipal elections and school trustee elections within the Town of Blackfalds boundaries.

The current Election Bylaw 1251.20 was adopted in 2020, with minor amendments in 2021 and a further amendment for the municipal by-election that occurred in 2021.

As part of the election process and standard practice, Administration reviews the current Elections Bylaw to ensure it complies with the LAEA and current legislation.

First Reading of Bylaw 1333.25, Elections Bylaw, was given at the June 10, 2025, Regular Meeting of Council. Concurrently, several other resolutions were passed to allow for joint elections with school boards, special ballots, and elector assistance at home.

DISCUSSION

Administration is now recommending that Council give Second and Third Reading to Bylaw 1333.25, Elections Bylaw, to meet the June 30th deadline pursuant to the *LAEA*.

FINANCIAL IMPLICATIONS

\$40,000 has been allocated in the 2025 Operating Budget for the 2025 Municipal Election. However, giving the Bylaw Second and Third Reading has no financial implications, only Administrative time.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give Second Reading to Bylaw 1333.25 - Elections Bylaw, as presented.
2. That Council give Third Reading to Bylaw 1333.25 – Elections Bylaw, as presented.

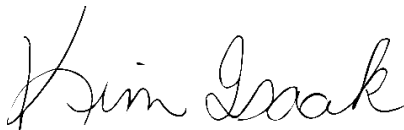
ALTERNATIVES

- a) The Council give Second Reading to Bylaw 1333.25 - Elections Bylaw, as amended AND That Council set a Special Council Meeting for June 26, 2025, at 6:00 p.m. to consider Third Reading of the Elections Bylaw, as amended.

ATTACHMENTS

- *Bylaw 1333.25 – Elections Bylaw – Clean*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR ELECTIONS IN THE TOWN OF BLACKFALDS**

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 providing for municipal elections and school trustee elections within the Town of Blackfalds boundaries.

WHEREAS the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended, provides for the holding of local elections by municipalities.

WHEREAS, pursuant to the authority of the *Local Authorities Election Act*, RSA. 20, c. L-21, and amendments thereto, Council may establish election procedures by bylaw;

WHEREAS, it is the desire of the Council of the Town of Blackfalds to establish election procedures to address matters within the discretion of elected authorities under the *Local Authorities Election Act*.

WHEREAS, if a provision of this Bylaw conflicts with the provisions of the *Local Authorities Election Act*, the provisions of the *Local Authorities Election Act* take precedence.

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 **“Elections Bylaw”**.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:

- (a) **“Act”** means the *Local Authorities Election Act*, RSA. 2000, c. L-21 and any amendments thereto, together with any regulations made thereunder.
- (b) **“Advance Vote”** means a vote taken in advance of an Election Day.
- (c) **“Ballot”** means a paper Ballot presented to an Elector on which is printed the office to be voted on, the names of the candidates, the bylaw name and the number or the questions, if any, and containing spaces in which the Elector is to mark their vote.
- (d) **“Ballot Box”** means a container for Ballots that have been marked by the Elector.
- (e) **“Candidate”** means an individual who has been nominated to run for Election in a local jurisdiction as a councillor or trustee as prescribed by the Act.
- (f) **“Council”** means the Council of the Town of Blackfalds.
- (g) **“Election”** means a general election, first election, by-election and a vote on a bylaw or question.
- (h) **“Election Day”** means as prescribed in the *Local Authorities Election Act*, which means the day fixed for voting in an Election.
- (i) **“Elector”** means a person eligible to vote in an Election in accordance with the Act.
- (j) **“Institutional Vote”** means a vote that is provided for a person who is confined to a treatment centre in the Town or is a resident in a supportive living facility in the Town.
- (k) **“Judicial Recount”** means a recount of votes that is ordered by the Court in accordance with Part 4 of the Act.
- (l) **“Nomination Day”** means, in accordance with the Act, the day four (4) weeks prior to Election Day of an Election year.

- (m) **“Official Agent”** means a person who has been appointed as an Official Agent on the Candidate’s nomination form in accordance with the Act.
- (n) **“Permanent Electors Register”** means a Permanent Electors Register prepared in accordance with Section 49 of the Act.
- (o) **“Presiding Deputy”** means a deputy who has been appointed as a Presiding Deputy pursuant to Section 14(1) of the Act by the Returning Officer.
- (p) **“Returning Officer”** means a person appointed by Council resolution and pursuant to Section 13(1) of the Act as a Returning Officer and includes a person acting in the Returning Officer’s place, also known as the Substitute Returning Officer.
- (q) **“Scrutineer”** means a person recognized or appointed to represent a Candidate in accordance with the Act.
- (r) **“Special Ballot”** means a Ballot that an Elector can request when they are unable to attend an Advance Vote or on voting day.
- (s) **“Substitute Returning Officer”** means a person who is appointed to act in the Returning Officer’s place pursuant to Section 13(2.1) of the Act.
- (t) **“Town”** means the municipal corporation of the Town of Blackfalds in the Province of Alberta.
- (u) **“Voting Station”** means the location where Electors cast their Ballot vote.

PART 3 - APPLICATION

- 3.1 This Bylaw shall apply to all Elections conducted in the Town in accordance with the Act, which includes general elections, by-elections and votes on a bylaw or question in accordance with the Act.

PART 4 - APPOINTMENT, POWERS AND DUTIES OF THE RETURNING OFFICER

- 4.1 In accordance with Section 13(1) of the Act, Council shall appoint, by resolution, an individual to act as Returning Officer for the purposes of conducting an Election on behalf of the Town.
- 4.2 In accordance with Section 13(2.1) of the Act, Council must appoint, by resolution, an individual to act as a Substitute Returning Officer for the purposes of conducting an Election on behalf of the Town.
- 4.3 The Returning Officer shall perform and exercise all the duties under this Bylaw and as set out in Section 14(1) of the Act.
- 4.4 The Returning Officer may delegate any of their powers or duties to a constable, Presiding Deputy, or deputy pursuant to Section 14(3) of the Act.
- 4.5 The Substitute Returning Officer is responsible for exercising all the duties, functions, and powers of a Returning Officer under this Bylaw and the Act when the Returning Officer is incapable of performing those duties, functions, and powers.
- 4.6 When acting as the Returning Officer, the Substitute Returning Officer may delegate any of their powers or duties to a constable, Presiding Deputy, or deputy pursuant to Section 14(3) of the Act.
- 4.7 Pursuant to the Act, the Returning Officer must be independent and impartial when performing their duties pursuant to Section 13.1(1).
- 4.8 No person may obstruct or attempt to influence the Returning Officer in the performance of their duties pursuant to Section 13.1(2) of the Act.
- 4.9 In accordance with Section 13(3) of the Act, the following individuals are ineligible to be appointed as the Returning Officer or the Substitute Returning Officer:
 - 4.9.1 a Candidate; or
 - 4.9.2 a Candidate’s spouse, adult interdependent partner, child, parent, or sibling.

PART 5 - DUTIES OF THE PRESIDING DEPUTIES

- 5.1 Presiding Deputies, who the Returning Officer appoints, are responsible for performing the duties as prescribed under Section 14(1) of the Act and any other duties that are assigned to them by the Returning Officer.
- 5.2 Pursuant to Section 15(1) of the Act, the Presiding Deputies are charged with maintaining the peace at Voting Stations and, with the approval of the Returning Officer, may appoint a constable to maintain order and peace at a Voting Station.
- 5.3 Presiding Deputies may request a police officer to attend the Voting Station and assist the Presiding Deputies for the purpose of maintaining order, preserving or preventing any breach of the public peace, or removing any person who, in the opinion of the Presiding Deputy, is obstructing voting or contravening the Act or this Bylaw.

PART 6 - NOMINATIONS**6.1 General Election**

Nominations must be submitted in person to the Returning Officer or designate during the Town's regular business hours within the nomination period as set out in Section 28(1) of the Act until 12:00 PM noon on Nomination Day.

6.2 By-Election

Nominations must be submitted in person to the Returning Officer or designate during the Town's regular business hours within the period beginning on the day after a Council resolution to set an Election Day for the by-election until 12:00 PM noon on Nomination Day.

Nomination Day

- 6.3 Nomination Day is four (4) weeks prior to Election Day.

6.4 Notice of Nomination Day

The Returning Officer or designate shall give notice of Nomination Day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before Nomination Day in accordance with Section 26(1) of the Act.

6.5 Notice of Intent

Any individual who intends to be nominated or has been nominated to run for an Election as a Candidate must submit a written notice in the prescribed form to the municipal office addressed to the Returning Officer that the individual intends to be or has been nominated for an Election.

6.6 Form of Nomination

Every nomination of a Candidate must:

- 6.6.1 include written notice of intent in accordance with Section 147.22(2) of the Act and 6.5 of this Bylaw, if not already submitted prior to submitting nomination papers.
- 6.6.2 be in the prescribed form and signed by at least five (5) Electors who are eligible to vote in that Election and are residents of the Town on the date of signing the nomination.
- 6.6.3 be accompanied with a sworn or affirmed written acceptance by the person nominated in the prescribed form.

6.7 Receipt of Nominations

Nominations shall be received by the Returning Officer or designate at the Town of Blackfalds municipal office:

- 6.7.1 located at the Civic Cultural Centre, 5018 Waghorn Street, Blackfalds, Alberta.
- 6.7.2 during regular business hours of 8:30 a.m. to 4:30 p.m. (excluding all statutory holidays or events where the Civic Cultural Centre may be closed).

- 6.7.3 The Returning Officer may redact any personal information in nomination papers when requested by the public.
- 6.7.4 Filed nomination papers will be retained until the term of office to which the nomination papers relate has expired pursuant to Section 34(4) of the Act.
- 6.7.5 Twenty-four (24) hours after the close of nominations on Nomination Day, the Returning Officer shall, as soon as possible, sign a statement showing the name of each nominated Candidate and any information about the Candidate which has been consented to be disclosed to the Minister's Deputy Minister, in accordance with Section 28(8) of the Act.
- 6.7.6 Within forty-eight (48) hours of the close of nominations on Nomination Day, the Returning Officer shall post the names of the Candidates who have been nominated and the offices for which they were nominated on the Town's website, in accordance with Section 28(10) of the Act.

6.8 Withdrawal of Nomination

Nominations may be withdrawn at any time during the nomination period for an Election or within twenty-four 24 hours after the close of the nomination period, subject to Section 32 of the Act and are effective on the date that the Returning Officer receives the withdrawal.

- 6.8.1 Nomination withdrawals are to be submitted to the Returning Officer:
 - (i) in writing, delivered to the municipal office during regular business hours; or
 - (ii) by email, addressed to the Returning Officer; or
 - (iii) by another method to the satisfaction of the Returning Officer.

PART 7 - DEATH OF CANDIDATE

- 7.1 If a Candidate dies after being nominated but before the opening of the Voting Station during the Advance Vote or on Election Day, the Returning Officer will provide notice of the Candidate's death in a conspicuous location at the Voting Stations pursuant to Section 33(2) of the Act.

PART 8 – ELECTION BY ACCLAMATION

- 8.1 In accordance with Section 34(1) of the Act, if 24 hours after the close of nominations, the number of candidates for an office is equal to the number of offices for which the election is held, the Returning Officer shall declare the Candidates nominated to be elected to the office for which they were nominated.

PART 9 – BALLOTS

- 9.1 Following Nomination Day, the Returning Officer will arrange for printing of Ballots and ensure a sufficient number of Ballots are printed.
- 9.2 Names on Ballots shall be listed in accordance with Section 43(2) of the Act.
- 9.3 If there is a vote on a bylaw or resolution, Council must, by resolution, determine the wording to be used on the Ballot. If Council does not determine the wording to be used on the Ballot, the Returning Officer will determine the wording to be used.

PART 10 – PERMANENT ELECTORS REGISTER

- 10.1 The Town must prepare a Permanent Electors Register of the residents of the Town who are eligible to vote that is complied with and revised primarily using the information received from the Chief Electoral Officer.
- 10.2 The Town may use any information contained or available to the Town in completing and revising the Permanent Elector Register to revise the Permanent Electors Register pursuant to Section 91.1(2) of the Act prior to destruction.
- 10.3 The Town must enter any information that is collected or obtained during an Election into the Permanent Electors Register.

- 10.4 The Permanent Electors Register may contain only the following information for each person included in the Permanent Electors Register pursuant to Section 49(5) of the Act:
- 10.4.1 the person's residential address and the mailing address, including postal codes, if the mailing address is different from the residential address;
 - 10.4.2 the surname, given name, and middle initial of the person;
 - 10.4.3 the day, month, and year of birth of the person;
 - 10.4.4 the residential phone number of the person;
 - 10.4.5 the gender of the person; and
 - 10.4.6 whether the person is a public school or a separate school resident.
- 10.5 Any persons who are not included in the Permanent Electors Register may submit an application to the Town in the prescribed form to be added to the Permanent Electors Register.
- 10.6 Any person who is included in the Permanent Electors Register that wishes to correct the information contained within the Permanent Electors Register may submit an application to the Town in the prescribed form to have their information corrected.
- 10.7 Only a Returning Officer may use the Permanent Electors Register and only as it relates to the exercise of a power or performance of a duty of a Returning Officer under the Act.
- 10.8 Pursuant to Section 49(8), no Candidate, Official Agent or Scrutineer shall access or use the Permanent Elector Register, including, without limitation, taking a photograph or making a copy of the Permanent Electors Register.
- 10.9 In accordance with Section 49.1 of the Act the Town must upon request, provide a copy of the Permanent Elector Register prepared in accordance with Section 49 of the Act to another elected authority in the same area.

PART 11 - VOTING STATIONS AND HOURS

- 11.1 The Returning Officer shall designate the location of the Voting Station pursuant to Section 37(1) of the Act.
- 11.2 The Voting Station on Election Day and during the Advance Vote will be kept open continuously from 10 a.m. to 8 p.m.
- 11.3 If there is an Elector in the Voting Station who wishes to vote when a Voting Station is declared closed, the Elector shall be allowed to vote, but no other person will be allowed to enter the Voting Station for that purpose pursuant to Section 46(4) of the Act.

PART 12 – ADVANCE VOTING

- 12.1 The Town must provide for and conduct an Advance Vote as set out in Section 73(3) of the Act.
- 12.2 The Returning Officer must determine the days and hours when the Advance Vote will be held.
- 12.3 The Returning Officer shall give notice of the Advance Vote in accordance with Section 74(1) of the Act.

PART 13 – SPECIAL BALLOTS

- 13.1 Pursuant to Section 77.1(1) of the Act, an Elector whose name is contained within the Permanent Electors Registry who is unable to vote in an Advance Vote or at the Voting Station on Election Day may apply to the Town to vote by Special Ballot.
- 13.2 Electors may apply for a Special Ballot beginning on August 1 for a general Election, or on the date set by the Returning Officer for a by-Election or vote on a bylaw or question if they are unable to vote on Election Day or during an Advance Vote.

- 13.3 Electors who are included in the Permanent Electors Register may apply to the Returning Officer for a Special Ballot through one of the following methods:
- 13.3.1 in person at the municipal office during regular business hours;
 - 13.3.2 in writing delivered to the municipal office c/o the Returning Officer;
 - 13.3.3 by telephone; or
 - 13.3.4 another method to the satisfaction of the Returning Officer.
- 13.4 Electors who are not included in the Permanent Electors Register must first apply in person to be added to the Permanent Electors Register before applying for a Special Ballot or being issued a Special Ballot package as required by Section 77.1(1.1) of the Act.
- 13.5 The following information is required from Electors when applying for a Special Ballot under this Bylaw and the Act:
- 13.5.1 first and last name of the Elector;
 - 13.5.2 municipal address of the residence of the Elector;
 - 13.5.3 school Elector status, if the Elector is voting for a trustee of a board of a school division.
 - 13.5.4 mailing address to which the Special Ballot is to be sent; and
 - 13.5.5 contact telephone number,
 - 13.5.6 contact email address if the Elector is unavailable by telephone;
- 13.6 Upon receipt of an application for a Special Ballot that complies with the requirements of this Bylaw and the Act, the Returning Officer will issue the Elector with a Special Ballot package after the close of nominations on Nomination Day.
- 13.7 Special Ballot packages must be returned to the Returning Officer no later than 4:30 PM on the Friday preceding the Election Day pursuant to Section 77.21(2) of the Act.

PART 14 - ELECTOR ASSISTANCE AT HOME

- 14.1 The Town may provide Elector assistance at home to Electors who are unable to attend a Voting Station on Election Day or during an Advance Vote because of a physical disability as provided for in Section 79(1) of the Act.
- 14.2 An Elector who meets the criteria set out in Section 79(1) of the Act must submit a request for Elector assistance at home at least forty-eight (48) hours before the end of the Advance Vote period, to have two (2) deputies attend at the Elector's residence in order take the vote of the Elector.
- 14.3 If the Returning Officer is satisfied that the Elector is unable to attend a Voting Station due to a physical incapacity or mobility limitations, the Returning Officer will:
- 14.3.1 advise the Elector that the request has been accepted;
 - 14.3.2 appoint two deputies to attend at the Elector's residence; and
 - 14.3.3 inform the Elector of the date and approximate time that the deputies will attend the residence.
- 14.4 The Returning Officer, in their sole and unfettered discretion, may accept or reject requests for Elector assistance at home pursuant to Section 79(4) of the Act.

PART 15 - CONDUCT AND DUTIES OF SCRUTINEERS

- 15.1 Before a person is recognized or appointed as a Scrutineer and before they may perform the duties of a Scrutineer, the person must:
- 15.1.1 provide the Returning Officer or a Presiding Deputy with the written notice required by Section 69(1) of the Act for a general Election or by-Election; or

- 15.1.2 provide the Returning Officer or a Presiding Deputy with the written request required by Section 70(1) of the Act for a vote on a bylaw or question; and
- 15.1.3 subscribe to a statement in the prescribed form as required by Section 16(2) of the Act.
- 15.2 After a person is recognized or appointed as a Scrutineer, the Scrutineers must:
 - 15.2.1 comply with the requirements of the Act;
 - 15.2.2 comply with the requirements of this Bylaw;
 - 15.2.3 comply with the direction of the Returning Officer or a Presiding Deputy; and
 - 15.2.4 perform their duties with integrity and respect and in a manner that is helpful and courteous to Electors, Election workers, other Scrutineers, the public, and anyone else involved in an Election.
- 15.3 No person may impede a Scrutineer from performing the duties of a Scrutineer pursuant to Section 69(7) of the Act; Scrutineers may:
 - 15.3.1 observe the conduct of an Election, including the voting process and the counting process, from the location designated within a Voting Station by the Returning Officer or a Presiding Deputy pursuant to Section 69(5) or 70(4) of the Act;
 - 15.3.2 observe the sealing of Ballot Boxes at the opening of Voting Stations to ensure that Ballot Boxes are empty prior to the start of the voting process and observe the opening of Ballot Boxes prior to the start of the counting process to ensure that all Ballots have been removed from the Ballot Boxes to be counted;
 - 15.3.3 observe that each Ballot Box is opened and that the Ballots are counted within a Voting Station as provided for in Section 85(1) of the Act from the location designated by the Returning Officer or a Presiding Deputy;
 - 15.3.4 observe that each Special Ballot Box, Advance Vote Ballot Box, and Institutional Vote Ballot Box is opened and that all Ballots are counted at the counting centre as provided for in Section 85.1(5) of the Act from the location designated by the Returning Officer or a Presiding Deputy;
 - 15.3.5 observe recounts conducted by the Returning Officer pursuant to Section 98(2) of the Act or observe a Judicial Recount pursuant to Section 106(1) of the Act;
 - 15.3.6 request to view individual Elector registers when Election workers are not assisting Electors;
 - 15.3.7 request to view the names and addresses of Electors who have applied for and been provided Special Ballot packages pursuant to Section 77.1(4) of the Act when Election workers are not assisting Electors; and
 - 15.3.8 request a copy of the Ballot account as provided for in Section 89(2) of the Act and, if the Scrutineer desires, sign the Ballot account as provided for in Section 89(1) of the Act.
- 15.4 Scrutineers must not interfere with the orderly conduct of an Election, including interfering with the voting process or the counting process and therefore further must not:
 - 15.4.1 engage in harassing or discriminatory behaviour or make abusive, derisive, threatening, or insulting statements or gestures to or about another person;
 - 15.4.2 engage in political campaigning or promotion for or against any Candidate, or for or against any position on a vote on a bylaw or question, within or outside of a Voting Station or the counting centre, including wearing any campaign materials such as buttons, hats, and t-shirts;
 - 15.4.3 view an Elector completing their Ballot, assist an Elector with completing their Ballot, vouch for an Elector pursuant to section 53(5) of the Act, or prevent an Elector from completing their Ballot;

- 15.4.4 take photographs within a Voting Station or the counting centre, including photographs of the Permanent Electors Register, individual Elector registers, or the Special Ballot Elector register;
 - 15.4.5 make copies of, transcribe, or interfere with Election materials in a Voting Station or the counting centre, including the Permanent Electors Register, individual Elector registers, and the Special Ballot Elector register; and
 - 15.4.6 make or take phone calls in a Voting Station or the counting centre while they are within a Voting Station or the counting centre, including for the exchange of information between a Scrutineer and a Candidate or Official Agent.
- 15.5 If a Scrutineer does not comply with the requirements of this Bylaw, the Act, or the direction of the Returning Officer or a Presiding Deputy, the Returning Officer or a Presiding Deputy may issue the Scrutineer with a written warning concerning their conduct.
- 15.6 If a Scrutineer continues not to comply with the requirements of this Bylaw, the Act, or the direction of the Returning Officer or a Presiding Deputy, after receiving a written warning, the Returning Officer or a Presiding Deputy, constable or police officer may remove the Scrutineer from the Voting Station or counting centre.
- 15.7 Subject to section 15.3 of this Bylaw and pursuant to the Act, the Returning Officer or a Presiding Deputy must not:
- 15.7.1 allow a Candidate to have a Scrutineer or Official Agent present in a Voting Station or the counting centre while the Candidate is present in the Voting Station or counting centre pursuant to section 69(3) or 85.1(6) of the Act;
 - 15.7.2 allow a Candidate to have both an Official Agent and a Scrutineer present in a Voting Station or the counting centre at the same time pursuant to section 69(3.1) or 85.1(6) of the Act;
 - 15.7.3 for a vote on a bylaw or question, allow more than one Scrutineer for each side of the bylaw or question to be present in the Voting Station or the counting centre at the same time pursuant to Section 70(3) and 85.1(6) of the Act; or
 - 15.7.4 permit more than the Candidate or the Candidate's Official Agent or Scrutineer, or more than one Scrutineer for either side of a vote on any bylaw or question, to be present during the counting of Ballots pursuant to Section 85(2) of Act.

PART 16 - COUNTING OF VOTES

- 16.1 The Returning Officer shall be allowed to count the Special Ballot Box, Advance Vote Ballot Box, Elector assistance at home vote Ballot Box and the Institutional Vote Ballot Box no earlier than 7:30 p.m. pursuant to Section 85.1(4) of the Act.
- 16.2 Immediately after the close of the Voting Station, the Presiding Deputy shall, in the presence of at least one and any additional officers that the deputy considers necessary, and the Candidates, Official Agents or Scrutineers shall ensure that each Ballot Box is opened and that the votes are counted, pursuant to Section 85(1) of the Act.

PART 17 - RECOUNT

- 17.1 The Returning Officer may make a recount of the votes cast in accordance with Sections 98(1), 98.1(1) and 98.2 of the Act.

PART 18 - DATE OF FORCE AND REPEAL

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

18.2 That the Town of Blackfalds Bylaws 1251.20, 1260.21 and 1263.21 be repealed upon this Bylaw coming into effect.

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

MEETING DATE: June 24, 2025
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Bylaw 1339.25 - Council Committee Bylaw**

BACKGROUND

As part of the Committee Audit Process that was undertaken in 2024, a key recommendation was the adoption of a Council Committee Bylaw. The purpose of a master Council Committee Bylaw is to align the procedures of all Council Committees under one Bylaw for consistency and ease.

Notable sections of the Bylaw include the following:

- Criteria for establishing new Committees;
- Member Appointments;
- Member at Large Appointments;
- Rules of Procedure; and
- Reporting Procedures.

Council reviewed the Bylaw at the June 16, 2025, Standing Committee of Council and recommended a minor change to the Bylaw. Section 5.3 was enhanced to clearly identify a Council member's fiduciary duty to consider the welfare and interest of the municipality as a whole. The Bylaw has been updated with that minor change.

As noted at the same meeting, due to other legislative requirements, the bylaws establishing the Assessment Review Boards, Municipal Planning Commission, Policing Committee, Library, and Emergency Management Committee will remain standalone bylaws.

DISCUSSION

Administration is recommending that Council give First Reading to the Council Committee Bylaw and direct Administration to circulate the Bylaw to the Council Committees for their review and input.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1339.25 - Council Committee Bylaw, as presented.
2. That Council direct Administration to circulate a copy of Bylaw 1339.25 - Council Committee Bylaw to the Council Committees for their feedback and input.


ALTERNATIVES

- a) That Council refer Bylaw 1339.25 - Council Committee Bylaw back to Administration for additional information.

ATTACHMENTS

- *Draft Bylaw 1339.25 - Council Committee Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND REGULATE THE TOWN OF BLACKFALDS COUNCIL COMMITTEES

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of establishing procedures for Council Committees, and other bodies established by Council;

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, permits Council to pass bylaws to establish procedures for Council Committees, and other bodies established by Council;

WHEREAS, it is the desire of the Council to establish Council Committees and prescribe the powers, duties and functions of those Committees.

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Council Committee Bylaw**”.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule “A” - Criteria for Establishing a Committee
 - 1.2.2 Schedule “B” - Committee Terms of Reference Template
 - 1.2.3 Schedule “C” - Committee Evaluation Checklist
 - 1.2.4 Schedule “D” - Terms of Reference, Economic Development & Tourism Advisory Committee
 - 1.2.5 Schedule “E” - Terms of Reference, Family & Community Support Services Board
 - 1.2.6 Schedule “F” - Terms of Reference, Recreation, Culture & Parks Board
 - 1.2.7 Schedule “G” - Terms of Reference, Member at Large Review Panel

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - (a) “**Act**” means the *Municipal Government Act*, RSA. 2000, c. M-26 and any amendments thereto.
 - (b) “**Chief Administrative Officer**” means the individual appointed by Council to the position as per the *Municipal Government Act*.
 - (c) “**Closed Session**” means a portion of a meeting or a meeting that is closed to the public as the matter to be discussed falls within one of the exceptions to the disclosure in Division 2, Part 1 of the *Access to Information Act*.
 - (d) “**Committee**” means a committee, commission, board, authority, task force or other body established by Council.
 - (e) “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
 - (f) “**Legislative Services**” means employees who work in Legislative Services. (Executive & Legislative Coordinator).
 - (g) “**Member**” means members of Council who are appointed to Committees by Council at the annual Organizational Meeting of Council, or as required throughout the year.
 - (h) “**Member at Large**” means a member of the public appointed by Council to a Committee.
 - (i) “**Member at Large Review Panel**” means the Members appointed to carry out the interview process and recommendations for Member at Large appointments and subsequent approval consideration by Council.
 - (j) “**Recording Secretary**” means an employee who has been designated by the Chief Administrative Officer or designate to act as the Recording Secretary for a Committee.

- (k) **“Staff Liaison”** means a designated employee of the Town, who acts in a liaison capacity for a Committee and who can provide subject matter expertise to the Committee.
- (l) **“Single Purpose Task Force”** means a body appointed by Council to study or work on a specific project or problem facing Council.
- (m) **“Town”** means the municipality of the Town of Blackfalds.
- (n) **“Organizational Meeting”** means a meeting that is held annually at the first meeting of the calendar year where the election is held for the Chair and Vice Chair if required, for the applicable Committee.
- (o) **“Organizational Meeting of Council”** means the meeting that is required to be held annually under section 192 of the *Municipal Government Act* not later than 2 weeks after the 3rd Monday in October.
- (p) **“Pecuniary Interest”** means a matter that could monetarily affect a Member, Member at Large or a Member, Member at Large appointee’s family, as referenced in the Act. Family is defined as a spouse, adult interdependent partner, children, parents of a spouse or adult interdependent partner.

PART 3 – EXCLUSIONS

3.1 This Bylaw does not apply to the:

- 3.1.1 Assessment Review Boards;
- 3.1.2 Municipal Emergency Management Committee;
- 3.1.3 Policing Committee;
- 3.1.4 Municipal Library Board;
- 3.1.5 Council Remuneration Committee;
- 3.1.6 Intermunicipal Committees; and
- 3.1.7 Municipal Planning Commission
- 3.1.8 Regional Subdivision and Development Appeal Board.

PART 4 - ESTABLISHMENT OF COMMITTEES

4.1 The following Committees are hereby established.

- 4.1.1 Economic Development & Tourism Advisory Committee;
- 4.1.2 Family & Community Support Services Board;
- 4.1.3 Recreation, Culture & Parks Board; and
- 4.1.4 Member at Large Review Panel.

4.2 Unless otherwise provided for in this Bylaw. Members and Members at Large are appointed by Council resolution.

4.3 In determining when or if a Committee should be established, Council shall refer to the Criteria for Establishing a Committee, attached as Schedule “A” of this Bylaw.

4.4 When a Committee is established, the Terms of Reference for the applicable Committee shall be developed, as per the template attached as Schedule “B”, which shall include:

- 4.4.1 The purpose of the Committee;
- 4.4.2 The composition of the Committee; and
- 4.4.3 Roles and responsibilities of the Committee.

4.5 The Chief Administrative Officer shall designate the position who will carry out the Staff Liaison role required for providing subject matter expertise and advice to each Committee.

4.6 The Chief Administrative Officer shall designate the position who will carry out the Recording Secretary duties for each Committee.

4.7 If the Committee receives grants, donations, or contributions, any monies received will be administered by the Town under their accounting principles and the terms under which the monies were received.

- 4.8 If applicable, the Committee will prepare and submit an annual proposed budget for Council as part of the Town's budget process.

PART 5 - MEMBER APPOINTMENTS

- 5.1 Member appointments will be conducted at the annual Organizational Meeting of Council unless otherwise directed by resolution of Council.
- 5.2 During the annual appointment process, consideration shall be given to weighing the benefits of proposing Members for either new appointments or reappointments.
- 5.2.1 New appointments may provide Members with increased learning opportunities and exposure to various Committees.
- 5.2.2 Reappointments may be warranted in certain Committees, for instances when it is deemed to be beneficial due to continuity, complexity, knowledge, organizational history, training requirements, etc.
- 5.3 Members appointed to Committees are to act as representatives of the Council, and as per the *Municipal Government Act*, consider the welfare and interest of the municipality as a whole and to act as liaisons between the Committee and Council. In this role, the Member will:
- 5.3.1 Advocate proactively within the Committee for outcomes that will help to progress the outcomes that are set out in Council's Strategic Plan.
- 5.3.2 Monitor and guide the Committee's activities in order to ensure they are aligned with the Committee's mandate.
- 5.3.3 Ensure that the Committee is not directing any Staff Liaison or other Town resource to undertake work on behalf of the Committee.
- 5.3.4 If there is a conflict between a Member's personal opinion on an issue and the direction provided by Council, the Member should represent Council by voting in alignment with the Council position.
- 5.3.5 As per the *Municipal Government Act* When the Committee brings forth a question or request to Council, the Member should vote from the perspective of Council; this means that, even if a Member voted in favour of a motion at Committee, they may find themselves voting against the issue at Council after hearing the debate and opinions of fellow Councillors.
- 5.3.6 Make every effort to attend scheduled meetings.
- 5.3.7 Actively participate in open and respectful sharing of opinions.
- 5.3.8 Make every effort to ensure that matters are considered fairly and consistently.
- 5.3.9 Make decisions based on the best available information.
- 5.3.10 Report back to Council routinely on the activities of the Committee.
- 5.4 Members are to keep matters discussed at a Committee meeting in a Closed Session confidential until such time that they are discussed at a Committee meeting held in public.
- 5.5 Following the municipal election, the Chief Administrative Officer will ensure that the Members are provided with an introduction to the various Committees prior to or during the Council orientation training.

PART 6 - MEMBER AT LARGE APPOINTMENTS

- 6.1 Annually in September, those Member at Large terms that are set to expire but are eligible for reappointment shall be asked to provide written confirmation of their interest in reappointment.
- 6.2 Once the number of Committee vacancies is determined, notification of such vacancies shall be published on the Town's, social media, website and in local area newspapers. Vacancies that occur throughout the year will be listed on the Town's website and periodically posted on the Town's social media outlets.

- 6.3 Application forms shall be made available at the Town's Civic Centre and on the Town's website.
- 6.4 Completed application forms shall be accepted throughout the year and may be retained by Legislative Services on file for six (6) months for consideration should additional vacancies occur.
- 6.5 Any vacancies may be filled from the retained applications or through additional advertising.
- 6.6 The Member at Large Review Panel will review all applications for vacancies on a Committee.
- 6.7 The Member at Large Review Panel will shortlist candidates.
- 6.8 The Member at Large Review Panel will conduct interviews to make recommendations to Council for consideration.
- 6.9 All Members of the Member at Large Review Panel shall actively participate in the interview and selection process.
- 6.10 Legislative Services shall manage all applications received, schedule interviews on behalf of the Member at Large Review Panel, and provide any other administrative support required.
- 6.11 The Member at Large Review Panel has the discretion to request an interview with a reapplying Member at Large.
- 6.12 The reapplying Member's at Large participation, service and conduct on the Committee shall be considered in the review process.
- 6.13 Member at Large Appointments will be for 1-, 2-, or 3-year terms unless determined elsewhere, or otherwise approved by Council.
- 6.14 No Member shall serve on a Committee for more than three (3) consecutive terms, unless authorized by Council.
- 6.15 Appointments to fill a vacancy due to resignation will be appointed to the Committee for the balance of the term.
- 6.16 If not restricted by legislation, Council may appoint Members at Large to fill a Committee vacancy for terms which are incomplete due to the resignation or removal of a Member.
- 6.17 Council may consider and subsequently approve Member at Large annual appointments, as recommended by the Member at Large Review Panel.
- 6.18 Following Council approval, applicants shall be notified of their appointment by Legislative Services.
- 6.19 All Members and Member at Large appointees shall be required to submit a Criminal Record Check free of charge to Legislative Services prior to their attendance at the first Committee meeting.
- 6.20 Council may revoke a Member at Large appointment from a Committee by resolution for any reason they deem appropriate.
- 6.21 Legislative Services shall maintain a current record of all Committee appointments and details of their term.
- 6.22 A Member at Large may resign at any time but must provide the Chair of the Committee with written notice in advance. The Chair will notify Council, through Legislative Services, and Town Council will formally accept the resignation.
- 6.23 All Member at Large Appointees will serve without remuneration. In instances where expenses are incurred for out-of-town meetings or other events approved by the Committee, the applicable travel expenses will be paid for the Member at Large, where the relevant budget has been provided.

PART 7 - RULES OF PROCEDURE

- 7.1 All Member at Large appointees to a Committee shall conduct their business in accordance with this Bylaw and the applicable Terms of Reference as attached in the applicable Schedule to this Bylaw.

- 7.2 In accordance with the Act, a meeting may be conducted by means of electronic or other communication facilities if:
- 7.2.1 The facilities enable the public to watch and/or listen to the meeting;
 - 7.2.2 The facilities enable all the meeting's participants to watch and/or hear each other; and
 - 7.2.3 Notice is given to the public of the meeting and the way in which it is to be conducted.
- 7.3 Members at Large or Members participating in a meeting held via communication facility are deemed to be present at the meeting.
- 7.4 A Committee may appoint one or more sub-committees by resolution to consider or inquire into any matter that falls within its purpose. The sub-committee(s) shall then report their findings to the Committee.
- 7.5 Once the sub-committee has met its purpose the sub-committee will be dissolved by way of resolution.
- 7.6 To benefit from additional expertise, a Committee may invite others to assist with making presentations and/or serving on a sub-committee. These individuals shall not have voting powers.
- 7.7 No action of a Committee, except where a power to act has been granted by Council or as legislated, shall be binding on the Town.
- 7.8 The Chair of a Committee shall not be a Council Member.
- 7.9 The Chair of the Committee will:
- 7.9.1 Liaise with the Recording Secretary on the agenda development for meetings;
 - 7.9.2 Review the draft minutes once prepared by the Recording Secretary;
 - 7.9.3 Preside over and keep order at Committee Meetings;
 - 7.9.4 Endeavor to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events;
 - 7.9.5 Assist the Member at Large Review Panel on the selection and interview process;
 - 7.9.6 Ensure that new appointees receive an orientation on the Committee prior to their first meeting; and
 - 7.9.7 On behalf of the Committee, report annually to Council as outlined in Section 9 of this Bylaw.
- 7.10 The Chair of the Committee shall endeavour to ensure that Member at Large appointees are fairly and appropriately engaged in meetings and related events.
- 7.11 Meetings of the Committees shall be scheduled as determined by their Terms of Reference and/or as otherwise scheduled by the Committee.
- 7.12 Once all Committee meeting dates are determined by the Committee at its Organizational Meeting, they will be posted on the Council meeting calendar on the Town's website.
- 7.13 Committee meeting agenda packages will be made publicly available on the Town's website at least three (3) days in advance of a meeting date, unless extenuating circumstances prevent this from occurring.
- 7.14 All Committee meetings must be held in a publicly accessible location.
- 7.15 A quorum shall consist of fifty percent (50%) of the Committee unless otherwise provided for by legislation or regulation.
- 7.16 All Committee meetings shall be open to the public unless the topic falls under the *Access to Information Act*, Division 2 - Exceptions to Disclosure.
- 7.17 Before entering a Closed Session, the Committee shall state:
- 7.17.1 That the Committee will be moving to Closed Session;
 - 7.17.2 The basis under which the meeting will be held in Closed Session, as defined by legislation; and
 - 7.17.3 A vote must be held to move to a Closed Session, and a separate vote shall be held to return to the open public meeting. No other motions may be made in a Closed Session.

- 7.18 Committees will follow the rules of procedure for Council as outlined in the Council Procedural Bylaw unless another act or authority states otherwise.
- 7.19 All Members and Members at Large shall be required to vote on any matter before the Committee unless a conflict of interest is declared. In the event of a tie vote, the motion shall be deemed defeated.
- 7.20 Nothing in this Bylaw shall be construed to empower a Committee to pledge, appropriate or expend any public money without prior approval of Council.
- 7.21 Nothing in this Bylaw shall be construed to empower a Committee to direct resources of the Staff Liaison.
- 7.22 Minutes from the Committee meeting will be taken and, following adoption, signed by the Committee Chair and Recording Secretary. Originals will be forwarded to Legislative Services for filing and inclusion in the next Regular Meeting of Council under its Consent Agenda.
- 7.23 Any Member at Large who is absent from three (3) consecutive meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.
- 7.24 Individual Committees shall utilize the Committee Evaluation Checklist, attached as Schedule "C". This shall be used to determine the committee's effectiveness. The evaluation shall occur annually, at the end of each Committee mandate, or as determined by the Council.
- 7.25 Members at Large have a responsibility to make decisions based on the best interests of the Town.

PART 8 - REPORTING PROCEDURES

- 8.1 A Committee, with the exception of the Member at Large Review Panel, shall report annually to Council on:
- 8.1.1 Their proposed work / strategic plan;
- 8.1.2 Matters referred to them or requested by Council; or
- 8.1.3 When Council approval is required for a specific action, initiative or budget request.
- 8.2 Committees shall report to Council through the Chair or designate.
- 8.3 Any sub-committee struck by a Committee shall report to Council through the Committee.

PART 9 - REPEAL

- 9.1 That Bylaw 1125/11 – Blackfalds and District Recreation, Culture and Parks Bylaw, and Bylaw 1221/18 – Blackfalds and District Family and Community Support Services Board Bylaw and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 10 - DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE “A”

CRITERIA FOR ESTABLISHING A COMMITTEE

- 1. Will the mandate of this Committee be to look into a specific issue or oversee an ongoing issue?**

(This will help determine if Council should create a Committee or a Single Purpose Task Force, defined as a body appointed by Council to study or work on a specific project or problem facing Council. Normally, task forces have a set mandate and term and are disbanded once the task has been completed. Task forces can consist of representation from both Council and the public.)

- 2. Will this Committee help, advise, instruct, or exercise any responsibility for or authority over any aspect of the organization that has already been delegated to Administration? If so, then what will Council hold the Town Manager accountable for in this regard?**

- 3. Has Council developed a clear mandate for the Committee, and has criteria been established for how and what it will report to Council?**

- 4. Will the mandate of this Committee assist Council in parts of its own Strategic Plan, goals, or responsibilities?**

- 5. Has Council established what specific resources will be required by this Committee, and are they available to be committed?**

(This will include resources such as Staff Liaison, Recording Secretary and support, appropriate budget, and sufficient timelines to properly investigate the objectives.)

SCHEDULE “B”

COMMITTEE TERMS OF REFERENCE TEMPLATE

1. Purpose/Mandate

1.1. This section outlines the purpose of the applicable Committee.

2. Membership

2.1. This section outlines the Committee membership and shall include the following clause:

2.2 As per the Council Committee Bylaw, any member who is absent from three (3) consecutive regular meetings of the Committee automatically ceases to be a Member at Large as of the date of the third meeting unless such absence is authorized by resolution of the Committee.

3. Meetings

3.1 This section outlines the Committee's meeting schedule and specifies that, if required, the election of Chair and Vice Chair will be completed at the Organizational Meeting.

4. Committee Roles and Responsibilities

4.1 This section outlines the roles and responsibilities of the Members at Large on the Committee and must include the following:

4.1.1. Completion of Committee Annual Evaluation Checklist.

SCHEDULE “C”

COMMITTEE EVALUATION CHECKLIST

1. **Is the mandate of the Committee still relevant, or has the original mandate and/or the need for the Committee changed?**

Still relevant _____ Not Fulfilled _____

If not, is there any reason by the Committee should continue to exist?

2. **Has the board or Committee Mandate been fulfilled?**

Fulfilled _____ Not Fulfilled _____

If not, is there any reason by the Committee should continue to exist?

3. **What is the recommendation of the Staff Liaison pertaining to the overall mandate and function of the Committee?**

4. **Has the Committee reported its progress throughout the year?**

5. **Are the activities of the Committee consistent with its mandate?**

6. **Are Members at Large of the Committee still considered the right fit, or does the membership need to change?**

7. **Has the Committee had a large turnover rate or had difficulty attracting Members at Large?**

8. **What additional term is required for this Committee to complete its mandate?**

SCHEDULE "D"**TERMS OF REFERENCE**
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE**1. Purpose/Mandate**

- 1.1. The purpose of the Economic Development & Tourism Advisory Committee ("EDTAC") is to act as an advisory committee to Council and provide guidance and advice in the implementation of strategies outlined in the Economic Development & Tourism Strategy that serves to enhance economic development and tourism in the Town of Blackfalds including additional strategies, ideas and solutions related to economic development and tourism in the Town of Blackfalds and area.

2. Membership

- 2.1 EDTAC is comprised of a minimum of eleven (11) members who are appointed by Council. Council will appoint EDTAC members on the basis of demonstrated appreciation of and participation in community economic development matters. Membership includes:
- 2.1.1 A maximum of two (2) Town Council members (voting members);
 - 2.1.2 A maximum of one (1) Lacombe County Council member (voting member);
 - 2.1.3 A minimum of eight (8) members at large with experience in or passion for business, innovation or economic development (voting member); and
 - 2.1.4 Economic Development Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.2 The term of the Committee appointments will be for up to two (2) years.

3. Meetings

- 3.1 EDTAC will review the dates and times of the regular meetings at the beginning of each calendar year. Meetings will typically be held starting at 7:00 p.m. on the first or second Monday of February, April, June, September and November. The Chair may call additional meetings as required.

4. Committee Roles and Responsibilities

- 4.1 At the February meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council in relation to economic development and tourism initiatives. Decisions of the EDTAC are not binding on the Town of Blackfalds until it is approved by Council.
- 4.3 Establish project sub-committees as required. These sub-committee may include non-EDTAC members. Project committee will report back to EDTAC through the sub-committee chair.

SCHEDULE "E"**TERMS OF REFERENCE**
FAMILY & COMMUNITY SUPPORT SERVICES BOARD**1. Purpose/Mandate**

- 1.1 The purpose of the Family & Community Support Services Board ("**FCSS**") is to act as an advisory board to Council, governed by a partnership with the Government of Alberta dedicated to enhancing the social prosperity of individuals, families, the community and district. The FCSS Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, volunteer recognition, annual budgeting, partnering opportunities, and funding for other social prevention programming providers. The decisions and recommendations that come from the Board for Council's consideration are influenced by the current Social Needs Assessment and Master Plan.

2. Membership

- 2.1 FCSS Board is comprised of a minimum of eight (8) to a maximum of ten (10) members, which are appointed by Council. Council will appoint FCSS Board members who are dedicated to enhancing the social prosperity of individuals, families, the community and district. Membership includes:
- 2.1.1 A maximum of two (2) Town Council members (voting members);
 - 2.1.2 A minimum of five (5) - maximum of seven (7) members at large who are residents of Blackfalds (voting members);
 - 2.1.3 A maximum of three (3) members at large who are Lacombe County residents (voting members); and
 - 2.1.4 FCSS Manager and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
 - 2.1.5 Council can appoint an additional member at large who is a resident of Blackfalds (voting members) making the maximum (8) if they are unable to fill the Lacombe County position.
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.3 The term of the Committee appointments will be for up to three (3) years.

3. Meetings

- 3.1 Meetings will be held starting at 7:00 p.m. on the second Thursday of the month, with no meetings regularly scheduled in July and August. The Chair may call additional meetings as required.
- 3.2 The FCSS Board shall hold a minimum of (6) regular meetings annually at a time and so designated by the FCSS Board.

4. Committee Roles and Responsibilities

- 4.1 At the Organizational meeting, the Committee, by a majority vote, will elect a Chair and Vice Chair for the Committee to serve a one (1) year term.
- 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of family and community support services and programs, including monitoring and review of the terms of reference. As well as recommend the allocation of grants and funds to community organizations.
- 4.3 The Board shall advise and make recommendations regarding the preparation of a Social Needs Assessment Master Plan at least every five (5) years, outlining, in order of priority, and providing recommendations relating to preventive social services matters in accordance with the Social Needs Assessment Master Plan.

- 4.4 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating to preventative social services matters in accordance with the Social Needs Assessment Master Plan.
- 4.5 The FCSS Board shall adjudicate the nomination process for annual volunteer recognition awards for the Town of Blackfalds and recommend award recipients.
- 4.6 Donated funds that are remaining at the end of the budget year may be held in municipal reserves for Council approved municipal family and community support services projects. Provided these funds are reported and shown in the annual audit report, the FCSS Board may recommend to Council special projects for allocation of reserve funds generated by family and community support services related activities.
- 4.7 Decisions of the FCSS Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee both recommendations will be brought forward.
- 4.8 Establish project sub-committees as required. These sub-committee may include non-FCSS Board members. Project committee will report back to the FCSS Board through the sub-committee chair.
- 4.9 The Board shall promote collaboration throughout the Regional Family and Community Support Services District to encourage the sharing of available resources towards the provision of preventative social services opportunities for everyone in the district.

SCHEDULE “F”**TERMS OF REFERENCE
RECREATION, CULTURE & PARKS BOARD****1. Purpose/Mandate**

- 1.2** The purpose of the Recreation, Culture & Parks (“**RCP**”) Board is to act as Advisory Board which provides recommendations to Council on the planning, development, and policy of municipal recreation services and amenities. The RCP Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, annual budgeting, partnering opportunities, and funding for other providers. The decisions and recommendations that come from the Board for Council’s consideration are influenced by the current Recreation Master Plan and Community Services Framework Policy.

2. Membership

- 2.4** The RCP Board is comprised of a maximum of eight (8) members, who are appointed by Council. Council will appoint RCP Board members who are dedicated to enhancing the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, parks and green spaces. Membership includes:
- 2.1.1** A maximum of two (2) Council members (voting members);
 - 2.1.2** A minimum of five (5) - maximum of six (6) members at large who are residents of Blackfalds (voting members);
 - 2.1.3** A maximum of one (1) Lacombe County resident may be appointed (voting member); and
 - 2.1.4** Director and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.5** The majority of members must maintain a residence within the Town of Blackfalds.
- 2.6** The term of the Committee appointments will be for up to three (3) years.

Meetings

- 3.3** Meetings will be held starting at 6:30 p.m. on the first Wednesday of the month, with no meetings regularly scheduled in July and August.
- 3.4** The RCP Board shall hold a minimum of four (4) regular meetings annually at a time and so designated by the RCP Board.
- 3.5** The Chair may call additional meetings as required.

Committee Roles and Responsibilities

- 4.1** At the Organizational meeting, the RCP Board elects a Chair and Vice Chair for the Committee by a majority vote to serve a one (1) year term.
- 4.2** The Committee will make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs and parks and green spaces.
- 4.3** The RCP Board will recommend the allocation of Community Initiatives Grant funding to community organizations.
- 4.4** The RCP Board shall provide advice and recommendations on the development of a Recreation Master Plan, including prioritizing initiatives and guiding the growth of recreation, culture, and park resources in alignment with the Recreation Master Plan and Community Services Framework Policy.
- 4.5** Decisions of the RCP Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee, both recommendations will be brought forward.

- 4.6 The RCP Board may establish sub-committees as needed. A sub-committee may include non-RCP Board members. The designated Chair of the sub-committee will report back to the RCP Board.
- 4.7 The Board shall promote regional collaboration to encourage the sharing of available resources towards the provision of recreation opportunities within the district.

DRAFT

SCHEDULE “G”

**TERMS OF REFERENCE
MEMBER AT LARGE REVIEW PANEL**

1. Purpose/Mandate

- 1.1 To carry out the screening, interview and selection process for the Member at Large Appointments and make recommendations to Council on Member at Large Appointments to Council Committees.

2. Membership

- 2.1 The Member at Large Review Panel will consist of three (3) Council Members.

3. Meetings

- 3.1 Meetings will be held on an as needed basis.

4. Committee Roles and Responsibilities

- 4.1 To review all applications received for vacancies on a Committee.
- 4.2 Shortlist candidates for an interview.
- 4.3 Conduct interviews.
- 4.4 Make recommendations for Member at Large appointments to Town Council.

MEETING DATE: June 24, 2025
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Bylaw 1340.25 - Municipal Library Board Bylaw**

BACKGROUND

The Municipal Library Bylaw 1224/18 was adopted in 2018. In a review of the Bylaw, it was noted that amendments were required to remove the section that outlined that the Volunteer Programmer would review new member applications and make recommendations to Council on appointments. In addition, it was noted that the bylaw contained more information than what was required under the *Libraries Act*. Through consultation with a Municipal Advisor, it was recommended that the current Bylaw be repealed and replaced with a new Bylaw that spoke to the establishment of the board only, as the *Libraries Act* sets out the rules and regulations of the Board.

The draft Bylaw was reviewed at the June 16, 2025, Standing Committee of Council, where the Committee recommended that it be brought forward to a Regular Meeting of Council for consideration.

DISCUSSION

Administration is recommending that Council give three readings to the Municipal Library Board Bylaw.

FINANCIAL IMPLICATIONS

There would be no financial implications to this new Bylaw.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1340.25 - Municipal Library Board Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1340.25 - Municipal Library Board Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1340.25 - Municipal Library Board Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1340.25 - Municipal Library Board Bylaw, as presented.

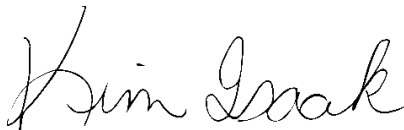
ALTERNATIVES

- a) That Council recommends amendments to Bylaw 1340.25 - Municipal Library Board Bylaw.
- b) That Council refer Bylaw 1340.25 - Municipal Library Board Bylaw back to Administration for more information.

ATTACHMENTS

- *Draft Bylaw 1340.25 - Municipal Library Board Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR THE ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD**

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 the establishment of a Municipal Library Board

WHEREAS, pursuant to Section to the Province of Alberta *Libraries Act*, RSA 2000 Chapter L-11 and the Libraries Regulation, and any amendments thereto.

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Municipal Library Board Bylaw**”.

PART 2 – PURPOSE

- 2.1 That there shall be established a Municipal Library Board for the Town of Blackfalds.
- 2.2 That on being established, the Municipal Library Board is a corporation under the *Libraries Act* and Library Regulations, and shall operate in accordance with the *Libraries Act* and applicable Regulations.
- 2.3 The relationship between the Council of the Town of Blackfalds and the Municipal Library Board shall be governed by the *Libraries Act* and Amendments and Regulations pertaining thereto:

PART 3 - REPEAL

- 3.1 That Bylaw 1224/18 is hereby repealed upon this Bylaw coming into effect.

PART 4 - DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

MEETING DATE: June 24, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Broadway Reservoir Upgrade Funding Agreement with Lacombe County**

BACKGROUND

The Town of Blackfalds and Lacombe County established a Joint Economic Area (“**JEA**”) for the Aspelund Industrial Area in 2007. In 2014, an agreement was signed between the parties that provided for the Town of Blackfalds to service the JEA with water and wastewater. It was recognized that at the time the agreement was entered into that capacity available in the Town’s water and wastewater infrastructure was limited and that future expansion would be required to accommodate the JEA needs and the growth needs of the Town of Blackfalds.

In late 2022, discussions began on the need to plan for the upgrade as a result of the additional water supply required for the Dairy Innovations West plant located in Aspelund Industrial Park. The plan was to bring this project forward as a 2025 capital budget to initiate the design in anticipation of a 2026 build. With the announcement of the Local Growth and Sustainability Grant, it was identified that the Town would be eligible to apply for the grant if the project was funded fully before the grant submission deadline of November 29th, 2024. With the support of Lacombe County Administration offering support to the submission as a regional partner and contributor, the Town was successful in securing \$2,314,486 from this grant source. As part of ongoing discussions with the County, a preliminary budget of \$6.8 million was estimated for this project based on previously built costs incurred in the area. However, once the detailed design was complete and tender submissions received for the initial phase of the cost for the project is now estimated at \$7,786,000 as per the May 13, 2025, Broadway Reservoir Expansion Contract 1 Tender Award Report.

Lacombe County at their June 12, 2025, Meeting authorized the County Manager to enter into the Broadway Reservoir Upgrade Funding Agreement with the Town of Blackfalds. This agreement outlines that the Town will pay 59% and the County will pay 41% of the remaining balance once the grant monies of \$2,314,486 have been applied to the project.

DISCUSSION

Administration is seeking Council’s authorization for the Mayor and the Chief Administrative Officer to enter into the Broadway Reservoir Upgrade Funding Agreement with the County of Lacombe.

FINANCIAL IMPLICATIONS

The Town of Blackfalds estimated share would be \$3,228,193.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council authorize the Mayor and the Chief Administrative Officer to enter into the Broadway Reservoir Upgrade Funding Agreement with the County of Lacombe.

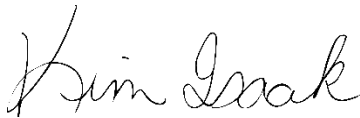
ALTERNATIVES

- a) That Council refer Broadway Reservoir Upgrade Funding Agreement with Lacombe County back to Administration for additional information.

ATTACHMENTS

- *Broadway Reservoir Upgrade Funding Agreement*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

BROADWAY RESERVOIR UPGRADE FUNDING AGREEMENT

THIS AGREEMENT made effective this _____ day of _____ 2025.

BETWEEN:

Lacombe County,
a Municipal Corporation in the Province of Alberta,
hereinafter the ("**County**")

- and -

The Town of Blackfalds,
a Municipal Corporation in the Province of Alberta,
hereinafter the ("**Town**")

WHEREAS the Town owns, operates, and manages the water distribution and wastewater collection assets (herein referred to as the "**Utility System**") within the Town to service its customers;

WHEREAS the Town and County have entered into a Joint Economic Area Agreement to encourage commercial and industrial development to the benefit of both the Town and County, minimizing the impact of municipal jurisdictional boundaries and using to advantage, the availability of service by the Town's public water and wastewater systems;

WHEREAS The Town and County have entered into a Joint Servicing Area Water and Wastewater Agreement, dated December 8, 2014, ("**Services Agreement**"), that provides water and wastewater services to properties located in the County's Aspelund Industrial Park (hereinafter referred to as the "**Park**") via the Town's Utility System;

AND WHEREAS to facilitate future growth in the Town and the Park, the Town has agreed to upgrade its existing Broadway Reservoir and Pump Station to increase water storage and pumping capacity.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual agreements contained within this agreement, the parties hereby agree as follows:

ARTICLE 1 - DEFINITIONS

1.1 Definitions

In this Agreement, the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- (a) "**Agreement**" means this agreement as the same may be amended from time to time and the expressions "herein", "hereof", "hereto", "above", "below" and similar expressions, if used in any article, section or paragraph of this Agreement, refer to this agreement including the Schedules attached hereto and do not refer solely to a particular article, section or paragraph unless specifically stated herein;

- (b) **"Area"** means the Broadway Water Reservoir and Pump Station lands located at 6001 Broadway Avenue and the expansion, as identified in Schedule 1;
- (c) **"Business Day"** means a day other than a Saturday, Sunday, or statutory holiday in the Province of Alberta;
- (d) **"Services Agreement"** means the Joint Servicing Area Water and Wastewater Agreement, dated December 8, 2014, entered into by the Town of Blackfalds and Lacombe County.
- (e) **"Increased Storage Volume "** means the operational storage, equalizing storage, fire suppression storage and dead storage of the water reservoir improvements totalling 6,800m³

1.2 **Preamble and Schedules Incorporation**

The parties hereby confirm and ratify the matters contained and referred to in the preamble and in the various schedules to this Agreement and agree that the same are expressly incorporated into and form part of this Agreement.

Schedule "1" - Broadway Reservoir and Pump Station Upgrades - the "Area" (not to scale)

Schedule "2" - Stantec Memo - Aspelund Servicing Review - Water and Wastewater Volume Breakdown - June 1, 2023

Schedule "3" - Dispute Resolution Process

ARTICLE 2 - AGREEMENT

2.1 **Construction**

The Town hereby agrees to design, tender, and project manage the construction upgrade of the Broadway Reservoir and Pump Station in the Area identified in Schedule 1. As of May 13, 2025, the estimated cost of the Broadway Reservoir and Pump Station Upgrade is \$7.786 million.

2.2 **Transfer**

The Town and County hereby covenant and agree that subject to and in consideration of the performance of the other party's concurrent transfer obligations contained within this Agreement, as well as subject to the satisfaction or waiver of the conditions:

- (a) The County and the Town shall share the Increased Storage Volume in the Upgraded Water Reservoir. The Town of Blackfalds would utilize approximately 59% of the capacity and Lacombe County would utilize 41% of the capacity as outlined in the May 2, 2025 – Aspelund Servicing Review – Water and Wastewater Volume Breakdown – Rev 1. memo from Stantec Engineering contained in Schedule 2.

2.3 **Contribution/Consideration**

The County and the Town hereby covenant and agree that:

- (a) Save and except for as specifically contained within this Section or Section 2.2 of this Agreement, no further or other consideration, compensation, purchase price or other

payment shall be due or owed by either party as a result of the contribution contemplated within Section 2.2 of this Agreement;

- (b) Upon and subject to the performance of the Town's obligations within Section 2.1 and the County's concurrent transfer obligations contained within Section 2.2 of this Agreement, as well as subject to the satisfaction or waiver of the conditions, the County shall pay to Town the sum equivalent to 41% of the total actual construction cost of the Broadway Reservoir and Pump Station Upgrade, net of grant proceeds, plus GST.

2.4 Payment Deadline

The County agrees to pay the Town its contribution under Section 2.3(b) as construction progresses.

- (a) The County shall pay to the Town 41% of any construction progress draws and engineering costs as recommended by the Town's project engineer or construction manager. Such payment shall be made within 30 days of the County receiving the recommended progress draw request from the Town.
- (b) A final reconciliation contribution by the County is to be based on the actual cost of construction as documented by the Town less any progress payments paid by the County to the Town. The final payment shall be made within 30 days of the County receiving the final reconciliation and payment request from the Town.

2.5 GST

Goods and Services Tax applicable to the contribution of the respective interests in the Broadway Reservoir Upgrade is not included within any consideration contemplated or acknowledged within this Agreement, which Goods and Services Tax shall be the responsibility of the respective transferee of the said interest.

2.6 Sale of Increased Storage Volume

The Town and County agree that the Increased Storage Volume described in this Agreement has no monetary value outside this Agreement and will be shared depending on water demands of the system. The County cannot sell, dispose of, or grant any of its share of the volume of the system or designate the volume to any other body.

2.7 Town Use of Increased Storage Volume

The Town cannot allocate the Increased Storage Volume reserved for the County without the written consent of the County.

ARTICLE 3 - CONDITIONS & DUE DILIGENCE

3.1 Cooperation

The County and the Town shall cooperate fully with each other for the purposes of the mutual investigation of the Broadway Reservoir and Pump Station Upgrade and, for such purpose, shall afford to the other party and its representatives (including, but not limited to, the solicitors and accountants of the respective parties), full access to all of the properties, books, contracts,

documents, files, correspondence and records of the County or the Town, and to furnish to the other party and its respective representatives such information, including copies of pertinent records and documents, as the Town or its representatives may reasonably require to enable the receiving party and its representatives to make a full and complete investigation of the Broadway Reservoir and Pump Station Upgrade. The County and the Town shall also instruct their respective solicitors, accountants, and other advisors to cooperate fully with and assist in such investigation.

ARTICLE 4 - LIABILITIES

4.1 Risk

The Broadway Reservoir and Pump Station Upgrade shall be and remain at the risk of the Town. In the event of any loss or destruction to any of the said assets, the Town shall retain any insurance proceeds received with respect to such loss or destruction, if any, in trust for the County, and upon the conclusion of this Agreement contemplated herein, such funds shall be applied to the repair and replacement of the damaged or destroyed portions of the said assets.

4.2 Revenues and Accounts Payable

The Town shall be responsible for all accounts payable and shall be entitled to all profits, revenues, benefits, and accounts receivable relating to the use or operation of all or any of the respective assets.

4.3 Costs

The County and the Town shall each be responsible to pay for their own respective costs and expenses incidental to the preparation and carrying out of this Agreement and the completion of the transactions contemplated hereby.

ARTICLE 5 - RESOLUTION OF DISPUTES

5.1. Dispute Process

Any dispute between the parties hereto as to the interpretation of, subject matter of, or in any way related to, this Agreement is to be resolved by the parties attempting to reach a fair and equitable resolution by using, in good faith, the dispute resolution process set out in Schedule "3" of this Agreement.

ARTICLE 6 - GENERAL

6.1 Notices

Any notice required to be given hereunder by any party shall be deemed to have been well and sufficiently given if:

- (a) delivered to the party to whom it is intended or mailed by prepaid registered mail to the party to whom it is intended, as the case may be, at the addressee hereinafter set forth:

- i. to the County:

Lacombe County
RR#3,
Lacombe, T4L 2N3

- ii. to the Town

Town of Blackfalds

Box 220

Blackfalds, AB T0M 0J0

- (b) to the party to whom it is intended to the e-mail address of such party as hereinafter set forth:

- i. to the County:

info@lacombecounty.com

- ii. to the Town:

info@blackfalds.ca

Or to such other address or e-mail address as a party may from time to time direct in writing.

Any notice delivered as aforesaid shall be deemed to have been received on the date of delivery, any notice mailed shall be deemed to have been received five (5) days after the date it is postmarked, and any notice sent via fax shall be deemed to have been received on the date that the transmitting fax machine confirms transmission. If normal mail service is interrupted by strike, slow-down, force majeure or other cause after the notice has been sent, the notice will not be deemed to be received until actually received. In the event normal mail service is impaired at the time of sending the notice, then delivery or sending via fax only shall be effective.

6.2 Tender

The parties acknowledge and agree that any payment of monies required to be made hereunder shall be made in Canadian funds and that any tender of monies or documents hereunder may be made upon the solicitors acting for the party upon whom the tender is desired, and it shall be sufficient that a negotiable bank draft is tendered instead of cash.

6.3 Term of Agreement

The term of this Agreement shall continue until the day the Broadway Reservoir and Pump Station Upgrade has been constructed, is operational, and the County has paid its contribution as outlined in Section 2.3 or December 31, 2027, whichever is the latter.

6.4 Further Assurances

The parties hereto and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent and allow the Town to develop, operate, and maintain the Utility System.

6.5 Unenforceable Terms

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition, other than those to which are held invalid or unenforceable, shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

6.6 Amendments

This Agreement may be altered or amended in any of its provisions when any such changes are reduced to writing and signed by the parties hereto but not otherwise.

6.7 Assignment

This Agreement is not assignable by any of the parties hereto without the prior written consent of all the other parties hereto, which consent may not be arbitrarily withheld.

6.8 Time of Essence

Time shall be of the essence of this Agreement and of every part hereof.

6.9 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit, or enlarge the scope or meaning of this Agreement or any provision hereof.

6.10 Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires.

6.11 Entire Agreement

This Agreement constitutes the entire Agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations, or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein. In the event of a conflict between the terms of this Agreement and the terms of any of the completion documents contemplated within this Agreement, the provisions of the completion documents shall prevail.

6.12 No Waiver

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by the other party hereunder. Failure on the part of either party to complain of any act or failure to act on the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such first party of its rights hereunder.

6.13 Governing Law and Submission to Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the parties hereto hereby submit to the jurisdiction of the Courts in the Province of Alberta.

6.14 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

6.15 Execution in Counterpart

This Agreement may be executed and scanned or otherwise signed electronically and delivered by electronic transmission and when so executed will be deemed an original and binding on the parties. This Agreement may be executed in one (1) or more counterparts, each of which taken together, shall constitute only one legal instrument. counterpart.

The corporate parties have approved this Agreement effective the date first above written and have affixed their corporate seals signed by the hands of their proper officers.

Entered into this Agreement this ____ day of _____ A.D., 2025.

THE TOWN OF BLACKFALDS

Mayor

Chief Administrative Officer (CAO)

Entered into this Agreement this ____ day of _____ A.D., 2025.

LACOMBE COUNTY

Reeve

County Manager

Schedule “2” - Stantec Memo - Aspelund Servicing Review - Water and Wastewater Volume Breakdown – Rev 1. - May 2, 2025 1, 2023



Memo

To:	Preston Weran, Town of Blackfalds	From:	Brad Vander Heyden Stantec
File:	110170040-225	Date:	May 2, 2025

Reference: Aspelund Servicing Review – Water and Wastewater Volume Breakdown – Rev 1.

1. INTRODUCTION

In the Aspelund Servicing Review memo dated December 15, 2022, it was identified that the proposed dairy industrial development in the Aspelund Business Park will require two major infrastructure upgrades within the Town of Blackfalds:

- Construction of the sanitary trunk through Blackfalds Crossing, and
- Upgrades to the Town/County water reservoir facilities.

The purpose of this memo is to outline the average daily water and wastewater design volumes that the Town and County are anticipated to require from this future infrastructure. This breakdown is based on the volumes provided in the Town of Blackfalds 2016 Water Model Update (February 14, 2017), Town of Blackfalds 2015 Wastewater Master Plan Update (February 13, 2017), and the Lacombe County – Water & Wastewater Servicing Study Joint Economic Area West of Blackfalds (February 25, 2013).

2. WATER RESERVOIR VOLUMES

The Broadway Reservoir and Pump Station upgrades will provide an additional 6,800m³ of storage, which will be utilized by both the Town and County. The following assumptions were made as a premise for this exercise:

- The dairy facility will be in operation in 2024.
- A 3% annual growth of water demands has been assumed for both the Town and Lacombe County.
- Design water rates of 250 lcpd have been assumed for the Town.
- The Joint Economic Area currently uses, on average 136 m³ of water per day (2022). The dairy industrial development will increase that by 800 m³/day to 940 m³/day in 204.

Please refer to the attached table A.1, which provides a breakdown of the utilization of the proposed expansion of the Broadway Avenue Reservoir. With the above-noted assumptions, the Town of Blackfalds would utilize approximately 59% of the capacity and Lacombe County would utilize 41% of the capacity.

3. WASTEWATER VOLUMES

Ultimately, the Town of Blackfalds will have 17 industrial, commercial, and residential sewer sheds (SS1 – SS15) that feed into the proposed Blackfalds Crossing Trunk, as illustrated on Figure 1, attached. These sewer sheds are designed to have a combined daily average flow of approximately 3,451 m³/day, as outlined in Table A.2, attached. Please note:

- some adjustments have been made to the Town's Land Use Bylaw since the Wastewater Master Plan Update was completed. The attached table includes appropriate adjustments accordingly.

Design with community in mind

vnb u:110170040_blackfaldstask_225_aspelund_cost_sharing\mem_aspelund_infrastructure_sharing_20250502.docx

May 2, 2025

Preston Weran, Town of Blackfalds

Page 2 of 2

Reference: Aspelund Servicing Review – Water and Wastewater Volume Breakdown – Rev 1.

- The Blackfalds Crossing sewershed is excluded from the total volumes because the Town and County will be contributing to the costs for oversizing.

The Joint Economic Area has a design wastewater flow of 0.10 l/s/ha. With a developable area of 375 ha, the average daily wastewater volume at full buildout is 3,240 m³/day.

4 CLOSING

In summary, the estimated utilization sharing for the Broadway Avenue Reservoir and the Blackfalds Crossing sanitary trunk oversizing is as follows:

Table 1 – Summary of Water and Wastewater Utilization

Municipality	Water Volume (m ³ /day)	Water Volume Utilization (%)	Wastewater Volume (m ³ /day)	Wastewater Volume Utilization (%)
Town of Blackfalds	~4,061	59%	~3,451 m ³ /day	52%
Lacombe County	~2,788	41%	~3,240 m ³ /day	48%

If you have any questions or comments, please don't hesitate to contact us.

Stantec Consulting Ltd.



Brad Vander Heyden P.Eng.
Senior Associate, Project Manager
Phone: (403) 598-3463
brad.vanderheyden@stantec.com

Attachment: Figure 1, Table A.1, and Table A.2

c. None

Design with community in mind

vnb u:\110170040_blackfaldstask_225_aspelund_cost_sharing\mem_aspelund_infrastructure_sharing_20250502.docx

Table A.1 - Estimated Utilization of the Proposed Broadway Avenue Reservoir Expansion

Population Demand And Storage Volume Projections For Growth Rate at 3% Per Year									Aspelund			Town			Total Req'd Storage Volume	Required Storage Volume for Water Consumption		Increase in Required Storage Reservoir Volume					
Year	Population	Lcpd	Total ADD (m3/d) incl dairy	Town ADD (m3/day)	Town MDD (m3/d)	Aspelund ADD (m3/day)	Aspelund MDD (m3/d)	A Fire Flow (m3)	B 25% MDD (m3)	C 15%ADD (m3)	D 1.25ADD (m3)	B 25% MDD (m3)	C 15%ADD (m3)	D 1.25ADD (m3)	A+B+C+D (m3)	Aspelund B+C+D	Town B+C+D	Aspelund Increase in B+C+D (m3)	Town Increase in B + C + D (m3)	Total Added Volume (m3)			
			1,058		2		2	2516.4															
			1.03																				
2022	11,015	250	2890	2,754	5,508	136	272	2,516	68	20	170	1,377	413	3,442	8,007								
2023	11,345	250	2976	2,836	5,673	140	280	2,516	70	21	175	1,418	425	3,545	8,171	266	5,389			165			
2024	11,686	250	3866	2,921	5,843	944	1,889	2,516	472	142	1,180	1,461	438	3,652	9,861	1,794	5,551	1,528	162	1,690			
2025	12,036	250	3982	3,009	6,018	973	1,945	2,516	486	146	1,216	1,505	451	3,761	10,081	1,848	5,717	54	167	220			
2026	12,397	250	4101	3,099	6,199	1,002	2,004	2,516	501	150	1,252	1,550	465	3,874	10,308	1,903	5,889	55	172	227			
2027	12,769	250	4224	3,192	6,385	1,032	2,064	2,516	516	155	1,290	1,596	479	3,990	10,542	1,961	6,065	57	177	234			
2028	13,152	250	4351	3,288	6,576	1,063	2,126	2,516	531	159	1,328	1,644	493	4,110	10,783	2,019	6,247	59	182	241			
2029	13,547	250	4481	3,387	6,774	1,095	2,189	2,516	547	164	1,368	1,693	508	4,233	11,031	2,080	6,435	61	187	248			
2030	13,953	250	4616	3,488	6,977	1,128	2,255	2,516	564	169	1,409	1,744	523	4,360	11,286	2,142	6,628	62	193	255			
2031	14,372	250	4754	3,593	7,186	1,161	2,323	2,516	581	174	1,452	1,797	539	4,491	11,549	2,207	6,827	64	199	263			
2032	14,803	250	4897	3,701	7,402	1,196	2,392	2,516	598	179	1,495	1,850	555	4,626	11,820	2,273	7,032	66	205	271			
2033	15,247	250	5044	3,812	7,624	1,232	2,464	2,516	616	185	1,540	1,906	572	4,765	12,099	2,341	7,242	68	211	279			
2034	15,705	250	5195	3,926	7,852	1,269	2,538	2,516	635	190	1,586	1,963	589	4,908	12,387	2,411	7,460	70	217	288			
2035	16,176	250	5351	4,044	8,088	1,307	2,614	2,516	654	196	1,634	2,022	607	5,055	12,683	2,484	7,684	72	224	296			
2036	16,661	250	5512	4,165	8,331	1,346	2,693	2,516	673	202	1,683	2,083	625	5,207	12,988	2,558	7,914	75	231	305			
2037	17,161	250	5677	4,290	8,581	1,387	2,773	2,516	693	208	1,733	2,145	644	5,363	13,302	2,635	8,151	77	237	314			
2038	17,676	250	5847	4,419	8,838	1,428	2,857	2,516	714	214	1,785	2,209	663	5,524	13,626	2,714	8,396	79	245	324			
2039	18,206	250	6023	4,552	9,103	1,471	2,942	2,516	736	221	1,839	2,276	683	5,689	13,959	2,795	8,648	81	252	333			
2040	18,752	250	6203	4,688	9,376	1,515	3,031	2,516	758	227	1,894	2,344	703	5,860	14,302	2,879	8,907	84	259	343			
2039	19,315	250	6389	4,829	9,657	1,561	3,122	2,516	780	234	1,951	2,414	724	6,036	14,656	2,965	9,175	86	267	354			
2040	19,894	250	6581	4,974	9,947	1,608	3,215	2,516	804	241	2,009	2,487	746	6,217	15,020	3,054	9,450	89	275	364			
																			2,788	4,061	7,014	> 6,800m3	

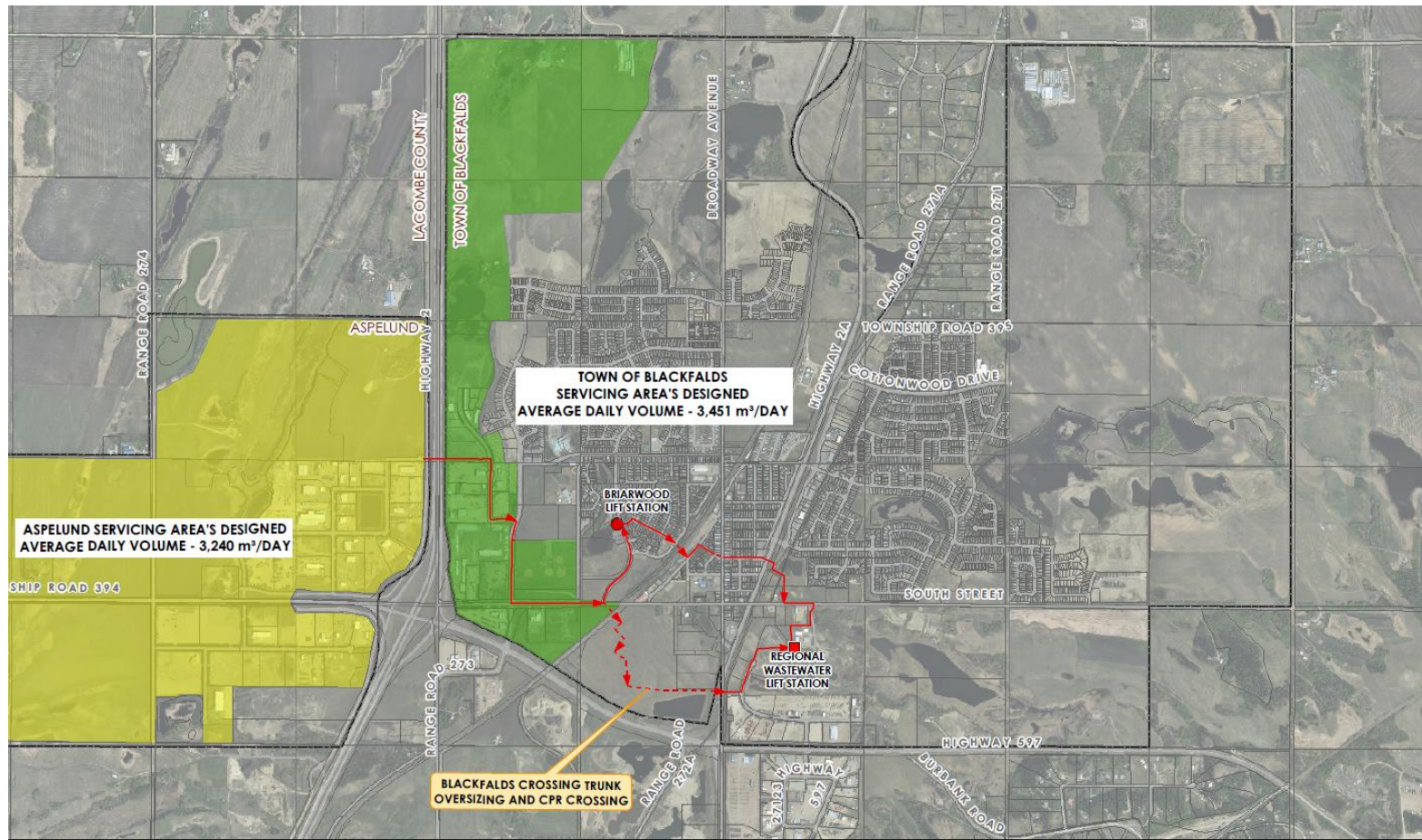
Town Growth Rate 3%
County Growth Rate 3%

Reservoir Expansion	
41%	59%

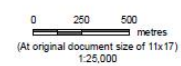
Table A.2 - Town of Blackfalds Sewer Shed Volumes Going Into Blackfalds Crossing Trunk

Name	Area (Ha)	Residential Area (Ha)	Eq. ICI Area (Ha)	Design Population	Average Flow from Residential Area (L/s)	Average Flow from ICI Area (L/s)	Total Average Sanitary Flow (L/s)	Comment
SS1	51	10.2	29.1	459	1.7	6.05	1.9375	25% of 7.75
SS2	62.3	6.2	31.8	280	1.04	6.61	5.73	Reduced 25% since there will no longer be residential in All Star Park
SS3	17	0	7	0	0	1.45	1.45	
SS4	7.9	6.3	0.3	284	1.05	0.07	1.12	
SS5	11	8.8	0.2	395	1.46	0.05	1.51	
SS6	17.6	0	17.6	0	0	3.66	3.66	
SS7a	3.9	2.8	0	124	0.46	0	0.46	
SS7b	5.3	5.3	0	238	0.88	0	0.88	
SS7c	26	23.4	0	1051	3.89	0	3.89	
SS8	10.7	4.3	6.4	192	0.71	1.33	2.04	
SS9	13.9	0	13.9	0	0	2.88	2.88	
SS10	15.5	15.5	0	698	2.58	0	2.58	
SS11	10.2	10.2	0	459	1.7	0	1.7	
SS12	22.6	0	22.6	0	0	4.71	4.71	
SS13	0	0	0	0	0	0	0	
SS14	10	0	10	0	0	2.07	2.07	
SS15	16	0	16	0	0	3.33	3.33	
	300.9	93	154.9	4180	15.47	32.21	39.95	

Average Daily Flow (m ³ /day)	3451
--	------



- Existing Sanitary Lift Station
- Proposed Sanitary Lift Station
- - - Future Sanitary Trunk
- - - Existing Sanitary Trunk
- Aspelund Servicing Area
- Town of Blackfalds Servicing Area



Notes
 1. Coordinate System: NAD 1983 UTM Zone 12N
 2. Data Sources: Aerial Imagery from Town of Blackfalds, 2016. Existing water and sanitary networks from Town of Blackfalds
 3. Background: Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NGS, NRCAN, DeLorme, IGN, Esri, Swisstopo, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



Project Location
 Town of Blackfalds and Lacombe County

Client/Project
 Lacombe County

Prepared by AL on 2023-04-17
TR by BVH on 2023-04-17

110170040.225 REV A

Figure No.
1

Title
Blackfalds Crossing Sanitary Trunk - Oversizing Volumes

cited in the Notes section. Stantec has not verified the accuracy and/or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.

Schedule "3" - Dispute Resolution Process

The Dispute Resolution Process is to follow the ICF Agreement protocols the Town and the County have in place. Notwithstanding the provisions set out in this Schedule, nothing in this Agreement shall prevent the Parties from using other mutually agreed-to methods of resolving the dispute.

ICF Committee Review

1. The Parties are committed to acting reasonably, in good faith, and to making their best efforts to find common ground and to reach consensus.
2. In the event of a dispute between the Parties concerning, but not limited to a default, breach, about the interpretation of, or application of, any of the provisions, terms, covenants or conditions contained within this Agreement, the Intermunicipal Collaboration Framework ("ICF") Committee will meet and attempt to resolve the dispute.
3. In the event the ICF Committee is unable to resolve the dispute, the Parties shall undertake the Dispute Resolution process set out below.

Dispute Resolution

4. The Parties are committed to resolving any disputes in a non-adversarial, informal, and cost-efficient manner.
5. The Parties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
6. In the event of a dispute, the Parties agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a) Negotiation;
 - b) Mediation; and
 - c) Binding arbitration.
7. If any dispute arises between the Parties regarding the interpretation, implementation, or application of this Agreement, or any contravention or alleged contravention of this Agreement, the dispute will be resolved through the binding dispute resolution process outlined herein.
8. If the dispute resolution process is invoked, the Parties shall continue to perform their obligations described in this Agreement until such time as the dispute resolution process is complete.
9. A Party shall give written notice ("Dispute Notice") to the other Party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within 30 days following receipt of the Dispute Notice, the ICF Committee shall meet and attempt to resolve the dispute through discussion and negotiation unless a time extension is mutually agreed by the Chief Administrative Officers of the Parties. If the dispute is not resolved

- within 60 days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
10. If the Parties cannot resolve the dispute through negotiation within the prescribed time period, the dispute shall be referred to mediation.
 11. Either Party shall be entitled to provide the other Party with a written notice ("Mediation Notice") specifying:
 - a) The subject matters remaining in dispute and the details of the matters in dispute that are to be mediated; and
 - b) The nomination of an individual to act as the mediator.
 12. The Parties shall, within 30 days of the Mediation Notice, jointly nominate or agree upon a mediator.
 13. Where a mediator is appointed, the Parties shall submit their dispute to the mediator in writing and afford the mediator access to all records, documents, and information the mediators may reasonably request. The Parties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice, and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Parties.
 14. In the event that:
 - a) The Parties do not agree on the appointment of a mediator within 30 days of the Mediation Notice; or
 - b) The mediation is not completed within 60 days after the appointment of the mediator; or
 - c) The dispute has not been resolved within 90 days from the date of receipt of the Mediation Notice;
- either Signatory may, by notice to the other, withdraw from the mediation process, and in such event, the dispute shall be deemed to have failed to be resolved by mediation.
15. If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Parties may provide the other Party with written notice ("Arbitration Notice") specifying:
 - a) the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - b) the nomination of an individual to act as the arbitrator.
 16. *The Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Agreement.
 17. The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Parties.

MEETING DATE: June 24, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Alberta Community Partnership Program – Lacombe Lake Management Plan**

BACKGROUND

In late 2023, the Town received two *Water Act* Approvals for the Northwest Area Stormwater Management System. These approvals were granted with the requirement to develop a Lake Management Plan for Lacombe Lake in conjunction with the County of Lacombe, the Lacombe Lake Watershed Stewardship Society, other stakeholders and Alberta Environment and Protected Areas.

As the lands subject to the plan fall within Lacombe County, it is recommended that a tri-party application (County of Lacombe, Town of Blackfalds and City of Lacombe) be submitted under the Alberta Community Partnership Program this fall. Lacombe County has agreed to apply and manage the plan and the grant application process on behalf of the partnering municipalities.

At the May 8, 2025, Lacombe County Council Meeting, the following resolution was passed:

That Lacombe County hosts an application to Municipal Affairs for an Alberta Community Partnership Grant to develop the Lacombe Lake Management Plan, as the managing partner, in collaboration with the Town of Blackfalds and the City of Lacombe.

Additional information on this project can be found in the attached Lacombe County report.

DISCUSSION

Administration will be recommending that a Council resolution be approved endorsing the County of Lacombe's grant submission to the Municipal Affairs - Alberta Community Partnership Program under the Intermunicipal Collaboration component for the development of the Lacombe Lake Management Plan.

FINANCIAL IMPLICATIONS

Costs at this stage are unknown as it will depend on the success of the grant application. The full grant amount of \$200,000 will be applied for.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council endorse the County of Lacombe's grant application to the Municipal Affairs - Alberta Community Partnership Program under the Intermunicipal Collaboration component for the development of the Lacombe Lake Management Plan in conjunction with the Town and the City of Lacombe.

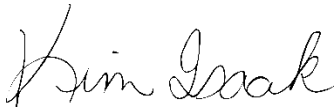
ALTERNATIVES

- a) That Council refer the Alberta Community Partnership Program – Lacombe Lake Management Plan back to Administration for additional information.

ATTACHMENTS

- *County of Lacombe May 8, 2025, Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author



AGENDA ITEM

LACOMBE LAKE MANAGEMENT PLAN ALBERTA COMMUNITY PARTNERSHIP PROGRAM

May 8, 2025

BACKGROUND

Currently, no Lake Management Plan exists surrounding Lacombe Lake. As Council is aware, there is a need to create a Lake Management Plan as per the Town of Blackfalds Water Act Approval for the Town's northwest area stormwater management system:

Water Act Approval Number DAUT0015736

5770. The Approval Holder shall develop a Lake Management Plan for Lacombe Lake, in cooperation with the County of Lacombe, the Lacombe Lake Watershed Stewardship Society, other local stakeholders and Alberta Environment and Protected Areas officials as noted in Report Nos. 00387959-R001, 00387959-R003 and 00387959-R004, as specified in 5250.

While the Lake Management Plan is required for the Town's stormwater management system, the lands subject to the plan are within Lacombe County. Therefore, the partnering municipalities would include Lacombe County, the Town of Blackfalds, and the City of Lacombe, with the Plan ultimately requiring adoption by Lacombe County.

It is recommended Lacombe County host an application to Alberta Municipal Affairs for an Intermunicipal Collaboration grant, through the Alberta Community Partnership Program. The grant will be used to develop the Lake Management Plan in partnership with the Town of Blackfalds and the City of Lacombe.

ANALYSIS

Lacombe Lake, located between the City of Lacombe and the Town of Blackfalds, is a shallow body of water that stretches three kilometres long and is approximately 500 metres wide. At its deepest point, it reaches only about three metres. The lake serves as a habitat for various wildlife species, including nesting shorebirds and waterfowl, while also acting as a stopover for migratory birds like trumpeter swans. Locally, the lake is

cherished as a hidden gem for quiet paddling and is home to the Central Alberta Rowing Club.

Lake management plans are intended to help lake stewards protect lake ecosystems through the setting of ecological outcomes for each lake. Lake management planning is a strategic process that is intended to help lake stewards develop and implement actions to maintain or improve lake ecosystems. This includes managing human activities on land that may impact aspects of lake water quality and quantity and also the associated fish, vegetative and wildlife communities. The creation of lake watershed plans can not only link science, opportunities, processes and potential partners in a shared plan to get specific results for each lake, but also allow for greater synergies across the parties involved with lake management.

A lake management plan:

- Encourages partnerships between concerned citizens, including lakeshore owners, watershed residents, local and provincial government, resource management agencies and special interest groups.
- Summarizes information on how the lake functions and its current condition.
- Identifies concerns that people feel are important to address.
- Sets realistic goals, objectives, and actions to achieve desired outcomes.
- Identifies needed funds, resources, and personnel to implement and monitor the plan.

While the Lake Management Plan is a non-statutory document, it would provide a framework of principles and policies that would inform the preparation (or update) of subsequent statutory land use plans adopted by Lacombe County.

BUDGET IMPLICATIONS

The expertise of a professional consultant is required to effectively produce a document reflective of the partnering municipalities and all stakeholders. The professional consultant would provide expertise to complete an in-depth plan, expertise that does not exist in house for all partnering municipalities. The expected scope of the Lake Management Plan will be highly complex and require this professional expertise and assistance.

It is recommended that \$200,000 be requested in the Alberta Municipal Affairs grant application. Grant applications are due October 1, 2025.

LEGISLATIVE RESPONSIBILITIES

Section 3 of the Municipal Government Act (MGA) states the purposes of a municipality are:

- a) to provide good government,
- b) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or part of the municipality, and
- c) to develop and maintain safe and viable communities.

STRATEGIC PLAN

The following elements of Lacombe County's Strategic Plan are relevant to this issue:

Our Vision: "Success grows here!".

Our Mission: "To build a safe and vibrant community through leadership, innovation and healthy relationships."

RECOMMENDATION

Council approves the following resolution:

That Lacombe County hosts an application to Municipal Affairs for an Alberta Community Partnership Grant to develop the Lacombe Lake Management Plan, as the managing partner, in collaboration with the Town of Blackfalds and City of Lacombe.

PREPARED BY: Cajun Paradis, Manager of Planning Services

REVIEWED BY: Dale Freitag, Director of Planning Services

REVIEWED BY: Tim Timmons, County Manager



MEETING DATE: June 24, 2025

PREPARED BY: Jordan Bauman, Financial Analyst

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **2024 Surplus Allocation**

BACKGROUND

The Audited Financial Statements were presented and approved by Council at the April 8, 2025, Regular Council Meeting. Every year, once the statements are prepared, an analysis is conducted by Corporate Services to identify variances from the budget and to identify any operating surplus or deficit.

DISCUSSION

The finance department has analyzed the 2024 Operating Budget and determined a net surplus for 2024 of \$1,457,874. This amount is net of both Alberta School requisitions and Environmental Services (Utilities), which are self-supported. The surplus was derived from a variety of under/overs, which are highlighted in Appendix A.

The surplus calculated is different from the surplus presented in the 2023 Audited Financial Statements due to the following:

Surplus per 2024 Audited Financial Statements	4,796,685
Add amortization/accretion	6,444,932
Less debt principal payments	(637,863)
Less revenue related to capital	(5,440,445)
Less net transfers to/from reserves	(3,837,966)
Add consolidated library loss	132,531
Surplus based on 2024 Budget format	1,457,874

Revenues

Overall revenues for the Town were within 6.27% of the budget, providing a net positive result of \$1,570,618. The most significant variance was in the income earned from investments, which had actuals of \$840,708 higher than budgeted. Other notable amounts adding to the revenue variance include \$301,772 relating to Planning & Development Fees, \$225,428 relating to gain on disposal of tangible capital assets, and \$138,000 from recognition of forfeited development deposits.

Environmental Services (self-supported utilities) experienced higher user fees based on water usage for 2024. As the utilities are self-supported, a year-end transfer to reserves was made that essentially nets out the three utility divisions to zero in order to ensure they remain self-supported.

Expenses

The overall expenses for 2024 came in at 0.45% over budget or \$112,744. The only reason for the net over budget amount is due to a \$467,460 expense required to write down the value of the land held for sale to the anticipated selling price. Without this expense, the expenses would have been under budget overall, with minor variances experienced across the divisions.

2024 Audit Prior Period Adjustment

As mentioned in the 2024 Audited Financial Statements presentation to Council, there were various adjustments required to the 2023 Financial Statements. The result of these adjustments would have impacted the 2023 year-end surplus as presented at the May 28, 2024, Council Meeting.

2023 surplus approved at the May 28, 2024 RCM	903,068
Less contaminated site expense	(546,938)
Less bond amortization expense	(74,221)
Less interest allocated to off-site levies	(286,783)
Deficit after prior period adjustments	(4,874)

After consideration of the prior period adjustments made by the 2024 auditors, the 2023 surplus transfer to reserves needs to be reduced by \$907,942. This will reduce the 2024 surplus amount that is transferred to reserves.

Fire Hall Disposal

In 2024, the Town entered into a new agreement with Lacombe County regarding Fire Services. Due to the wording of that agreement, the 2024 auditors required the Town to show the disposal of 50% of the fire hall on the financial statements at proceeds received of \$1,370,620. This resulted in a gain of \$204,992, which is included in the 2024 surplus.

As part of the agreement, the Town is required to buy back 50% of the fire hall from Lacombe County should the contract ever be terminated. Therefore, it would be financially responsible to transfer the \$204,992 gain and the \$1,165,628 of equity in a reserve for the future buyback of 50% of the fire hall.

4409 South Street Land Sale

In 2023, the Town decided to sell land that was previously used for a snow dump facility. During the 2023 year-end \$1,029,506 was transferred from Tangible Capital Assets to Land Held for Resale inventory. The cost of the land shifted from a type of restricted equity called "Equity in Tangible Capital Assets" into "Unrestricted" equity.

In 2024, a contract was entered into with a buyer for the land, confirming the subsequent disposal of the financial asset. Because of this, it is recommended that the prior carrying amount of the land in the amount of \$1,029,506 be transferred to the Land & Building Reserve to cover future expected land purchases, such as a new snow dump site.

FINANCIAL IMPLICATIONS

Considering the \$1,457,874 surplus for 2024, the \$907,942 reduction to the 2023 surplus, and the \$204,992 gain relating to the fire hall disposal, Administration is recommending that \$344,940 be transferred to the General Capital Reserve to fund future one-time projects, studies, or initiatives that may come forward. This transfer will ensure the reserve remains healthy for any future projects.

Administration is also recommending that \$1,370,620 be transferred to the Fire Building Capital Reserve for the buyback of 50% of the fire hall from Lacombe County should the Share Fire Services Agreement be terminated in the future.

Lastly, Administration is recommending that \$1,029,506 be transferred to the Land & Building Reserve as a result of the disposal of the former snow dump site.

ADMINISTRATIVE RECOMMENDATION

That Council considers the following motions:

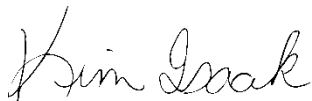
1. That Council approve the transfer of the 2024 Surplus in the amount of \$344,940 to the General Capital Reserve.
2. That Council approve the transfer of \$1,370,620 to the Fire Building Capital Reserve.
3. That Council approve the transfer of \$1,029,506 to the Land Capital Reserve.

ALTERNATIVES


- a) That Council refer the 2024 Surplus Allocation back to Administration for more information

ATTACHMENTS

- *2024 Operating Statement of Revenue and Expenditures*

APPROVALS

Kim Isaak,
Chief Administrative Officer


Jordan Bauman
Department Director/Author

BUDGET

Town of Blackfalds Operating Statement of Revenue & Expenditures For the Period Ending December 2024

	2024 Budget	2024 Actual	Variance	% of Budget
Revenues				
05 General	20,205,688	21,455,919	1,250,231	6.19%
10 Administration	226,000	217,048	(8,952)	-3.96%
20 Protective Services	1,143,920	1,159,735	15,815	1.38%
30 Infrastructure Services	247,289	151,608	(95,681)	-38.69%
50 Social Services	288,966	300,945	11,979	4.15%
60 Development Services	298,534	769,868	471,334	157.88%
70 Parks & Recreation	2,629,695	2,555,586	(74,109)	-2.82%
74 Culture Services	15,000	15,000	0	0.00%
Total Revenues	25,055,092	26,625,710	1,570,618	6.27%
Expenses				
05 General	6,360,213	7,009,126	648,913	10.20%
10 Administration	3,358,599	3,157,163	(201,436)	-6.00%
20 Protective Services	4,047,562	3,667,974	(379,588)	-9.38%
30 Infrastructure Services	2,421,560	2,428,281	6,721	0.28%
50 Social Services	609,300	467,811	(141,489)	-23.22%
60 Development Services	873,018	1,033,815	160,797	18.42%
70 Parks & Recreation	6,493,767	6,507,650	13,883	0.21%
74 Culture Services	891,073	896,016	4,943	0.55%
Total Expenses	25,055,092	25,167,836	112,744	0.45%
Net Surplus/(Deficit) To Date	0	1,457,874	1,457,874	

	2024 Budget	YTD Actual	Variance	% of Budget
Environmental Services				
41-00 Water	3,582,121	3,800,006	217,885	6.08%
42-00 Sewer	3,004,346	3,026,046	21,700	0.72%
43-00 Solid Waste	1,770,871	1,770,683	(188)	-0.01%
Environmental Services Revenues	8,357,338	8,596,735	239,397	2.86%
41-00 Water	3,582,121	3,800,007	217,886	6.08%
42-00 Sewer	3,004,346	3,026,046	21,700	0.72%
43-00 Solid Waste	1,770,871	1,770,683	(188)	-0.01%
Environmental Services Expenses	8,357,338	8,596,735	239,397	2.86%
Net Surplus/(Deficit) To Date	0	(0)	(0)	

MEETING DATE: June 24, 2025

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Darolee Bouteiller, Finance Manager

SUBJECT: **Tax Recovery Public Auction**

BACKGROUND

The Town of Blackfalds has one property that is up for public auction to recover unpaid property taxes. In 2024, Administration sought legal advice regarding this matter. Having followed all legal counsel recommendations and the Municipal Government Act (“MGA”) requirements, the final course of action to recover the unpaid taxes is through a public auction.

The parcel of land for auction is Lot 3, Block 2, Plan 7821776, Title Number 182 305 164. This property has a history of arrears and has been issued tax notifications and tax sale warnings in 2021, 2022, and 2024 in compliance with the MGA guidelines. The Town has worked with the owner by establishing a payment program, but the plan defaulted, and no payment has been made on this account since February 2024. The three years of tax levies are compounded with the transfer of unpaid utility bills and interest. The Town Utility Bylaw allows for unpaid water bills to be transferred to the tax roll after three months. The utility bills, on average, are \$290 a month, plus monthly penalties are assessed at 1.5% of the outstanding balances. These conditions have escalated the total debt to the Town, as of June 3, 2025, the account sits in arrears at \$34,986 and will continue to grow each month when a payment is not received.

As per the MGA, there is a specific tax recovery process to follow, which is outlined below. The date of the sale, reserve bid and conditions of sale must be established by Town Council to proceed with the Public Auction.

DISCUSSION

Section 417 – Warning of sale was sent to the registered owner on April 2, 2025.

Section 418(1) – The property remains on the tax arrears list and has not been paid. Therefore, the municipality must offer the property for sale at a public auction on or before March 31, 2026. Administration recommends setting a Public Auction date for October 2, 2025 at 10 AM in the Council Chambers at 5018 Waghorn Street.

Section 419(a) - Council must establish a reserve bid that represents the minimum bid that will be accepted at the Auction, it should be set as close as reasonably possible to the market value of the property.

Administration enlisted a local Realty Company as an independent third party to appraise the property externally and determine an estimate of the property value. The range is between \$275,000 - \$280,000. The property had an assessed value of \$265,700 in 2024 and \$288,760 in 2025.

The property for sale is valued as sight unseen, “where is, as is” and the Town gives no warranty whatsoever with respect to the property. Based on this, Administration recommends setting a reserve bid of \$275,000.

Section 419(b) – Council must establish conditions of the sale. Administration recommends the successful bid give a minimum of 10% down, followed by payment in full on closing day. Suggested closing day is 30 days after the date of the public auction. If the buyer fails to complete the purchase and sale, for any reason, the 10% deposit will be forfeited to the Town of Blackfalds.

Section 421(1) – The Town must advertise the Public Auction in the Alberta Gazette for the August 15 issue. The Town will also advertise in a local paper, The Lacombe Express on September 18. This will meet the Advertising criteria.

Section 421(4) – The Town will notify the Owner and interested Parties of the public auction by providing a copy of the Alberta Gazette no later than September 3, 2025.

Section 424(1) – If the property is not sold or the reserve price is not met, the municipality will become the owner of the parcel of land. The Town is entitled to possess the property from the date of the Public Auction.

Section 425(1) - States that a municipality that becomes the owner of the property may dispose of the property.

Section 415 – A person may pay the tax arrears in respect of the parcel, at any time before the municipality disposes of the parcel of land.

By following the above noted steps, the legal responsibility for the sale of the property to recover unpaid taxes will have been met. This process maintains a fair and equitable resolution for all taxpayers.

FINANCIAL IMPLICATIONS

The financial implication of proceeding with the tax sale is that if the property sells, tax arrears on the property will be recovered by the Town, currently \$34,986 plus utility transfers and interest accrued up to the sale date. Additional costs incurred for the auction would be recovered, including the cost of advertising, appraisal, legal advice and auctioneer and the balance returned to the owner. The successful bidder will receive the property free and clear of unpaid taxes.

If we do not proceed with the sale or delay the sale, the homeowner will continue to accumulate indebtedness to the Town. This will continue to compound with the interest, penalties and charges from utility transfers.

Alternatively, a person may pay the tax arrears in respect of the parcel at any time before the municipality disposes of the parcel of land (Section 415). Then the Town will remove the tax recovery notification.

ADMINISTRATIVE RECOMMENDATION

That Council considers the following motions:

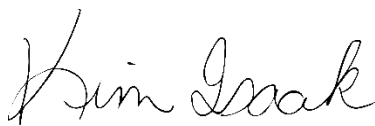
1. That a Tax Sale date be set for October 2, 2025, at 10 AM in the Council Chambers, at 5018 Waghorn Street, Blackfalds, Alberta, for property Lot 3, Block 2, Plan 7821776.
2. That the conditions of the sale be set as 10% deposit plus complete payment within 30 days from the date of sale.
3. That the Reserve bid for the property be set at the Estimated Market Value of \$275,000.

ALTERNATIVES

- a) That Council determines an alternate date for the Public Auction.
- b) That Council recommends other conditions for the sale. Paid in full on the day of the Public Auction, or alternate percentages deposit and full payment date.
- c) That Council recommends an alternate value for a reserve bid.

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer



Director/Manager



MEETING DATE: June 24, 2025

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: Planet Youth Initiative

BACKGROUND

The Planet Youth initiative is a youth-focused program that promotes the health and well-being of adolescents while reducing negative behaviours among this population. The program originated in Iceland and focuses on improving young people's health, safety, and future prospects by fostering healthier environments and better societal behaviours.

The initiative is grounded in research and evidence-based practices. Planet Youth surveys youth to gather data on their habits, attitudes, and behaviours. This information is used to guide interventions and strategies aimed at reducing substance use (like alcohol, tobacco, and drugs), mental health issues, and other negative behaviours while promoting positive actions such as physical activity, healthy eating, and strong social connections.

This item was brought forward for discussion at the February 11, 2025, Regular Council Meeting. Administration was tasked to work with the local school divisions to obtain information to provide to Planet Youth for the purposes of establishing future programming priorities for youth and families in Blackfalds.

DISCUSSION

Administration received permission from the Iron Ridge Secondary Campus to collect information for purposes related to the Planet Youth initiative. Information was collected from 170 students in grades 10 and 11 who fit the demographic of ages 15 and 16. The data was provided to Planet Youth to develop a service contract based on the information provided.

FINANCIAL IMPLICATIONS

Planet Youth provided a service contract with a proposed minimum annual fee of €49,895 (euro) under a five-year contract and an annual adjusted inflation amount of 3% per year afterward. Based on current exchange rates, this would equate to \$78,193 CAD in the first year. The following years would be \$80,594 for year two, \$83,012 for year three, \$85,503 for year four and \$88,067 for year five.

ADMINISTRATIVE RECOMMENDATION

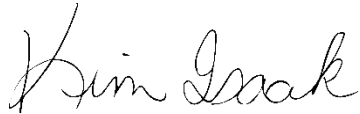
That Council consider the following motion:

1. That Council refer the Planet Youth Initiative to budget deliberations for further review and consideration.

ATTACHMENTS

- *Planet Youth Presentation*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

The background of the slide features a silhouette of six children playing in a grassy field at sunset. The children are in various dynamic poses: some are jumping, some are running, and others are standing with their arms raised. The sky is a mix of soft orange, yellow, and light blue, with the sun's glow reflecting on the ground. The overall mood is joyful and hopeful.

Planet Youth

Improving Lives Based on Evidence


What is the Planet Youth Guidance Program?

- The Planet Youth Guidance Program is a population-wide primary prevention process designed to have a long-term impact in communities by reducing youth substance use.
- The Planet Youth Guidance Program is based on the Icelandic Prevention Model
- Instead of discussing the facts and faults of alcohol, tobacco, and other drug use with adolescents, Planet Youth treats society as “the patient.”

Community Approach

- Planet Youth believes that building a community that delays the onset of substance use as long as possible is an effective approach to reducing the long-term health problems related to youth substance use.
- Planet Youth has been working with municipalities, schools, community and youth-serving organizations, and sports clubs to change our children's environment so they will be at lesser risk of substance use.
- A collaborative community-based approach with involvement from a wide variety of community sectors is recommended.



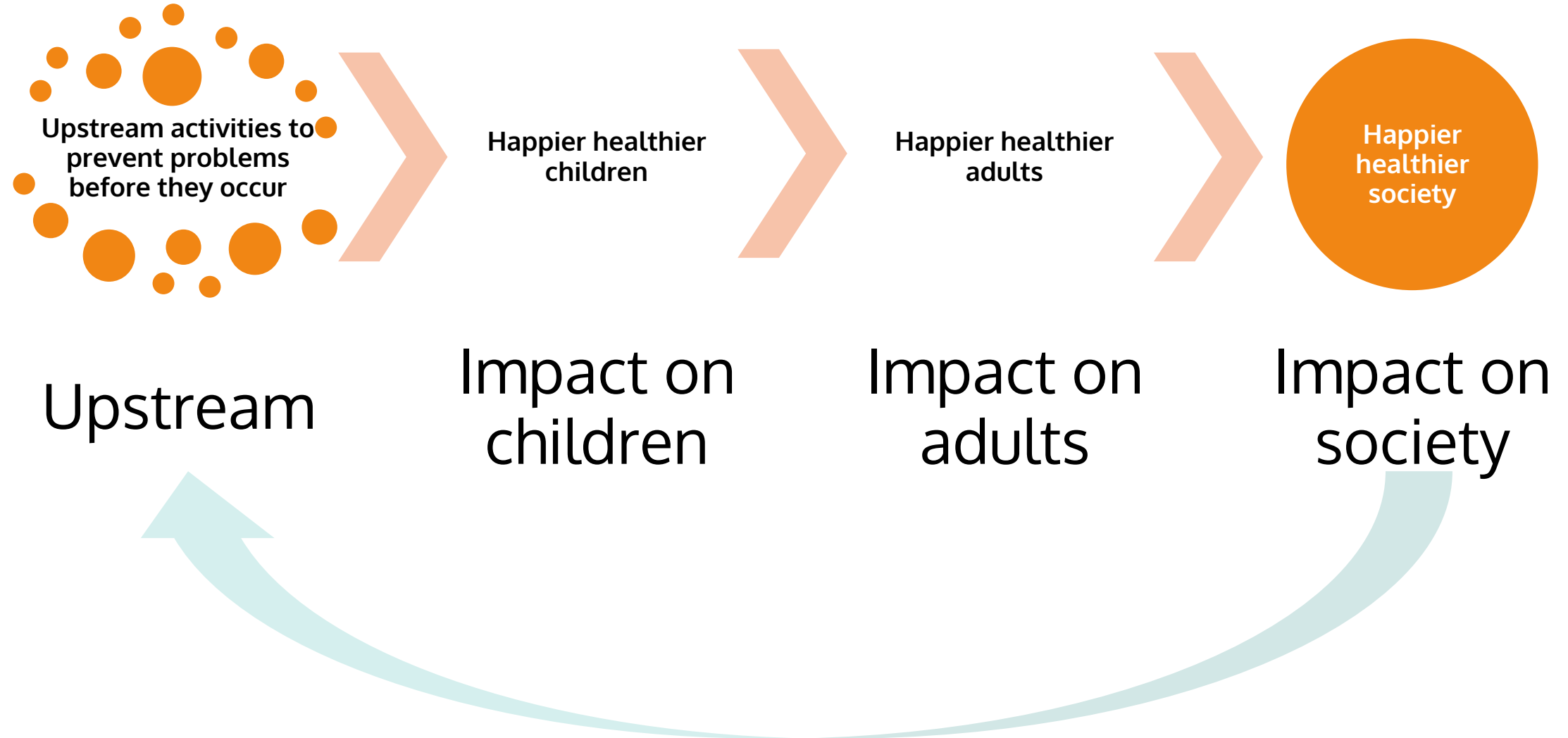


The community knows their resources and capacity best. They often know the avenues that are needed to reach intended outcomes. Let the community lead the way.

Upstream thinking

... as a social innovation





Our focus is *primary - universal* prevention

- Primary prevention, preventing the development of substance use before it starts
- Researchers, policymakers, parents, caregivers, people working with and for children have joined forces.



Icelandic Prevention Model



The core elements of the Icelandic prevention model

Evidence base

To know where we are going, we have to know where we stand! Based on solid research.

Community approach

With a focus on changing the social circumstances of young people and through that influencing their behavior.

Research – policy – practice

To create and maintain a dialogue between research, policy and practice



The Five Guiding Principles of Planet Youth Guidance Program

1

Apply a primary prevention approach that is designed to enhance the social environment.

2

Emphasize community action and embrace public schools as the natural hub of the neighborhood/ efforts to support child and adolescent health, learning, and life success.

3

Engage and empower community members to make practical decisions using local, high quality, accessible data and diagnostics.

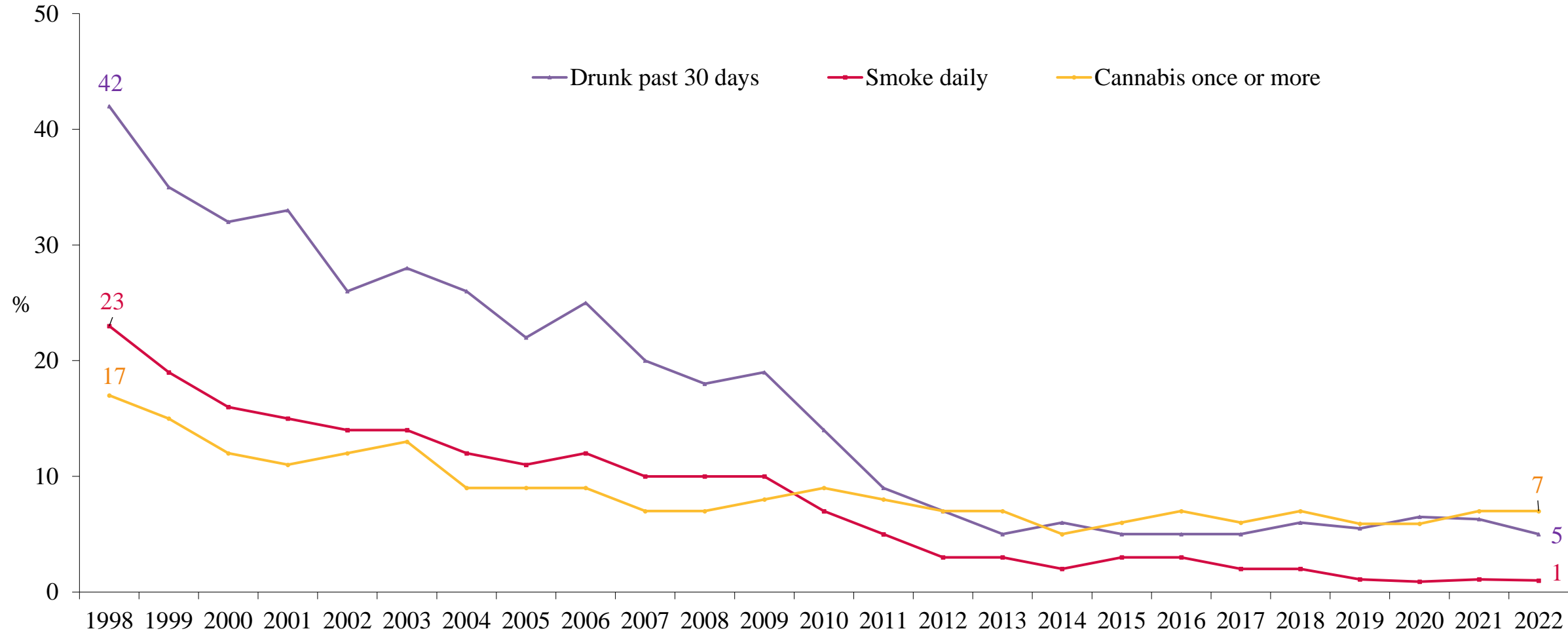
4

Integrate researchers, policy makers, practitioners, and community members into a unified team dedicated to solving complex, real-world problems.

5

Match the scope of the solution to the scope of the problem, including emphasizing longterm intervention and efforts to marshal adequate community resources.

Iceland: From the highest to the lowest in substance use – 15/16 year old students



COMMON SURVEYING AGE:
15-16 YEAR OLDS

60-70
QUESTIONS

BIENNIAL
SURVEY

SCHOOLS ARE THE HUB
TO REACH STUDENTS

REPORTS ARE
DELIVERED TO
MUNICIPALITIES AND
SCHOOLS

DATA PROCESSED IN
6-8 WEEKS

STUDENTS SHARE
SEVERAL FACTORS
IN THEIR LIVES



**BUILDING ACTION
ON DATA USING
KNOWLEDGE TO
BUILD A BETTER
FUTURE FOR
CHILDREN**



DATA

Indicators

local community networks

anxiety

Sleep

peer group economic and psychological issues

negative life events and strain

physical health status

values and attitudes

internet gambling

depressive symptoms

lifestyle and leisure time activities

Health status indicators

substance Use

parents and family

studies and school

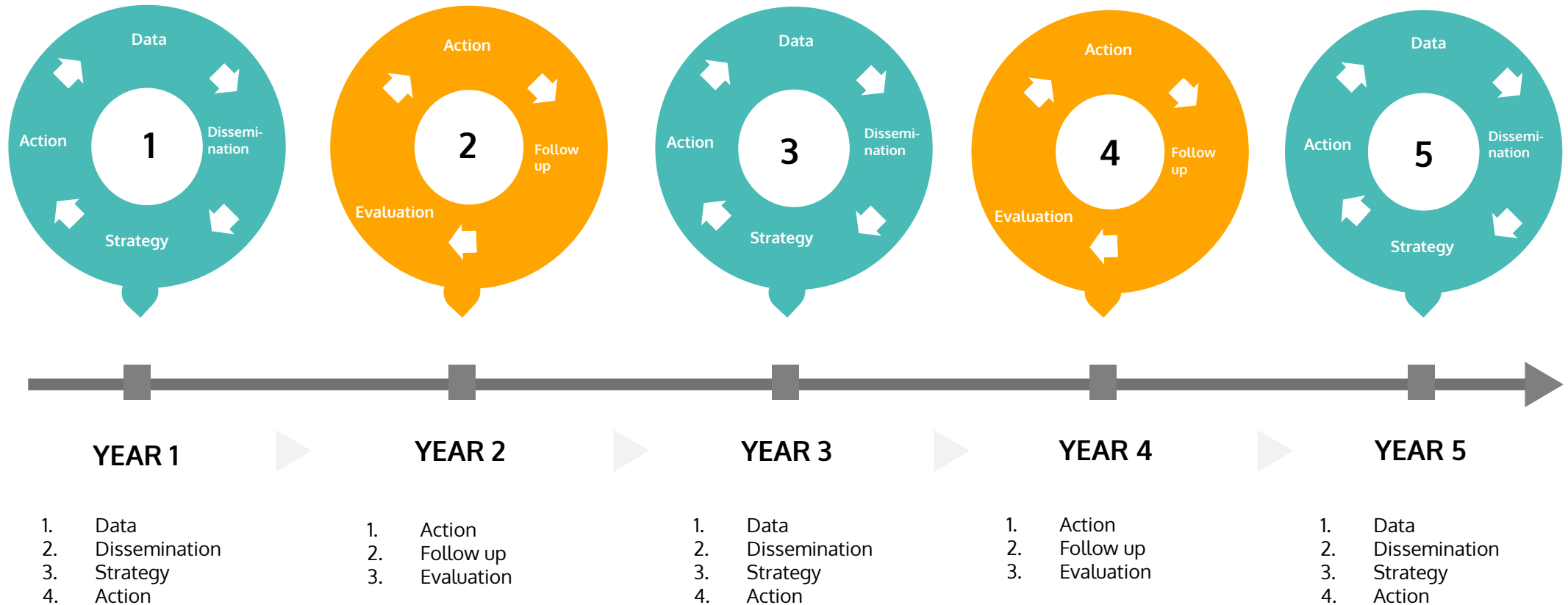
violence and delinquency,
and more ...

WHY IS THIS DATA IMPORTANT?

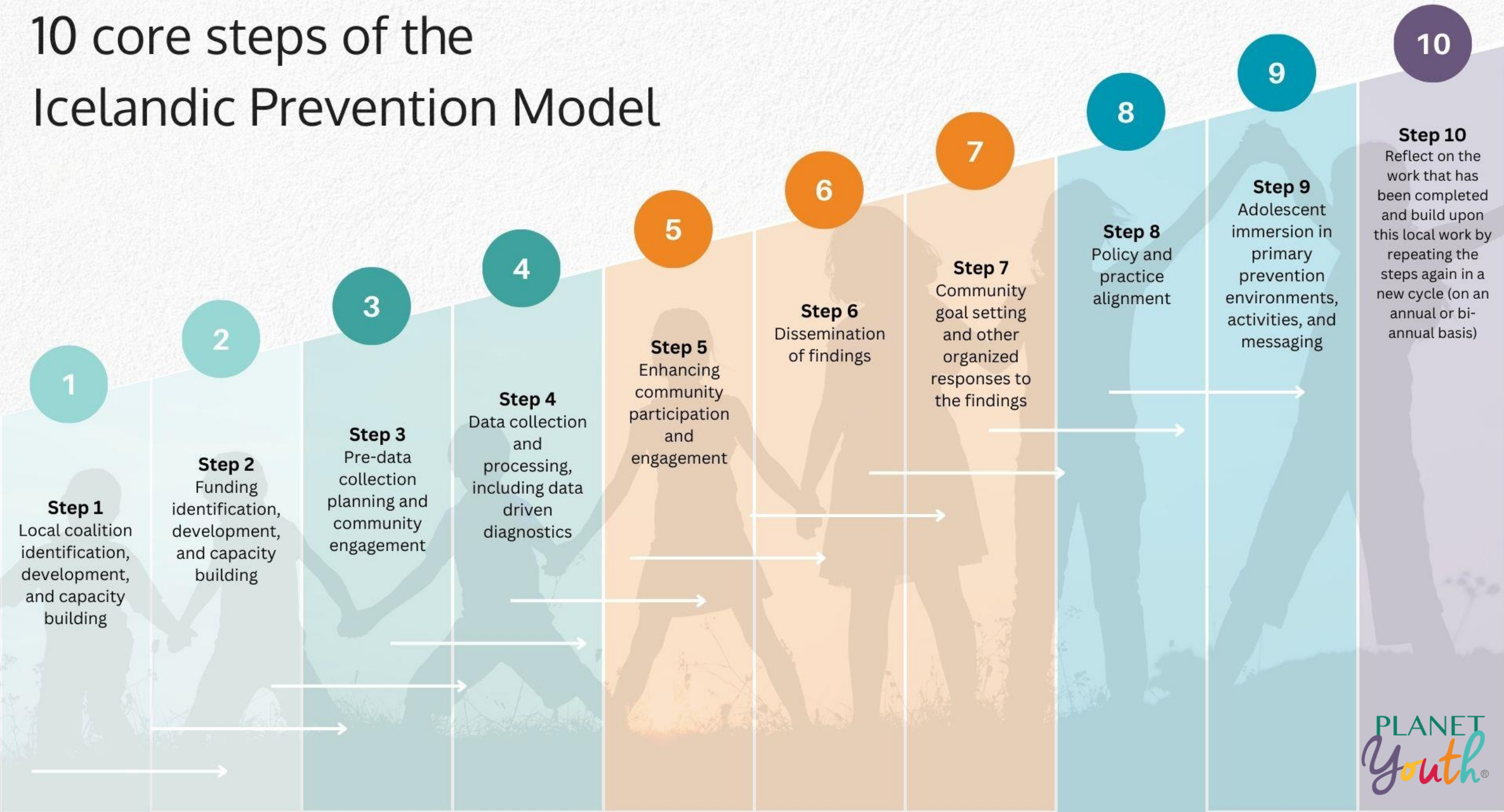
- Data allows community partners to understand the situation in the community.
- To take informed actions to increase protective factors, decrease risk factors, and ultimately change the environment of children and youth.



The Planet Youth 5-year guidance program overview



10 core steps of the Icelandic Prevention Model



A large teal circle on the left side of the slide.

The Planet Youth Organization

- A global organization.
- Engaged in social innovation.
- The mission is to **empower communities to create healthier environments for children.**



EXAMPLES OF WHAT PLANET YOUTH SPECIALISTS DO

- Advising on community implementation including coalition building, capacity building, and intervention and strategy development
- Training including coalition building, data collection, using the results, creating action plans, and speciality topics such as parent engagement
- Data analysis and reporting
- Project management
- Developing community implementation tools and support
- Evaluation of the process



A world map with a light teal background. Countries are outlined in white. Countries highlighted in orange include Canada, the United States, Mexico, Argentina, South Africa, Australia, and several countries in Europe and Asia. Two large teal circles are positioned in the top-left and bottom-left corners of the map.

Planet Youth Partners Around the World

OUR RESPONSIBILITY



Planet Youth is not a project

- ✓ It's about changing the way we think and then acting in a different way
- ✓ Time - We don't change things overnight



MEETING DATE: June 24, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **89th Annual Ponoka Stampede Parade**

BACKGROUND

The Town of Ponoka is hosting its 89th Annual Ponoka Stampede Parade on Friday, June 27, 2025, at 10:00 a.m.

DISCUSSION

On June 5, 2025, an invitation was received for Mayor Hoover and/or a guest or an alternate to attend the 89th Annual Ponoka Stampede Parade that will take place on Friday, June 27, 2025, at 10:00 a.m.

FINANCIAL IMPLICATIONS

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council designate a dignitary to attend the 89th Annual Ponoka Stampede Parade that will take place on Friday, June 27, 2025.

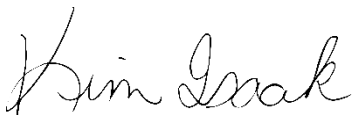
ALTERNATIVES

- a) That Council refer the the 89th Annual Ponoka Stampede Parade invite back to Administration.
- b) That Council send regrets for the 89th Annual Ponoka Stampede Parade.

ATTACHMENTS

- *Invitation from The Town of Ponoka - 89th Annual Ponoka Stampede*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



Office of the Mayor

May 6, 2025

Mayor Jamie Hoover
P.O. Box 220
Blackfalds AB T0M 0J0

Dear Mayor Hoover:

We welcome you as our guest in Ponoka on **Friday, June 27**, for a special day of events celebrating the 89th annual Ponoka Stampede. We hope that you are able to join us in experiencing true Ponoka hospitality.

The schedule of events for the day is as follows:

- **8:30 – 10:00 a.m.** Breakfast hosted by Ponoka Town Council
- **10:00 a.m.** Ponoka Stampede Parade – this year's theme is "*Salute to the Ponoka Stampede Bullfighters*".
- **12:00 noon** Mayor's Lunch at the Stagecoach Saloon, located on the Ponoka Stampede Grounds
- **1:00 – 4:00 p.m.** An afternoon at the rodeo!

We have made some changes this year to the location for the breakfast as well as parking. Attached is a site map, which shows the access route for parking and the location of the event tent.

Town Council has arranged for a decorated trailer/float for the Mayors and Reeves to participate in the parade, and of course Ponoka Town Council will act as your hosts on the float. Parade rules stipulate that candy may not be thrown from a vehicle, however, may be passed out by persons walking the parade route.

Please complete and indicate on the attached response form if you will be bringing a guest. We ask that your response form be submitted by email to legislativeservices@ponoka.ca no later than June 16. If you have any questions or need further information, please contact us at **(403) 783-0130**.

We truly hope you will join us for this memorable day in Ponoka.

Sincerely,



Kevin Ferguson
Mayor

Enclosures: Site Map
RSVP Form

Follow Town of Ponoka online at:
www.ponoka.ca or @TownofPonoka



Town of Ponoka
200, 5604 – 50 Street
Ponoka, AB T4J 1G5
Main: 403-783-4431
Fax: 403-783-6745



**2025 PONOKA STAMPEDE RSVP
FRIDAY, JUNE 27, 2025**

Name:	_____
Contact Information:	_____
Breakfast? (8:30 – 10 am)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Riding on Mayors/ Reeves Float?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mayor's Luncheon:	<input type="checkbox"/> Yes <input type="checkbox"/> No
# Attending: _____	_____
Name(s):	_____
Rodeo Tickets: June 27 afternoon performance	# of Tickets: _____

Please note that parade rules stipulate that items such as candy, balloons and toys may be given out to spectators only by walkers who accompany the float/parade vehicle and hand out treats from a safe distance by using bags or pails. At no time is anything allowed to be thrown from a vehicle or float.

Please return on or before June 16, 2025 to:

Email: legislativeservices@ponoka.ca

If you require additional information, please call (403) 783-0130



Loudy's Sharp Shack

45 Ave Crescent

45 Ave Crescent

45 Ave

45 Ave

45 Ave

55 St

54 St

54 St

54 St

54 St

Parking for Delegates

Event Tent

Event Entrance

Parade Float/ Piston Popper
STAGING AREA

Ponoka Arena Complex

Ponoka Curling Club

45 Ave Crescent

53

53

53

53

Google

Imagery © 2023

MEETING DATE: June 24, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Annual Lacombe Days Breakfast & Parade**

BACKGROUND

The City of Lacombe is hosting its Annual Lacombe Days Breakfast & Parade on Saturday, July 12, 2025, starting at 7:30 a.m.

DISCUSSION

On June 12, 2025, an invitation was received for Mayor Hoover and/or a guest or an alternate to attend the Annual Lacombe Days Breakfast & Parade that will take place on Saturday, July 12, 2025, starting at 7:30 a.m.

FINANCIAL IMPLICATIONS

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

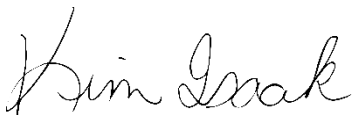
1. That Council designate a dignitary to attend the Annual Lacombe Days Breakfast & Parade that will take place on Saturday, July 12, 2025.

ALTERNATIVES

- a) That Council refer the the Annual Lacombe Days Breakfast & Parade invite back to Administration.
- b) That Council send regrets for the Annual Lacombe Days Breakfast & Parade.

ATTACHMENTS

- *Invitation from The City of Lacombe - Annual Lacombe Days Breakfast & Parade*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

You are invited to the
MAYOR'S
Breakfast



July **12** 2025

7:30 am – 8:30 am
Anna Maria's Cafe
Lacombe Memorial Centre
5214 50 Ave., Lacombe

Mayor Grant Creasey invites you and a guest
to join him for the Mayor's Annual Lacombe
Days Breakfast and Parade.

Please RSVP by July 4 to Christina Sturgeon
csturgeon@lacombe.ca

* please include any dietary restrictions or food allergies*