

---

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 September 9, 2025  
3.2 Consent Agenda for September 9, 2025
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
  - b) **Adoption of Minutes**
    - Special Council Meeting Minutes – August 26, 2025
    - Regular Council Meeting Minutes – August 26, 2025
  - c) **Council Reports**

None
  - d) **Administrative Reports**
    - Report for Council, Development and Building Monthly Report - August 2025
  - e) **Boards, Committee and Commission Minutes and/or Reports**
    - None
  - f) **Information**
    - City of Lacombe Council Highlights – August 25, 2025
    - Notice of Nomination Day (Form 3) Blackfalds 2025 Municipal General Election-September 8, 2025
    - Battle River Watershed Alliance Annual Report 2024 - 2025
  - g) **Correspondence**
    - Letter from Battle River Watershed Alliance - August 5, 2025

---

4. **PUBLIC HEARING**

None

---

5. **DELEGATION**

- 5.1 Report to the Community - Anam Rural Youth Association, *Louise Rellis*

---

6. **BUSINESS**

- 6.1 Request for Decision, Council Remuneration and Compensation Report and Recommendations  
6.2 Request for Decision, Bylaw 1341.25 - 1 McKay Boulevard Redistricting

---

7. **NOTICES OF MOTION**

None

---

8. **CONFIDENTIAL**

None

---

9. **ADJOURNMENT**

**Future Meetings/Events:**

- Standing Committee of Council Meeting – September 15, 2025
- Regular Council Meeting – September 23, 2025

**MINUTES**

A Special Council Meeting for the Town of Blackfalds was held on August 26, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

None

**WELCOME AND CALL TO ORDER**

Mayor Hoover welcomed everyone to the Special Council Meeting of August 26, 2025, and called the meeting to order at 6:00 p.m.

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF AGENDA**

**207/25** Councillor Sands moved That Council adopt the Special Meeting Agenda for August 26, 2025, as presented.

**CARRIED UNANIMOUSLY**

**CONFIDENTIAL**

- **CAO Quarterly Performance Review, Access to Information Act (ATIA) Section 22(1) - Confidential Evaluations**

**208/25** Councillor Dennis moved That Council move to a closed session commencing at 6:01 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 22(1) of the *Access to Information Act*.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands and CAO Kim Isaak.

**209/25** Deputy Mayor Coulter moved That Council move to come out of the closed session at 6:45 p.m.

**CARRIED UNANIMOUSLY**

**MINUTES**

---

**SPECIAL COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Special Council Meeting back to order at 6:45 p.m.

**Special Council Meeting Attendance:** *Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands and CAO Kim Isaak.*

**ADJOURNMENT**

Mayor Hoover adjourned the Special Council Meeting at 6:45 p.m.

---

Jamie Hoover, Mayor

---

Kim Isaak, Chief Administrative Officer

## MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on August 26, 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  
Deputy Mayor Jim Sands

### ATTENDING

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

### REGRETS

None

### MEDIA

None

### OTHERS PRESENT

Ryan Moore, CIMCO Refrigeration  
Connor McIntosh, CIMCO Refrigeration  
S/Sgt. Andrew Allan, Blackfalds RCMP Detachment Commander

### WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of August 26, 2025, and called the meeting to order at 7:00 p.m.

### TREATY SIX LAND ACKNOWLEDGEMENT

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

### ADOPTION OF AGENDAS

**210/25** Councillor Svab moved That Council adopt the Regular Agenda for August 26, 2025, as presented.

**CARRIED UNANIMOUSLY**

**211/25** Councillor Sands moved That Council adopt the Consent Agenda for August 26, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
  - Regular Council Meeting Minutes – July 22, 2025
  - Standing Committee of Council Meeting Minutes – August 18, 2025
- **Council Reports**
  - Mayor Jamie Hoover
  - Deputy Mayor Edna Coulter
  - Councillor Marina Appel
  - Councillor Laura Svab

**MINUTES**

- Councillor Brenda Dennis
- Councillor Jim Sands
- **Administrative Reports**
  - Report for Council, CAO Report – August 2025
  - Report for Council, Enforcement & Protective Services Monthly Report – July 2025
  - Report for Council, Development & Building Monthly Report – July 2025
  - Report for Council, BOLT KPI Monthly Report – July 2025
- **Boards, Committee and Commission Minutes and/or Reports**
  - Municipal Planning Commission Meeting Minutes – June 24, 2025
  - Council Remuneration Review Committee Meeting Minutes – July 24, 2025
  - Library Board Meeting Minutes – June 3, 2025
- **Information**
  - Servus Credit Union Public Library Programming Report – June 2025
  - City of Lacombe Council Highlights – August 11, 2025
  - Special Event Permit 011.25 - Blackfalds Street Dance
  - Special Event Permit 012.25 - Rubber Duck Drop
- **Correspondence**
  - Email from M. McKinnon, CanEMERG: No-cost Emergency Mental Health and Wellbeing Resources for Your Team and Community - July 30, 2025
  - Letter from Minister of Municipal Affairs, 2025 Canada Community-Building Fund (CCBF) Allocations – August 8, 2025

**CARRIED UNANIMOUSLY****PUBLIC HEARING****Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments**

Mayor Hoover declared the Public Hearing open at 7:02 p.m. for Bylaw 1336.25.

The purpose of Bylaw 1336.25 is to amend the Land Use Bylaw to provide better clarity, consistency, and functionality of the Land Use Bylaw; treat Modular Homes the same as Detached Dwellings; bring “Religious Assembly” back in as a use in the majority of land use districts they were historically allowed in; move Temporary Signs and Fascia Signs into the Permitted Use category in the higher density residential districts, all Commercial and Industrial Land Use Districts, and the Public Facility District; add Home Based Business 1 as a use in the DC-1 and DC-2 Districts, and redistrict a trail adjacent to Blackfalds Crossing commercial development from Commercial Highway District (C-2) to Parks and Recreation District (PR).

First Reading was given to Bylaw 1336.25 on July 22, 2025.

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

- On the bulletin board in the Town’s Civic Centre, upstairs outside of Council Chambers, commencing July 24, 2025.
- A hard copy of proposed Bylaw 1336.25 was available for viewing at the Town’s Civic Centre Front Counter (upstairs) as of July 24, 2025.
- Via email to all local authorities and agencies on July 24, 2025.
- Via email to internal departments on July 24, 2025.
- On the Town’s HWY 2A electronic sign commencing July 24, 2025.
- On the Town’s Broadway electronic sign commencing July 24, 2025.
- August 2025 edition of “Talk of the Town”.
- On the Town’s website commencing on July 24, 2025.
- Circulation to adjacent landowners on July 24, 2025.
- Via email to the Municipal Planning Commission on July 24, 2025.
- In the August 14, 2025 and August 21, 2025 editions of the Lacombe Express.
- On the Town’s social media channels in the weeks leading up to the Public Hearing.

**MINUTES**

---

The following written comments have been received to date:

- July 29, 2025, submission from Lacombe County
- August 20, 2025, submission from Alberta Health Services-Safe Healthy Environments

There were no late submissions relating to the Bylaw.

Those in Favour of the Bylaw

None came forward, and none attended virtually.

Those Opposed to the Bylaw

None came forward, and none attended virtually.

Any Person Deemed to be Affected by the Bylaw Who Wishes to be Heard

None came forward, and none attended virtually.

Comments from the Planning & Development Department

None

Mayor Hoover declared the Public Hearing for Bylaw 1336.25 closed at 7:04 p.m.

**CARRIED UNANIMOUSLY**

**DELEGATION**

**CIMCO Refrigeration – Arena Ice Plant**

Ryan Moore and Connor McIntosh, representing CIMCO Refrigeration, presented the Eagle Builders Centre Arena Ice Plant Audit Findings and Proposal.

**Blackfalds RCMP Semi-Annual Report**

S/Sgt. Andrew Allan presented a semi-annual overview report on Blackfalds RCMP activities.

**BUSINESS**

**Request for Decision, Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments**

Following the closing of the Public Hearing, Manager Tejkl brought forward Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments for Council's consideration of Second and Third Reading.

**212/25** Councillor Sands moved That Council give Second Reading to Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments, as presented.

**CARRIED UNANIMOUSLY**

**213/25** Deputy Mayor Coulter moved That Council give Third Reading to Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Arena Ice Plant**

Director Kreklewich brought forward for Council's consideration the proposal to replace the existing ice plant in Arena 1.

**214/25** Deputy Mayor Coulter moved That Council approve the replacement of the existing 100-ton ice plant in Arena 1 with a new ice plant at an estimated cost of \$1.5 Million to be funded through the General Capital Reserve.

**CARRIED UNANIMOUSLY**

**MINUTES**

---

- 215/25** Councillor Svab moved That Administration be directed to proceed with procurement and installation planning, and to apply for all eligible grant funding to offset project costs.

**CARRIED UNANIMOUSLY**

**Request for Decision, Blackfalds RCMP Multi-Year Financial Plan**

CAO Isaak brought forward for Council's consideration and support the RCMP Multi-Year Financial Plan.

- 216/25** Councillor Sands moved That Council acknowledge support of the Multi-Year Financial Plan from April 1, 2026, to March 31, 2031, with an Agreement in Principle only and consideration as part of the Municipal annual budget development process.

**CARRIED UNANIMOUSLY**

- 217/25** Councillor Appel moved That Council authorize the Mayor's signature of the Multi-Year Financial Plan from April 1, 2026, to March 31, 2031, acknowledging the Agreement in Principle and effective collaboration in strategic planning for policing expenditures over the term identified in the plan.

**CARRIED UNANIMOUSLY**

**Request for Decision, Proclamation - Alberta Development Officers' Week**

Manager Tejkl brought a request for Council to proclaim Alberta Development Officers' Week.

- 218/25** Councillor Svab moved That Council proclaim September 23 – 26, 2025, as Alberta Development Officers' Week in the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**Request for Decision, Blackfalds Transit Service On-Demand Contract Extension**

Following the recommendation of Standing Committee of Council on August 18, 2025, Director Weran brought forward the contract extension for the Transit Service On-Demand for Council's consideration.

- 219/25** Councillor Svab moved That Council extend the current contract with Prairie Bus Lines Ltd. for the provision of the transit operations and maintenance - Base Service Span 1, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$228,527.20 for the remainder of 2025 and until August 31, 2026.

**CARRIED UNANIMOUSLY**

**Request for Decision, Regional Collaboration Committee**

Following the recommendation from the Standing Committee of Council on August 18, 2025, CAO Isaak brought forward the Terms of Reference for the Regional Collaboration Committee.

- 220/25** Councillor Appel moved That Council approve the terms of reference for the North Blindman River Tri-Municipal Collaborative and consider appointments at the Organizational Meeting of Council following the Municipal General Election.

**CARRIED UNANIMOUSLY**

**MINUTES**

**Request for Decision, Council Remuneration Review Report**

CAO Isaak brought forward a request to authorize a variance for the Council Remuneration Review Report to come forward to Council for consideration.

- 221/25** Councillor Svab moved That Council authorizes a one-time variance to the Council Remuneration and Compensation Policy to allow for the 2025 report to be presented to Council no later than the first meeting in September.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1342.25 - Municipal Election Sign Bylaw**

Following the recommendation from the Standing Committee of Council on August 18, 2025, CAO Isaak brought forward the Municipal Election Sign Bylaw for Council's consideration.

- 222/25** Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1342.25 - Municipal Election Sign Bylaw, as presented

**CARRIED UNANIMOUSLY**

- 223/25** Councillor Svab moved That Council give Second Reading to Bylaw 1342.25 - Municipal Election Sign Bylaw, as presented.

**CARRIED UNANIMOUSLY**

- 224/25** Councillor Sands moved That Council give unanimous consent to move to Third Reading of Bylaw 1342.25 - Municipal Election Sign Bylaw.

**CARRIED UNANIMOUSLY**

- 225/25** Councillor Dennis moved That Council give Third Reading to Bylaw 1342.25 - Municipal Election Sign Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Penhold Fall Festival Parade**

Coordinator Nealon brought forward an invitation to the Penhold Fall Festival Parade for Council to consider designating a member of Council to attend.

- 226/25** Deputy Mayor Coulter moved That Council designate Councillor Sands to attend the Penhold Fall Festival Parade on Saturday, September 6, 2025.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**RECESS**

Mayor Hoover called for a five-minute recess at 8:42 p.m.

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:47 p.m.

**CONFIDENTIAL**

- **Duncan Avenue Storm Lift Station, Access to Information Act (ATIA) Section 29 - Advice from Officials**

- 227/25** Councillor Svab moved That Council move to a closed session commencing at 8:47 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 29 of the *Access to Information Act*.

**CARRIED UNANIMOUSLY**

**MINUTES**

---

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

**228/25** Councillor Appel moved That Council move to come out of the closed session at 9:12 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 9:12 p.m.

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

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 9:12 p.m.

---

Jamie Hoover, Mayor

---

Kim Isaak, Chief Administrative Officer

---

**MEETING DATE:** September 9, 2025

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

**SUBJECT:** Development & Building Monthly Report – August 2025

---

## **BACKGROUND**

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

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

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

## **ATTACHMENTS**

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

## **APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
166-25	5905 Panorama Drive	R-1M	SFD	approved	21-Aug-25
167-25	4487 Broadway Avenue	C-2	CRU - Daycare (Shell Only)		
168-25	Various Locations	PF	Sign	approved	13-Aug-25
169-25	113 Aztec Crescent	R-1S	SFD	approved	
170-25	6037 Parkwood Road (Unit 105)	C-2	Interior Tenant Improvements	approved	25-Aug-25
171-25	161 Silver Drive	R-2	Front Parking Pad	approved	13-Aug-25
172-25	61 Ash Close	R-1L	Hot Tub	approved	25-Aug-25
173-25	14 Vista Close	R-1M	SFD		
174-25	17 Vintage Close	R-1M	Residential Solar Panel Installation	approved	25-Aug-25
175-25	77 Maclean Close	R-1M	SFD	approved	25-Aug-25
176-25	69 Ash Close	R-1L	Residential Solar Panel Installation	approved	26-Aug-25
177-25	69 Valley Crescent	R-1S	Residential Solar Panel Installation		
178-25	34 Athens Place	R-2	Duplexes		
179-25	38 Athens Place	R-2	Duplexes		
180-25	5302 Vista Trail (Unit 105)	C-3	Change of Occupancy/Use	cancelled	
181-25	4825 Westbrooke Road	R-1M	Residential Solar Panel Installation		
182-25	4914 Broadway Avenue	C-1	Change of Occupancy/Use		
183-25	79 Morris Court	R-1M	Basement Reno		
184-25	53 Parkside Crescent	R-1L	Residential Solar Panel Installation		
185-25	4782 Aspen Lakes Boulevard	R-1M	SFD		
186-25	50 Cedar Square	R-1S	Garage		
187-25	94 Cedar Square	R-1M	Deck		
188-25	45A Anna Close	DC-4	Home Business	approved	26-Aug-25
189-25	30 Athens Place	R-2	Garage		
190-25	5621 Panorama Drive	R-1M	Home Business		
191-25	19 Mckay Place (5 Mckay Boulevard)	R-MHP	Manufactured Home		
192-25	1 Rolling Hills Close	R-1M	Home Business		
193-25	5112 Highway Avenue, Unit C	C-2	Interior Tenant Improvements		
194-25	5411 South Street	PF	Transfer Station Improvements		
195-25	2 Anna Close	DC-4	Accessory Suite		
196-25	26 Anna Close	DC-4	Accessory Suite		

197-25	25 Westview Crescent	R-1M	Residential Solar Panel Installation		
198-25	50 Vista Close	R-1M	Accessory Suite		
199-25	90 Mitchell Crescent	R-1M	Home Business		

Town of Blackfalds Development/Building Permit Comparison 2023 to 2025							2024 YTD	
	2023		2024		2025		August	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	21	\$ 7,037,626.70	38	\$ 13,213,080.00	24	\$ 9,019,456.77	27	\$ 9,293,180.00
Duplexes	6	\$ 1,060,000.00	20	\$ 4,774,000.00	4	\$ 980,000.00	8	\$ 2,070,000.00
Manufactured Home	2	\$ 250,000.00	11	\$ 1,751,566.00	7	\$ 1,705,000.00	6	\$ 1,166,566.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	11	\$ 1,790,000.00	157	\$ 36,667,435.00	8	\$ 2,000,000.00	61	\$ 13,187,020.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	8	\$ 3,495,000.00	0	\$ -	8	\$ -
Total Res. Dwellings	40	\$ 10,137,627	234	\$ 59,901,081	43	\$ 13,704,457	110	\$ 25,716,766
Garage	9	\$ 293,000.00	24	\$ 788,152.61	12	\$ 360,820.00	21	\$ 675,832.00
Deck	9	\$ 102,000.00	11	\$ 105,100.00	10	\$ 103,598.00	10	\$ 97,100.00
Basement Reno	40	\$ 865,700.00	49	\$ 1,339,000.00	28	\$ 679,100.00	35	\$ 1,061,000.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	4	\$ 165,000.00	1	\$ -
Home Business	21	\$ -	20	\$ -	13	\$ -	14	\$ -
Other	44	\$ 1,232,115.84	68	\$ 20,325,799.71	53	\$ 566,862.95	58	\$ 51,151,360.11
Commercial	27	\$ 5,190,341.00	47	\$ 4,594,822.26	26	\$ 2,181,259.00	32	\$ 3,693,162.26
Industrial	4	\$ 200,000.00	5	\$ 2,504,073.00	1	\$ 800,000.00	2	\$ 2,501,000.00
Institutional	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Agricultural	1	\$ -	0	\$ -	0	\$ -	0	\$ -
Public Facility	4	\$ 192,300.00	13	\$ 38,078,150.00	9	\$ 653,000.00	11	\$ 38,038,000.00
TOTAL PERMITS	199	\$ 18,213,083.54	472	\$ 127,636,178.58	199	\$ 19,214,096.72	294	\$ 122,934,220.37
General Yearly Notes:		1 - 2,500,000 Vista Trail Commercial		Vista Trail Townhouse complex				
		1 - 1,000,000 Dental Office						



# City of Lacombe

## COUNCIL HIGHLIGHTS

August 25<sup>th</sup>, 2025

### 6. Requests for Decision

#### 6.1 2025 – Quarter 2 Operating Variance Report

This report provides cumulative revenue and expenses from January to June 2025. The administration has analyzed each category and explained variances. The methodology applied in this report incorporates several estimates. Quarter 2 (Q2) figures represent the first six months of the reporting year. While the Q2 budget is generally set at 50% of the annual budget, seasonal adjustments are applied to reflect the historical timing of revenues and expenses (property taxes, funding from other sources, and franchise fee revenues). This approach produces a seasonally adjusted budget baseline, which is the basis for comparing actual revenues and expenses in this report.

As of June 30<sup>th</sup>, 2025, the City remains in a strong financial position, reporting a year-to-date net surplus of approximately \$1.7 million. Several timing differences influence this surplus, and at this stage, it is premature to project the financial impact of the remaining six months of 2025.

This surplus is expected to decrease over the remainder of the year as planned expenditures are incurred.

Council acknowledged receipt of the 2025 Quarter 2 Financial Report.

#### 6.2 Downton & Co. Request for Funds - Downtown Landscaping Project

Downton & Co. Furniture & Decor business recently acquired ownership/partnership of the building at 5102 50th Avenue in downtown Lacombe, commonly referred to as the former Provincial Building. The building is under renovation to allow businesses to open in the premises. There is an existing dental office operating in a portion of the building. The building footprint is somewhat unique downtown in that it is not built to the property line but is set back from the sidewalk. The setback from the front property line ranges from approximately 4.3 to 6 meters from the city-owned sidewalk. When the site was publicly owned (government owned) it had seating and a public plaque/art before it was sold, these were removed by the new owners.

The space is conducive to public use, is highly visible at a key intersection, and beautification would be consistent with many of the goals of the Downtown Area Redevelopment Plan (DARP). The space was recently used for a Lacombe Days pop-up patio for food, beverages, and cornhole (July 2025) which was very popular.

As outlined in the presentation made by Hannah Downton to Council on August 11<sup>th</sup>, 2025, the requested funding is to enhance the space for a return to public use and beautification.

Downton & Co. had requested \$50K to assist in enhanced park-style landscaping at the front of their property adjacent to the City of Lacombe sidewalk. This funding would be used to cover costs for removal of the existing front concrete and then to pay for florals, trees, and park benches.

This request for funding was removed for consideration by Downton & Co. prior to the August 25<sup>th</sup>, 2025, Regular Meeting of Council.

Council directed Administration to review the Downtown Storefront Enhancement Program in terms of potential increased funding amounts offered under the program, method of administration of the program, and eligibility scope of the program to return with recommendations to Council in 2026.

### **6.3 Bylaw 511.1 - Municipal Police Commission Bylaw Amendment**

In response to recent changes under the Police Act and the Police Governance Regulation, the City of Lacombe is proposing amendments to Bylaw 511 to ensure compliance with new legislative requirements regarding the Lacombe Police Commission's composition and appointments.

Bylaw 511.1 Municipal Police Commission Bylaw Amendment (Bylaw 511.1) proposes to revise the composition of the LPC in accordance with provincial legislation, which limits the number of members appointed to a municipal police commission based on population thresholds. The amendment adjusts the number of members appointed by the Council, provides transitional provisions, and clarifies the conditions under which members may be appointed by the Province.

Council amended Bylaw 511.1 prior to second reading to reflect Option 1, establishing a five-member Commission with two Council members and three public members.

Council gave second reading to Bylaw 511.1 as amended.

### **6.4 Public Works Shop Demolition & Remediation**

Administration recommended disposing of all buildings and contents at the Old Public Works Yard through public auction. Relocation of structures is not cost-effective due to high utility moving and transportation costs, which exceed new construction costs and reduce the lifespan of the buildings.

Following the auction, utility services will be removed, and the remaining buildings will be uninhabitable. Future actions, to be brought back to Council for approval, include abatement and demolition of any unsold buildings, utility service relocation to the Wolf Creek School maintenance building, Environmental Site Assessment, and site restoration (grass seeding or variance application for gravel surface).

Council approved the disposal of all contents and buildings at the Old Public Works Yard through public auction and the buildings be declared uninhabitable following removal of all contents and/or sale of buildings.

Council directed Administration to proceed with Requests for Proposals for hazardous materials assessment and abatement, demolition, utility removal and relocation, environmental site assessments, and associated site restoration, and those updated costs be reported back to Council following completion of these assessments.

### **6.5 Bylaw 389.1 - Fire Services Bylaw Amendment #1**

Bylaw 389, initially adopted in 2013, is being updated to reflect significant operational changes within the Lacombe Fire Service over the past decade. Key developments prompting the update include the dissolution of the Regional Fire Service, the hiring of full-time staff, and the adoption of a Fee for Service model with Lacombe County.

The updated Bylaw 389.1 includes grammatical corrections, updated language, and improved consistency throughout.

Significant amendments include removing outdated definitions, enhancing authority and responsibilities for the Fire Chief, and formally eliminating the green flashing light program. Provisions for cost recovery have been clarified to include both land and land improvements, particularly affecting manufactured home parks. False alarm policies are being strengthened by removing the 'annual reset' and allowing for reduced-cost "cold responses" for safety verification. Fire pit regulations now specify safe dimensions, and updated fee and fine schedules have been introduced, including adopting Alberta Transportation response rates.

The proposed Bylaw amendment has been modernized to ensure it remains relevant, enforceable, and aligned with current practices and agreements.

Council gave second reading of Bylaw 389.1 Fires Services Bylaw Amendment #1.

## **6.6 Fire Service Level Policy**

The proposed Policy No. 23.210.02 (2025PO) represents a comprehensive modernization of Lacombe's Fire Service Level framework. It updates a 12-year-old policy by aligning it more closely with established NFPA standards, including NFPA 1001, 1002, and 1072, and adopting NFPA 1720 as a performance benchmark to guide staffing efficiencies and response expectations.

Lacombe County was able to review the policy and had no concerns with the changes.

While the policy preserves existing minimum staffing levels, it introduces a clearly defined Emergency Response Level of Service table, providing specific apparatus assignments and standardized training requirements. The table distinguishes between urban and rural response protocols, ensuring operational clarity. Mutual aid triggers are formalized, and the Chief Officer roles are better integrated to support command consistency and effective communication.

The scope of services is expanded to include emergency medical operations, aircraft emergencies, carbon monoxide alarm responses, and fire safety code services. At the same time, operational limitations are clearly articulated for technical rescue and hazmat scenarios, reflecting a realistic and responsible approach to departmental capabilities.

The proposed change to the medical first response is to auto-dispatch the Lacombe Fire Department simultaneously as ambulance services are dispatched for ECHO calls. ECHO calls would include cardiac arrest and choking. Time is of the essence in those situations, and staff trained in standard first aid will be able to assist quickly with ambulance services on the way.

There is no impact on the operation budget to provide this service to the community. Automated alarm procedures are enhanced, with explicit guidelines for forced entry authority, dispatch cancellation verification, cold response protocols, key-holder wait times, and integration of fee provisions under Bylaw 389.

References to the Regional Fire Service, which dissolved in 2015, have been removed from the policy.

These updates offer Council a standards-informed, transparent, and operationally rigorous policy framework that elevates the professionalism and public confidence in the City of Lacombe's Fire and Emergency response services.

Council approved the City of Lacombe Fire Service Level Policy and rescinded the existing City of Lacombe Service Level Agreement/Scope of Practice Policy LFD-100.4.

**6.7 Council Motion - Brought Forward from Notice of Motion (Councillor Gullekson – August 11<sup>th</sup>, 2025)**

Council approved the following motion:

- “THAT Council direct Administration to pause work on the development of the new Fire Hall at 4410 Woodland Drive (the current “ball diamond” location) and engage with the Lacombe Flying Club to explore the feasibility of locating the Fire Hall at the north airport site, being the northern portion of 3910 63 Avenue, and further, to consider the location near the golf course, City-owned land east of the train tracks, and other potential locations.”

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

***- Monday, September 8<sup>th</sup>, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***

***- Monday, September 22<sup>nd</sup>, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***

***- Monday, September 29<sup>th</sup>, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***

# Town of Blackfalds: Notice of Nomination Day



## FORM 3

LOCAL JURISDICTION: TOWN OF BLACKFALDS, PROVINCE OF ALBERTA

Notice is hereby given that Nomination Day is September 22, 2025 and that nominations for the election of candidates for the following offices will be received at the Civic Cultural Centre | 5018 Waghorn Street, within the period beginning on January 1, 2025 and ending at 12:00 noon on Nomination Day.

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

Location of Local Jurisdiction Office:

**Civic Cultural Centre | 5018 Waghorn Street | Blackfalds, AB T0M 0J0**

DATED at the Town of Blackfalds, in the Province of Alberta, this 8 day of September, 2025.

*Danielle Nealon, Returning Officer*

# ANNUAL REPORT



2024-2025



## Message from the Co-Chairs

Collaboration with local governments and stakeholders is a key pillar of our work and essential to implement Watershed Management Planning.

As a non-profit organization and Watershed Planning and Advisory Council (WPAC), the Battle River Watershed Alliance (BRWA) Board of Directors is made up of individuals, organizations, and government representatives dedicated to caring for these lands we call home.

We are pleased to share that the WPACs, including BRWA, were recognized in the Alberta Emerald Award Shortlist for collaborating with the Alberta Water Council on the Building Resiliency to Multi-Year Drought toolkit. This toolkit enabled WPACs to support rural communities. It is heartening to see recognition for this collaborative effort.

As another two partner-driven initiatives wrap up, we thank Camrose, Lacombe and Flagstaff Counties for supporting the projects with funding from an Alberta Community Partnership Grant. BRWA met over 200 people to discuss the latest *State of the Watershed Report* and prioritize new education and outreach programs. BRWA also engaged with Planners in the watersheds to release new guidelines on land use planning.

The board is grateful to all our staff, funders, partners, and volunteers who made this year a success.

- Alan Corbett and  
Ryley Andersen

## Directors

### Agriculture

Terry Vockeroth, County of Paintearth

### Business/Industry

Ryley Andersen, BRWA Co-Chairperson

### Health & Wellness

Marilyn Weber

### Individual

Alan Corbett, BRWA Co-Chairperson

Greg Smith, BRWA Treasurer

Peter Pullishy

### Government Representatives

Jamie Bruha, Alberta Environment & Protected Areas

Bruce Cummins, MD of Wainwright (Nov-Mar)

Dale Pederson, Beaver County

Preston Weran, Town of Blackfalds

### Ex-officio

Melissa Orr-Langner, Alberta Agriculture & Irrigation

Catherine Peirce, BRWA Exec. Director

### Retiring Directors

Khalil Ahmed, Battle River Research Group (2020-2024)

Dustin Owens, Heartland Generation (2020-2024)

Alex Retfalvi, Heartland Generation (2024-2025)



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

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

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

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

# Message from the Executive Director

As I write this message, most of Alberta is digging out from a spring storm that brought over 20 cm of snow. Spring precipitation is welcome after another year of drought in the Battle River and Sounding Creek Watersheds.

Drought and water availability were a key focus in 2024-25 as staff collaborated with our partners and local governments to address water management. The BRWA Land and Water Committee responded to the provincial government's Water Availability Engagement, reinforcing the goals of *Water for Life: Alberta's Strategy for Sustainability*:

1. Safe, secure drinking water;
2. Healthy aquatic ecosystems; and
3. Reliable, quality water supplies for a sustainable economy.

Please read on in the annual report to learn more about our work. I am grateful to the staff, the Board, members of the community, and local governments who dedicated time and resources to watershed management this past year. A few key highlights:

- Roundtable on Indigenous-led monitoring projects to foster new opportunities for capacity building
- Connecting People and Science Webinar Series and Workshop, with participation from over 250 members of the CitSci Alberta Community of Practice
- Workshop and release of the new Guide to Watershed Management in Land Use Planning for Local Governments in the Battle River and Sounding Creek Watersheds

I would like to make a special mention of the youth working with BRWA including summer staff, Belle Dodds and Kiara Abma, and U of A Augustana, Community Service Learning students Miana Popik, Carla Le, and Stephanie Shyshka, as well as the Augustana students who shared their passion for biodiversity and the environment at the Watershed Festival. Thank you for your continued commitment to watershed management and community engagement.

- Catherine Peirce



(L to R) Susanna Bruneau, Sarah Skinner, Sheila Logelin, Catherine Peirce, Kiara Abma



(Above) Summer students;  
(Below) CSL students.

# Stewardship

## OTIS (OuTstanding In Stewardship) Award Winners 2024

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

### Individual

**Ian Rawlinson**, Mayor of the Summer Village of Crystal Springs, has successfully implemented many Pigeon Lake Watershed Management Plan recommendations, a strong testament to his commitment to lake health, the environment, and the community. With Ian's leadership, the community has a new wastewater system, funded a study on blue-green algae treatments, invested in a monitoring buoy, hosts annual shoreline clean ups, and supports stewardship in land use planning to protect and monitor the lake.



### Agriculture

**Terry and Peggy Vockeroth** have been managing their grazing lands in the County of Paintearth for decades with a strong conservation ethic. Terry is a passionate supporter of riparian conservation and restoration, encouraging other landowners to adopt similar practices. In addition to the work supported by the BRWA RiparianCare project, the Vockeroths installed additional fencing to protect more riparian areas. Having riparian area champions like Terry and Peggy is crucial to maintaining these vital ecosystems.



### Organization/Business

**The Town of Viking** revitalized a municipal water reservoir with the Filtered Raw Water Pumping Station in 2024. As the town's previous water source, the water reservoir and pumping station is now used to accommodate agricultural and fire protection needs in the area to mitigate current and future drought conditions. This pumping station enables the Town of Viking to remain an important residential and business centre in a rural Alberta area.



### Youth

**Belle Dodds** is a graduating student from University of Alberta Augustana. Belle has fostered a meaningful connection with the watershed and those that call it home. Belle has led the Augustana Wildlife Club using her fun and passionate spirit to engage with peers on wildlife and watershed issues. Her infectious love of the natural world makes you want to care about the world around you.



Nominations for 2025 open July 1st.



## RiparianCARE (2023-2025)

The program provided financial and technical support for six landowners and a municipality to implement riparian conservation and restoration projects. The results help protect water sources, improve cattle health, enhance pasture utilization, and reduce land development impacts.



**\$163,662**

Invested in conservation and restoration to protect shoreline, wetlands, and riparian health

PROGRAM COMPLETED

**2** livestock fencing projects



**40**

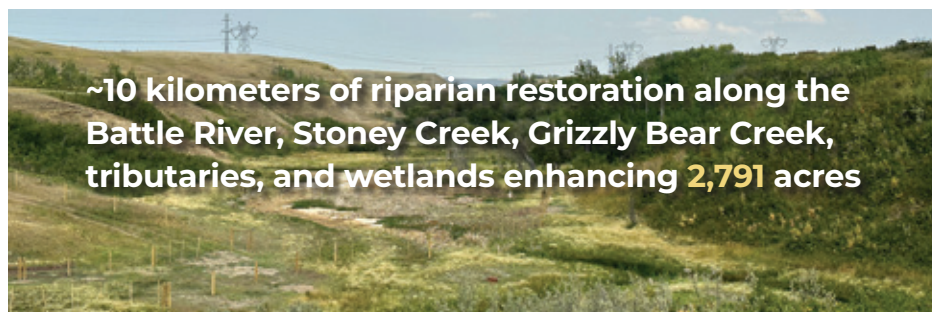
trees planted in Stoney Creek to improve riparian functions in municipal greenspace and encourage community engagement



**6** off-stream livestock watering systems



This program was made possible through collaborative funding from landowners, BRWA and the Watershed Resiliency and Restoration Program, Government of Alberta.



~10 kilometers of riparian restoration along the Battle River, Stoney Creek, Grizzly Bear Creek, tributaries, and wetlands enhancing **2,791** acres

## Battle River and Sounding Creek Stewardship Community of Practice

The goals of the Community of Practice are to foster a stewardship ethic, connect learning to action, promote and showcase stewardship actions, and foster support and collaboration amongst community members and organizations. The group visited two stewardship sites in 2024:

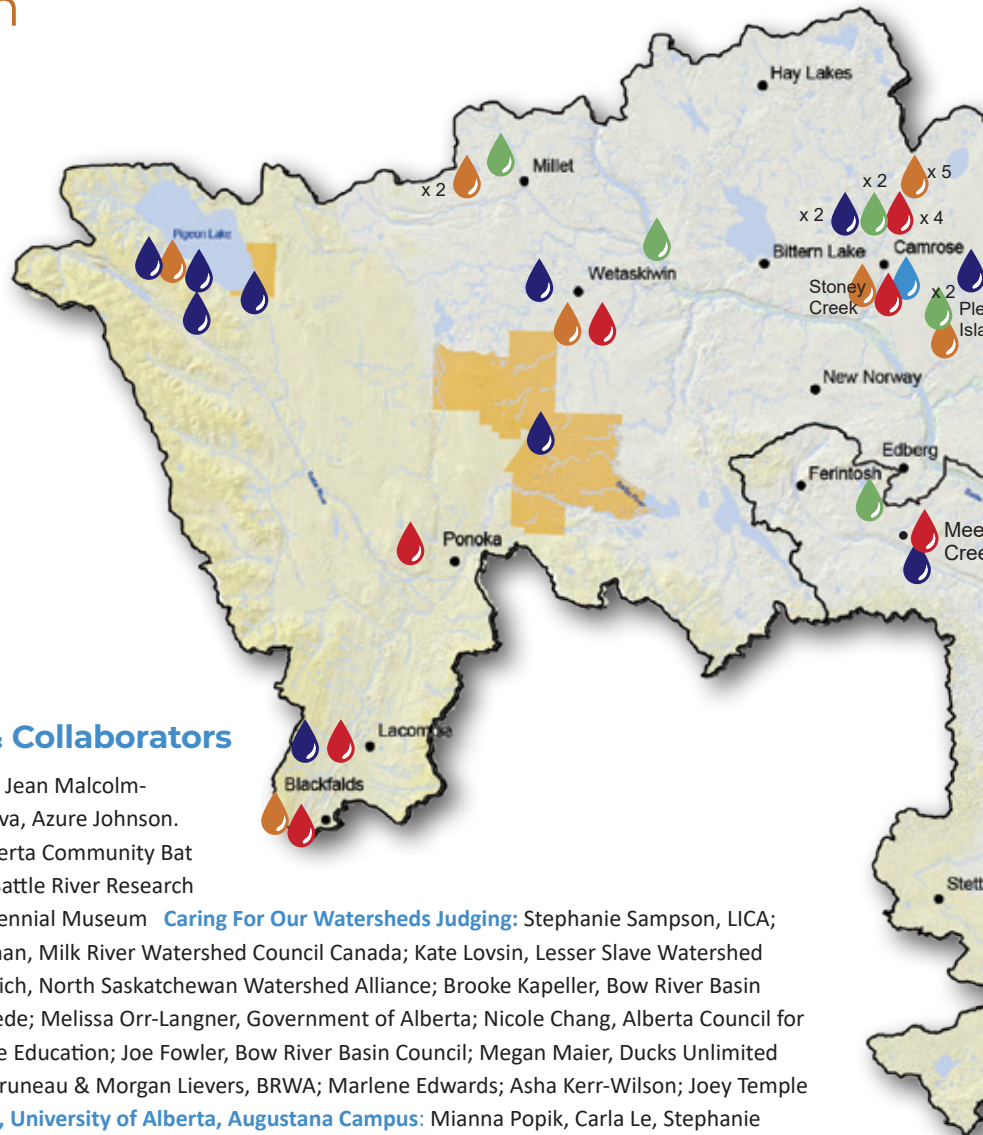
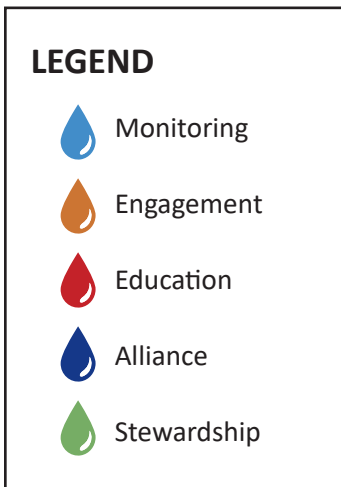
- The Scandia Roadside Native Prairie Restoration Project in Camrose County is a community-led initiative to steward prairie ecology and biodiversity. The volunteers have removed invasive species and reintroduced wildflowers and other native species, with a goal of creating a future network of ecological corridors throughout the municipality.



- Terry and Faith Gabert's pasture land is conserved in partnership with Nature Conservancy Canada. The site promotes native prairie grassland conservation along Meeting Creek.



# Watershed Engagement & Action



## Volunteers, Committee Members & Collaborators

**Watershed Festival Volunteers and Exhibitors:** Volunteers: Jean Malcolm-McDonald, Alexandra Thurm, Shaun Hunter, Olya Klepacheva, Azure Johnson. Exhibitors: Alberta Parks, Strathcona Raptor Sanctuary, Alberta Community Bat Program, Camrose Public Library, Alberta Capital Airshed, Battle River Research Group, Augustana Wildlife Club, Camrose and District Centennial Museum

**Caring For Our Watersheds Judging:** Stephanie Sampson, LICA; Ashley Johnson, Athabasca Watershed Council; Tyler Eresman, Milk River Watershed Council Canada; Kate Lovsin, Lesser Slave Watershed Council; Michelle Gordy, Scott Millar, and Rosey Radmanovich, North Saskatchewan Watershed Alliance; Brooke Kapeller, Bow River Basin Council; Cory Wald, Nutrien; Megan White, Calgary Stampede; Melissa Orr-Langner, Government of Alberta; Nicole Chang, Alberta Council for Environmental Education; Katherine Hill & Colin King, Inside Education; Joe Fowler, Bow River Basin Council; Megan Maier, Ducks Unlimited Canada; Glinis Buffalo, Glinis Buffalo Consulting; Susanna Bruneau & Morgan Lievers, BRWA; Marlene Edwards; Asha Kerr-Wilson; Joey Temple

**Community Service-Learning Student Placement Program, University of Alberta, Augustana Campus:** Mianna Popik, Carla Le, Stephanie Shyshka. **Land and Water Committee:** Dale Pederson, Beaver County; Anjah Howard & Doug Lyseng, Camrose County; Terry Vockeroth, County of Paintearth; Cathie Erichsen Arychuk, County of Vermillion River; Alan Corbett, Alberta Drainage Council; Bart Muusse, Ducks Unlimited Canada; Howard Shield & Melvin Thompson, Flagstaff County; Jamie Bruha, Arin MacFarlane-Dyer & Melissa Orr-Langner, Government of Alberta; Dwayne West, Lacombe Cree Nation, Glinis Buffalo Consulting; Will Challenger & Scott Flett, Town of Wainwright; Belle Dodds, University of Alberta Augustana Campus; Aaron Leckie, City of Melia, Pigeon Lake Watershed Association; Greg Smith, BRWA Board Member. **Education & Engagement Committee:** Justin Babcock, Ponoka County; Kim Barkv

Bowie, Agricultural Producer; Jamie Bruha & Janine Higgins, Government of Alberta; Kelsey Spicer-Rawe & Kerri O'Shaughnessy, Cows & Fish; Joey Temple; Susan BRWA Board Member. **Battle River and Sounding Creek Stewardship Community of Practice:** June Osborne & Brenda Bohmer, Scandia Roadside Restoration S

Beaver Hills Biosphere; Megan Maier, Ducks Unlimited Canada; Meghan Jacklin, Edmonton and Area Land Trust; Amanda Koot, Pigeon Lake Watershed Association; Chris Elder, County of Vermillion River; Claudia Lipski-Cameron, Buffalo Lake Nature Club; Ruiping Luo, Alberta Wilderness Association; Katelyn Ceh, Nature Cons Fish; Ken Lewis, Red Deer County/Lacombe County; Sheldon Frissell, Wainwright Wildlife Society; Ryley Andersen; Diane Hanson; Shiana Younger, Rural Routes to of Paintearth; Lucien Royer, Miquelon Watershed Stewardship Committee; Marilyn Weber; Chinook Applied Research Association; Cathy Goulet, Battle River Alliance **Committee:** Greg Smith, Catherine Peirce, Sheila Logelin **Policy Committee:** Alan Corbett, Greg King, Catherine Peirce, Greg Smith, Terry Vockeroth, Preston We Andersen, Greg Smith. **Board of Directors:** Khalil Ahmed, Battle River Research Group (Apr 2024 - Dec 2024); Terry Vockeroth; Ryley Andersen, BRWA Co-Chairperson 2024 - Sept 2024); Alex Retfalvi, Heartland Generation (Oct 2024 - Jan 2025), Marilyn Weber, Alan Corbett, BRWA Co-Chairperson; Peter Pullishy; Greg Smith, BRWA Dale Pederson, Beaver County; Bruce Cummins, MD of Wainwright, Jamie Bruha, Government of Alberta, Melissa Orr-Langner, Government of Alberta (Ex-Officio) Watershed Synergy Group; Beaver Hills Biosphere Stewardship Community of Practice; Citizen Science Alberta Community of Practice Steering Committee; Peaceful Valley Advisory Committee; Camrose Environmental Sustainability Advisory Committee; Pigeon Lake Watershed Management Plan Steering Committee; Nutrien - Caring for Our Watersheds Coordinators Committee; Regenerative Agriculture Lab; Wetaskiwin-Leduc ALUS Partnership Advisory Committee; Watershed Planning and Advisory Council Managers Committee, Education and Outreach Committee, and Technical Committee

**BATTLE RIVER WATERSHED**

Don't let this Alberta map fool you; the watershed does not end at the border. The Battle River continues to Battleford, Saskatchewan, where it meets the North Saskatchewan River. The water, and everything it carries, eventually drains into Lake Winnipeg and Hudson Bay.

**SOUNDING CREEK WATERSHED**

County; Glinis Buffalo, Samson  
 y of Camrose; Amanda Koot & Rick  
 well, Wetaskiwin-Leduc ALUS; Greg  
 n Kokas; Diane Hanson; Greg Smith,  
 ociety; Pamela Billey & Erin Anderson,  
 on; Kim Barkwell, County of Wetaskiwin;  
 ervancy Canada; Kristina Boehler, Cows and  
 o Climate Solutions; Terry Vockeroth, County  
 ance for Economic Development **Finance**  
 eran **Executive Committee:** Alan Corbett, Ryley  
 erson; Dustin Owen, Heartland Generation (Apr  
 RWA Treasurer, Preston Weran, Town of Blackfalds;  
 o). **External Committees:** Battle Lake

**Logos:** Battle River Watershed logo, Treaty No. 6 logo, and the Government of Alberta logo.

Don't let this Alberta map fool you; the watershed does not end at the border. The Battle River continues to Battleford, Saskatchewan, where it meets the North Saskatchewan River. The water, and everything it carries, eventually drains into Lake Winnipeg and Hudson Bay.



# SOUNDING CREEK WATERSHED



# Watershed Management



## Guide to Watershed Management in Land Use Planning for Local Governments

The Guide, designed for municipalities and Indigenous governments, offers examples for implementing BRWA watershed management recommendations in land use planning to support watershed resilience and sustainability. This project was made possible with support from an Alberta Community Partnership Grant, partnering with Camrose County, Flagstaff County, and Lacombe County. Additional funding was provided by BRWA and the Battle River Community Foundation.



## State of the Watershed - Community Conversations

BRWA released the Health in the Watershed Engagement What We Heard Report in June 2024. It outlines recommendations for state of the watershed monitoring and reporting arising from broad community engagement efforts that included the Health in the Watershed Summit and meetings with municipal and Indigenous governments.

One of the action items was to “Continue relationship building and co-leadership discussions with Indigenous governments, and enhance capacity for Indigenous watershed management and monitoring.” To help advance these conversations, BRWA hosted a Roundtable on Indigenous Monitoring Projects with the Maskwacis Cree Nations, Otipemisiwak Métis Government, and partner organizations to learn more about current projects, shared priorities, and opportunities for collaboration, support and capacity building.



*Samson Cree Nation aquatic habitat and fish monitoring at Mimiw Sakahikan (Pigeon Lake)*

# Watershed Engagement & Education



## Caring for our Watersheds Contest

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

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

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

## CFW Implementation Projects

Four student projects took their ideas and turned them into real-world changes that benefited their communities. Each of the efforts of these young leaders resulted in tangible changes within their watersheds through educating their peers, supporting pollinators, repurposing used oil, and conserving water.

**Nutrien**



## Changing Curriculum

**2,100+** Participants

After running since 2011, the Discover Your Wetlands (DYW) program will be replaced with Weather Watchers in the Watershed to keep pace with the changing grade 5 science curriculum. BRWA will continue to offer DYW pond dipping in summer programs.

**Education  
Engagement**

**1,644**  
students/youth

**774**  
teachers

**258**  
schools

## Number of students/youth by program

- 206** Discover Your Wetlands (Grade 5)
- 221** X-Sream Science (Grade 7-9)
- 135** Habitat Tour (Grade 6)
- 321** Waste in Our Watershed, WOW Camrose (Grade 4)
- 72** Waste in Our Watershed, WOW Wetaskiwin (Grade 4)
- 91** Summer programs
- 598** Caring for Our Watersheds

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

**Learn more  
about BRWA  
Education  
Programs:**



# Watershed Engagement & Education



Métis Fest,  
Métis  
Crossing



Discover Your  
Wetlands,  
Lacombe



Habitat Tour,  
Big Knife  
Provincial  
Park



Azure Johnson  
at the Midge  
Lambert  
Memorial  
Watershed  
Festival



Weed Pull,  
Pipestone Creek  
Conservation  
Lands



Midge  
Lambert  
Memorial  
Watershed  
Festival,  
Pleasure  
Island Fish  
Pond



Viking Raw Water  
Pumping Station  
Opening

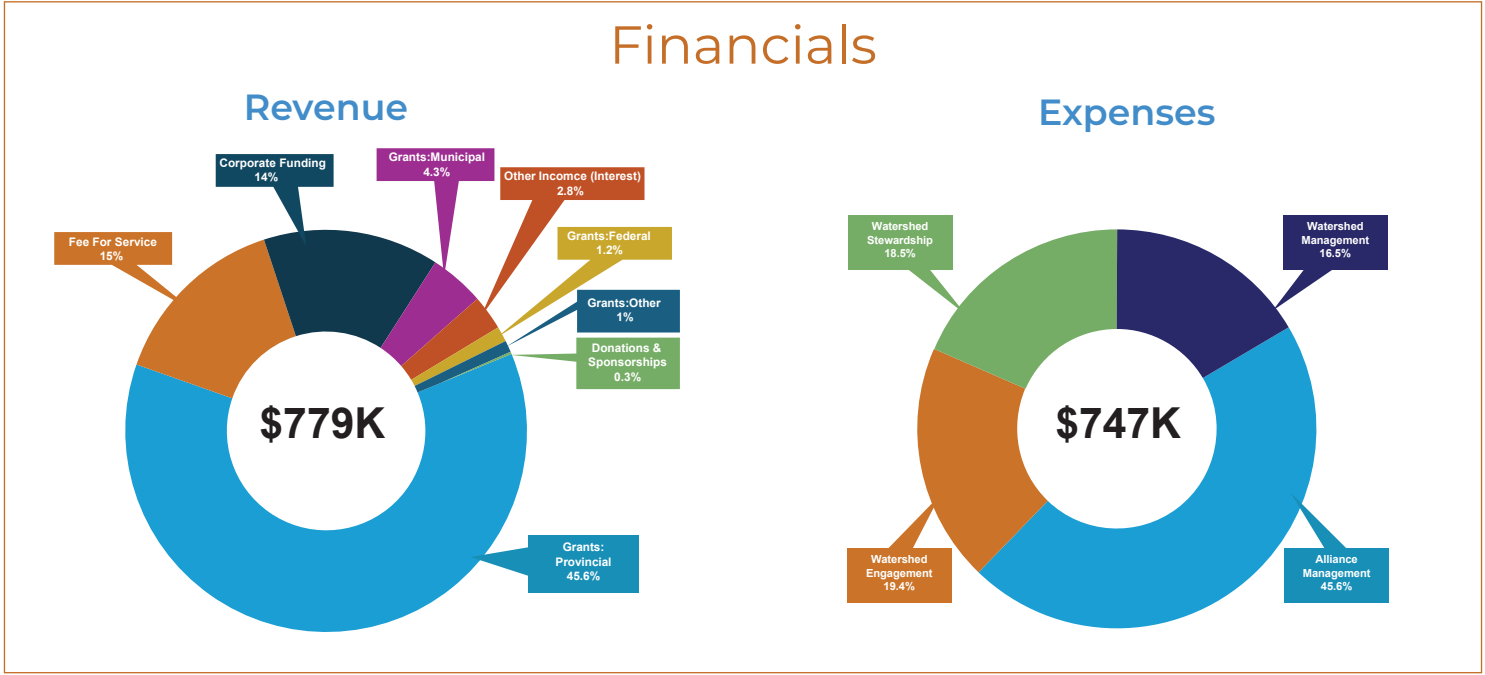


CitSci Alberta  
Workshop,  
Edmonton

BRWA hosted events and contributed to many partner-led events including the Midge Lambert Memorial Watershed Festival; Islet Lake Outdoor Expo; Pigeon Lake's Love the Lake Family Fun Day; Paddle the Battle, Castor Creek; IBA Caretaker and Bird Watching; Camrose Community Tree Planting; County of Vermilion River Wetland Adventure Day; Pipestone Nature Walk; Camrose Museum Watershed Day; Caring For Our Water – A Métis Tradition.

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

# Alliance Management



## Partners & Funders 2024-2025

We are grateful to the following for their generous financial contributions:  
Beaver County, Camrose County, City of Camrose, County of Paintearth, Flagstaff County, Lacombe County, Leduc County, County of Vermilion River, Municipal District of Wainwright, Ponoka County, Town of Blackfalds, Town of Wainwright, Hamlets of Bittern Lake, Chauvin, Edgerton, Halkirk, Paradise Valley, and Rosalind, Summer Villages of Argentia Beach, Crystal Springs, Golden Days, Grandview, Itaska Beach, Ma-Me-O Beach, Norris Beach, Poplar Bay and Silver Beach, Kim Sturgess (CEO of WaterSmart), the Battle Lake Natural Area Preservation Society, and the funders highlighted below.





*Above: Paddle the Battle, Castor Creek; Front cover: X-Stream Science, Monitor Creek*

## Land Acknowledgement

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



### Connect With Us:

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

Mirror Lake Centre  
5415 49 Ave, Suite 3, Camrose AB, T4V 0N6  
www.battleriverwatershed.ca  
OTIS@battleriverwatershed.ca  
1 (888) 672-0276

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

### Permission to Quote:

This report contains information that may be subject to future revisions. Persons wishing to quote from this report, cite it in a bibliography, or use it in any other form, must first obtain permission from BRWA. **Suggested citation:** Battle River Watershed Alliance. 2025. **2024-2025 Annual Report**. 12 pages.



Town of Blackfalds  
Box 220  
Blackfalds, AB T0M 0J0

DATE: August 5, 2025

Dear Town of Blackfalds,

### **Municipal Funding Request from the Battle River Watershed Alliance**

---

Battle River Watershed Alliance (BRWA) values the support and stewardship of municipalities across the Battle River and Sounding Creek Watersheds. Please accept this letter as a formal request of your Council to *Invest 50* in the watershed with a contribution to the BRWA of fifty cents per capita.

This year, there has been some relief from the drought; however, much of the Battle River Watershed remains under a provincial water shortage advisory, which has been in place since May 2023. Currently, the watershed is experiencing a Stage 2 (moderate) drought due to low flow conditions in the Battle River.

As a designated Watershed Planning and Advisory Council, we are committed to collaborating with community partners to support the goals of Alberta's Water for Life Strategy for Sustainability:

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

Working with communities to support watershed management has been an ongoing priority for BRWA. Together, we can build resilience and manage risks associated with drought, flooding, and extreme weather events. This year, BRWA:

- provided municipalities with a Guide to Watershed Management in Land Use Planning for Local Governments,
- offered technical and financial support to landowners to implement riparian conservation and restoration projects with an overall investment of over \$160,000 to enhance over 2700 acres,
- secured additional funds for riparian demonstration sites and projects with landowners. We also have funds to provide shoreline pressure and prioritization data reports to municipalities in the Sounding Creek Watershed, and
- we engaged with more than 1600 students and 700 teachers through our place-based watershed education programs. These programs are provided free of charge to schools, and for some programs, BRWA pays for field trip busing.

The ongoing support and funding from municipalities is critical. Municipal support enables the BRWA team to: keep residents up to date on the state of the watershed, host events, deliver place-based watershed education programs, support on-the-ground stewardship, and engage across sectors for informed and collaborative efforts to support a sustainable community.

As a municipality in the Battle River or Sounding Creek watershed, we Thank You for your ongoing stewardship of the land and water. In the coming year, we ask for your support and collaboration in three key ways:

1. We would appreciate the opportunity to present to your Council to share an update on our work, learn more about the sustainability efforts you have initiated, and discuss our shared priorities.
2. Have new and returning council members sign up for a fall Watershed 101 webinar on November 4 or November 21. These webinars will introduce the goals of Water for Life: Alberta's Strategy for Sustainability and share information about the local watershed, our work as a Watershed Planning and Advisory Council, and how we can work together for water and ecosystem conservation. Use the QR codes below to register.
3. We ask you to *Invest 50*. For your convenience, we have enclosed an invoice for \$2,296.70. The invoice of fifty cents per capita is based on the recent census showing the Town of Blackfalds's population as 11,962 and the portion of the Town of Blackfalds (38.4%) located in the watershed. All funds remain in the watershed to support local programs. Funding is very important to preserve our watershed for future generations. Thank you for considering our request.

Sincerely,



Alan Corbett and Ryley Andersen  
Co-Chairs  
Battle River Watershed Alliance

Watershed 101 for Elected Officials - Register through Eventbrite:

November 4, 12-1:30 pm

November 21, 12-1:30 pm



## ABOUT THE BATTLE RIVER WATERSHED ALLIANCE

The Battle River Watershed Alliance (BRWA) was created in November 2006 as a non-profit society. Shortly after its formation, BRWA was designated by Alberta Environment, under Water for Life: Alberta's Strategy for Sustainability, as a Watershed Planning and Advisory Council for the Battle River and Sounding Creek watersheds. We are a multi-stakeholder non-governmental organization dedicated to preserving and enhancing the land and water in these basins. Our vision is to have a watershed that sustains all life by using sound knowledge, wisdom, and wise actions to preserve our watershed for future generations. We achieve our vision by providing relevant science, social science, policies, and education for a diverse community of people to create solutions to our watershed's challenges. The BRWA has grown into a well-respected community organization. Our work takes a balanced approach for healthy natural areas, resilient communities, and a stable economy.

## MEET THE BOARD OF DIRECTORS

### **Academia**

Greg Smith, BRWA Treasurer

Clark Banack, University of Augustana

### **Agriculture**

Terry Vockeroth, County of Paintearth

Ahsan Rajper, Battle River Research Group

### **Business/Industry**

Ryley Andersen, BRWA Co-Chairperson

### **Health**

Marilyn Weber, Healthcare Professional

### **Individual**

Al Corbett, BRWA Co-Chairperson

Peter Pullishy

Bruce Hinkley

### **Government Bodies (Municipal, Provincial, or Federal)**

Preston Weran, Town of Blackfalds

Dale Pederson, Beaver County

Jamie Bruha, Alberta Environment and Protected Areas

Melvin Thompson, Flagstaff County \*

### **Ex-Officio**

Melissa Orr-Langner, Alberta Agriculture and Irrigation

Catherine Peirce, Battle River Watershed Alliance Executive Director

Special thanks to retiring directors:

Khalil Ahmed, Battle River Research Group

Dustin Owens, Heartland Generation

Alex Retfalvi, Heartland Generation

Bruce Cummins, MD of Wainwright

\*Pending Council Approval

## MEET THE LAND AND WATER COMMITTEE

Jamie Bruha, Government of Alberta  
Susanna Bruneau, Battle River Watershed Alliance  
Glinis Buffalo, Consultant, Glinis Buffalo Consulting (on behalf of Samson Cree Nation)  
Will Challenger, Town of Wainwright  
Alan Corbett, Drainage Council  
Chris Elder, ALUS, County of Vermilion River  
Scott Flett, Town of Wainwright  
Anjah Howard, Camrose County  
Amanda Koot, Pigeon Lake Watershed Association  
Aaron Leckie, City of Camrose  
Doug Lyseng, Camrose County  
Arin MacFarlane-Dyer, Government of Alberta  
Rick Melia, Pigeon Lake Watershed Association  
Melissa Orr-Langner, Government of Alberta  
Jill Owen, Ducks Unlimited Canada  
Dale Pederson, Beaver County  
Catherine Peirce, Battle River Watershed Alliance  
Howard Shield, Flagstaff County  
Sarah Skinner, Battle River Watershed Alliance  
Greg Smith, Academia  
Melvin Thompson, Flagstaff County  
Terry Vockeroth, County of Paintearth  
Dwayne West, Lacombe County

## MEET THE EDUCATION & ENGAGEMENT COMMITTEE

Justin Babcock, Ponoka County  
Kim Barkwell, Leduc County  
Greg Bowie, Beef Producer  
Jamie Bruha, Government of Alberta  
Susanna Bruneau, Battle River Watershed Alliance  
Alexandra Harland, Cows and Fish  
Janine Higgins, Government of Alberta  
Catherine Peirce, Battle River Watershed Alliance  
Greg Smith, Academia  
Joey Temple, Individual

The logo for the Battle River Watershed Alliance. It features the words "BATTLE RIVER" in a large, blue, serif font, with a stylized blue wave graphic underneath. Below the wave, the words "WATERSHED ALLIANCE" are written in a smaller, blue, sans-serif font.

FROM:  
Battle River Watershed Alliance (BRWA)  
Suite 3, Mirror Lake Centre  
5415 49 Avenue  
Camrose, Alberta

To:

Town of Blackfalds  
Box 220  
Blackfalds, AB T0M 0J0

[illegible]

**MEETING DATE:** September 9, 2025

**PRESENTED BY:** Louise Rellis

**SUBJECT:** Report to the Community - Anam Rural Youth Association

---

**BACKGROUND**

Louise Rellis will present Anam Rural Youth Association's 2025 Report to the Community.

**ATTACHMENTS**

- *Anam Rural Youth Association's 2025 Report to the Community*

**APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



2025

# TOWN OF BLACKFALDS

Report to the  
Community



## MISSION

Anam engages with marginalized and at-risk youth and young adults in building capacity for them to break negative cycles and behaviours fostering their ability to recognize their worth.

## VISION

Empowering youth and young adults to recognize their full potential.

## SUPPORT SERVICE

Providing a mobile, one-on-one, trauma-integrated, crisis intervention, psychological first aid approach support service to marginalized, at-risk, system-disconnected youth, and young adults aged 13-25.



## OVERVIEW

Anam Rural Youth Association (ARYA) provides a mobile, one-on-one, trauma-integrated psychological first aid support service for marginalized, at-risk, system-disconnected youth and young adults aged 13–25 in the rural communities of Central Alberta. Our focus is delivered in a way that meets individuals where they are, literally and emotionally.

Youth and young adults who have experienced trauma often carry complex medical, behavioural health, and social service needs. Addressing these challenges effectively requires more than a single service, it requires an integrated, compassionate approach.

Traditional, office-based models can be overwhelming and inaccessible for many struggling youth and young adults. That's why ARYA takes a different path. We go directly to the young person, offering sessions in the vehicle and incorporating something as simple, but powerful, as eating a meal. This casual, non-clinical setting reduces barriers, helps regulate the nervous system, and builds genuine connection.

Our mobile model removes access barriers and promotes health equity, ensuring vulnerable youth and young adults are not left behind. By providing choice, voice, and control in the service experience, we increase participation and create opportunities for healing and growth.

Every youth and young adult is unique. Their personal history, resilience, and relationships shape how they respond to life's challenges. ARYA's one-on-one approach focuses on uncovering and nurturing each individual's strengths, while remaining sensitive to cultural and developmental needs.

At the core of our work is compassionate intervention, meeting young people in moments of crisis with understanding, safety, and connection, while helping them make sense of the 'why' behind their behaviours, struggles, and emotions. This not only builds capacity for today, but helps break cycles of trauma for generations to come.

**Core Principal:** Trauma-Integrated

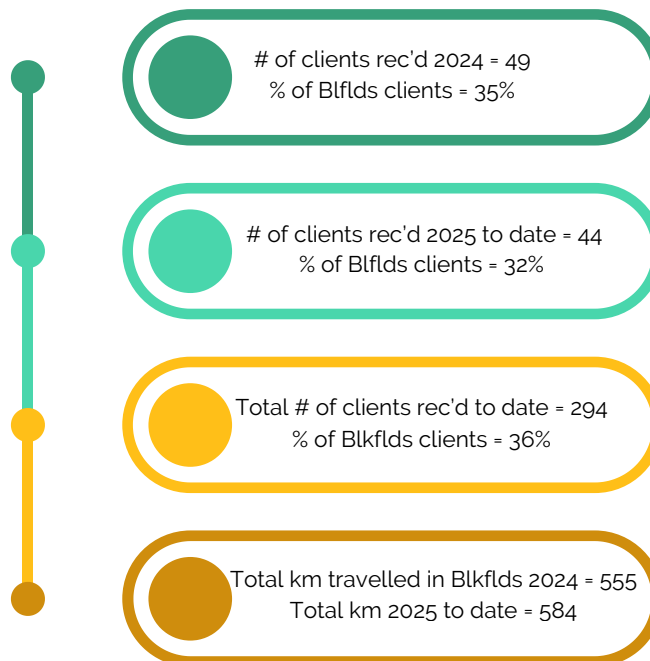
**Core Focus:** At-Risk, Marginalized, System-disconnected youth and young adults

"I keep seeing you because I've seen my growth with you. You always point out the growth, the positive. It's not just the trauma's with you, you stop me and make sure I see how far I've come."

Blackfalds Young Adult



## COMMUNITY SNAPSHOT



"You care, that's the difference. We  
have been passed around from so  
many who don't care."  
Blackfalds Mom



## SUMMARY

We are deeply grateful to the Town of Blackfalds for the generous support that makes Anam Rural Youth Association's work possible. Because of Administration and Council, our young community members have access to immediate mental health support. No wait times.

In 2024, Anam received 49 youth and young adults referred, with approximately 35% residing in Blackfalds. Already this year, we have received 44 new referrals, 32% from Blackfalds alone with the next community #'s at 11.6%, showing the continuing need for our services in this community. To meet that increasing need, Anam has travelled close to 600 kilometers within Blackfalds so far this year.

Our mobile, one-on-one model is not a traditional program. We don't wait for young people to come to us, we go to them, in real time, removing barriers to access. Every connection is personalized, every session is shaped by the unique strengths and needs of the young person in front of us.

Your contribution directly fuels this work. It creates safe, supportive spaces for youth and young adults who might otherwise fall through the cracks. And it is because of your trust and belief in Anam that we are able to continue helping young people break cycles of trauma and recognize their worth.

"You're direct and honest. I respect you,  
and I trust you. I can be vulnerable with  
you because I know you won't lie to me."  
Blackfalds Community Member



# LOOKING AHEAD

## **Looking Ahead: A Collective Responsibility for the Future**

Adverse experiences and trauma continue to shape the lives of youth and young adults at many levels, interpersonally, within the community, and across society. Young people who have faced trauma often struggle with behaviours that are misunderstood, leading to higher rates of discipline both in school and in the community.

But discipline alone does not address the root cause. Rather than reducing negative behaviours, it often displaces them, highlighting the urgent need for deeper, trauma-integrated and compassionate interventions.

Since forming as a grassroots nonprofit society in 2021, Anam has played a pivotal role in raising awareness and addressing issues in Blackfalds and surrounding areas, such as homelessness, exploitation, and youth disconnection, issues that had not previously been recognized at the community level.

Youth and young adults are shaped both by their opportunities to develop personal competencies and by the conditions that surround them. Their capacity to thrive is directly linked to environments that must be supportive, safe, and nurturing. Social determinants of adversity, such as poverty, unstable housing, food insecurity, and lack of access to timely mental health supports, directly impact their overall health, behaviour, and quality of life.

Anam's work addresses these determinants head-on. By offering mobile, one-on-one, trauma-integrated care, we remove barriers, meet young people where they are, and create conditions where recovery and growth are possible. This approach improves accessibility for priority populations, reduces stigma, and fosters community well-being through ripple effects of positive change.

## **Moving Forward: The Need for Continued Support**

While prevention is always the goal, intervention itself is a powerful form of prevention when done compassionately and effectively. Trauma-integrated intervention helps interrupt cycles of pain and negative behaviour, preventing more serious outcomes such as incarceration, substance abuse, long-term disconnection, and suicide prevention.

By engaging young people in compassionate, consistent support, Anam gives them the chance to stabilize, regulate, and make real changes in their lives. Without timely and effective intervention, many risk becoming further marginalized, with paths that too often lead to justice involvement or addiction.

Your contributions this year have allowed us to be that lifeline, sitting with young people in their hardest moments, and offering not only support, but dignity, safety, and connection.

But to continue providing these vital services into 2026, we need your ongoing partnership. Your support enables us to keep bringing mobile, trauma-integrated, and compassionate care directly to youth and young adults in Blackfalds, helping to foster resilience, healing, and brighter futures.

Together, we can ensure that no young person falls through the cracks. With your continued support, we are building community where every youth and young adult has the chance to thrive, free from cycles of trauma, incarceration, and substance use, and empowered to recognize their worth and potential.



---

**MEETING DATE:** September 9, 2025

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

**PRESENTED BY:** Kevin Hallet, Council Remuneration Review Committee Chair

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

---

## **BACKGROUND**

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

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

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

## **DISCUSSION**

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

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

### **Honorariums**

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

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

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

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

#### **Per Diems**

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

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

#### **Benefits**

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

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

#### **Technology**

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

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

#### **Travel Expenses / Reimbursements**

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

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

**FINANCIAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

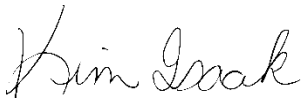
1. That Council approve the recommendations outlined in this report.
2. That Council establish a sub-committee of Council tasked with identifying and compiling a list of activities that fall under the monthly honorarium and what is eligible for per diem compensation and present their recommendations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

**ALTERNATIVES**

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

**ATTACHMENTS**

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

**APPROVALS**

Kim Isaak,  
Chief Administrative Officer

Department Director/Author



# **Town of Blackfalds**

**Council Remuneration**

**| Updated July 2025**

**Presented By:  
Hillcrest**

## TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
ANALYSIS AND OBSERVATIONS	
Council Remuneration and Mayor Status	5
Per Diems	10
Benefits and Pension	12
Travel and Expenses	14
Summary	15
APPENDIX “A” Policies	

## EXECUTIVE SUMMARY

In accordance with the Town of Blackfalds Council Remuneration Policy to conduct a survey for Council Remuneration, the following report sets out the results and findings of the survey.

Upon Blackfalds' selection of comparators based on the Province's Municipal Measurement Index and overlaid with population and proximity to a major center, thirteen (13) municipalities were identified as competent comparators. Invitations were extended to those thirteen (13) comparators. The City of Cold Lake did not respond to the invitation; however, Hillcrest has used the information available on the City's website to gather the information to the extent possible. The participants in the Council Remuneration Survey include:

- City of Camrose
- City of Brooks
- Town of High River
- Town of Olds
- Town of Ponoka
- Town of Stony Plain
- City of Lacombe
- Town of Sylvan Lake
- Town of Strathmore
- City of Wetaskiwin
- Town of Innisfail
- Town of Morinville
- City of Cold Lake\*

\*City of Cold Lake information from published policy and Council report.

The survey was developed in consultation with Blackfalds Chief Administrative Officer and using the Town of Blackfalds Council Remuneration & Compensation Policy CP-189.25 as the guiding document.

The general topic areas surveyed include remuneration, benefit coverages, retirement plans, Mayoral status, expenses, per diems, and reimbursements provided. Additionally, the audited financial statements were reviewed and the 2024 Total Remuneration is included in this report as a data point.

In consideration of the many variables that can exist between municipalities, copies of Council Remuneration Policies were requested from the participants. Where there were questions with respect to the parameters of the policies, Hillcrest requested copies of the participant's Travel and Expense policies. Copies of the policies received are attached to this report.

### Statistics – Percentile versus Average

Percentile is the value on a scale of 100 that indicates the percent of a distribution that is above, equal to, or below it. For example, the 50th percentile or median means half the distribution of the values is above the median or middle value, and half the distribution is below the median or middle value.

Average is the simple mathematical mean obtained by adding values together and dividing by the sum of the numbers of values used.

The use of percentiles rather than averages is a generally accepted method in compensation analysis as the measuring of the data is not as impacted by extremely high

## EXECUTIVE SUMMARY

or low data points. Alternatively, the use of averages includes all data and may be negatively or positively impacted by any extreme data points.

For example, consider the following dataset: 1, 3, 5, 6, 7, 8, 9, 12, 45, 63, 100. There are 11 data points in the data set.

Median = middle value =  $(11+1)/2 = 6^{\text{th}}$  data point = 8

Average = sum of data points / 11 = 23.5

The Town of Blackfalds Policy sets the Council Remuneration at the 75<sup>th</sup> percentile of the data of comparator municipalities.

As the percentiles change, the distribution of the values shifts above or below the targeted value. In the case of Blackfalds, the target is the 75th percentile – 75% of the numbers.

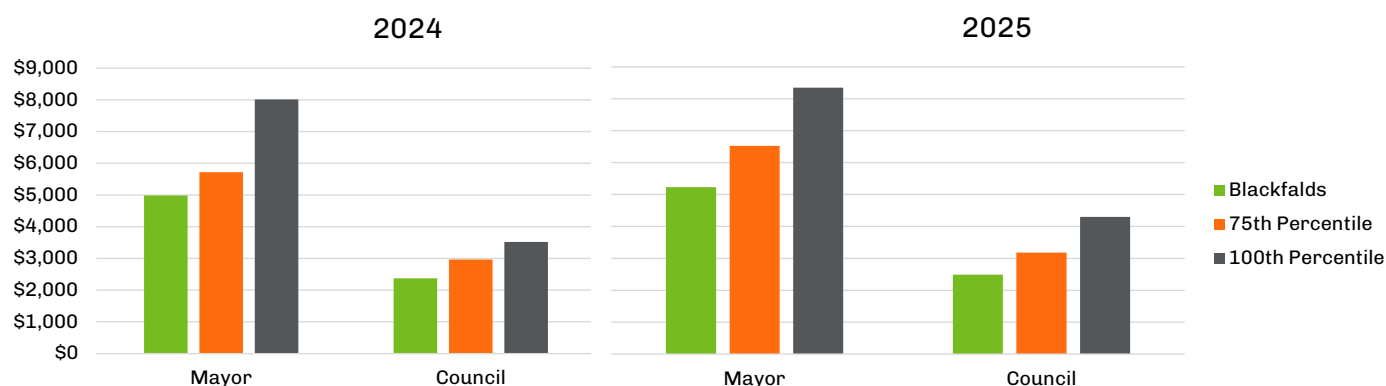
Based on 2025 Policy stated rates and the targeted 75<sup>th</sup> percentile, the Town of Blackfalds Mayor is approximately 23.67% below the 75<sup>th</sup> percentile and the Council Members are 25.47% below the 75<sup>th</sup> percentile.

## ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS

The graphs that follow outline the 2024 and 2025 remuneration information. It is noted that the 2025 remuneration rates for the City of Brooks become effective **after** the 2025 Municipal Election.

Hillcrest canvassed for the 2024 remuneration rates to enable a comparison of total remuneration based on the comparator's 2024 Financial Statements.

The charts below represent the elected officials' honoraria, the 75<sup>th</sup> and 100<sup>th</sup> percentiles compared to Blackfalds.



Municipality	Population	2024		2025	
		Mayor	Council	Mayor	Council
Blackfalds	11,415	\$4,980	\$2,369	\$5,233	\$2,489
Camrose	18,772	\$6,170	\$3,085	\$6,699	\$3,349
Sylvan Lake	16,275	\$4,833	\$2,333	\$7,583	\$3,085
Brooks	14,924	\$5,167	\$2,083	\$6,000	\$2,500
Strathmore	14,339	\$5,130	\$2,813	\$5,335	\$2,926
High River	14,324	\$5,683	\$2,842	\$5,740	\$2,870
Lacombe	14,258	\$8,012	\$3,205	\$8,349	\$3,340
Wetaskiwin	12,594	\$5,729	\$2,607	\$5,729	\$2,607
Olds	9,209	\$3,576	\$1,958	\$4,888	\$3,210
Innisfail	7,985	\$2,950	\$1,400	\$3,009	\$1,428
Ponoka	7,331	\$2,647	\$1,638	\$2,844	\$1,638
Morinville	10,385	\$5,595	\$3,007	\$5,735	\$3,082
Stony Plain	19,300	\$7,127	\$3,519	\$8,323	\$4,299
Cold Lake	17,579	\$5,496	\$2,542	\$5,915	\$2,736
<b>75th Percentile</b>		\$5,718	\$2,966	\$6,524	\$3,179
<b>100th Percentile</b>		\$8,012	\$3,519	\$8,349	\$4,299

The Town of Blackfalds 2025 Mayoral Honorarium is 19.79% below the 75<sup>th</sup> percentile and the Council Honorarium is 21.70% below the target percentile.

## **ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS**

Hillcrest asked the participants if their municipality provided consideration for annual cost of living increases for the Elected Officials remuneration.

Of the participant responses Brooks does not provide annual cost of living considerations for their Mayor and Council, however, there is a 2.5% increase to be applied each year effective with the October 2025 policy.

The City of Camrose has CPI and increases outlined in the policy in an effort to bring the elected officials rates to their defined target by 2026.

The remainder have the opportunity for consideration during the budget process. Specific methods of calculating the cost of living or CPI adjustments vary amongst the participants - there is not one consistent calculation.

## ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS

An important consideration for any Council Remuneration Policy is the level of activity required on the part of the elected officials. Accordingly, to get a sense of the committee activity of elected officials, participants were asked to provide information related to the numbers of meetings for internal and external committees. This information provides some insight into the obligations of elected officials for formal meetings.

<b>Municipality</b>	<b>Average Number of Meetings</b>	<b>Internal and External Committees</b>
Blackfalds	38	23
Camrose	49 to 51	12 to 36
Sylvan Lake	28	
Brooks	40	28
Strathmore	33	17
High River	21	3 to 6
Lacombe	26	28
Wetaskiwin	34	18
Olds	26	17
Innisfail	47	22
Ponoka	31	2 to 6
Morinville	26	
Stony Plain	30	2 to 3
Cold Lake	-	-

## ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS

Given the variance and differences in the participant's policies related to allowances, entitlement for per diems, and taxable benefits, Hilcrest gathered data from the 2024 audited financial statements. The chart below shows the differential between the base honoraria rate as per policy and the total remuneration for the year. It is noted that included in the total remuneration is the cost of taxable benefits and taxable contributions for mandatory withholdings, such as CPP. Lacombe, Stony Plain, Brooks total remuneration is very close to the stated policy rate. Lacombe does not provide benefits, nor do they have provisions for per diems. Stony Plain also does not provide per diems and Brooks has limited entitlement for per diems.

To support transparency and provide comprehensive information to potential candidates contemplating running for an elected position, the Town may wish to consider offering remuneration that reflects the required commitment and minimizes reliance on per diems. Additionally, reducing per diems eases the administrative burden of tracking and paperwork for both elected officials and the Town's administration.



Note that the information was not available for Cold Lake.

## ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS

Of the comparator group of thirteen municipalities, only one Mayor is considered full-time, being the Mayor of the City of Brooks. In our experience, the Mayors' rate does not appear to be impacted by status, i.e., whether considered part or full-time. Specifically, in this survey we see that the rate for the part-time Mayors in Camrose, Sylvan Lake, Lacombe, and Stony Plain exceed the rate of the City of Brooks Mayor.

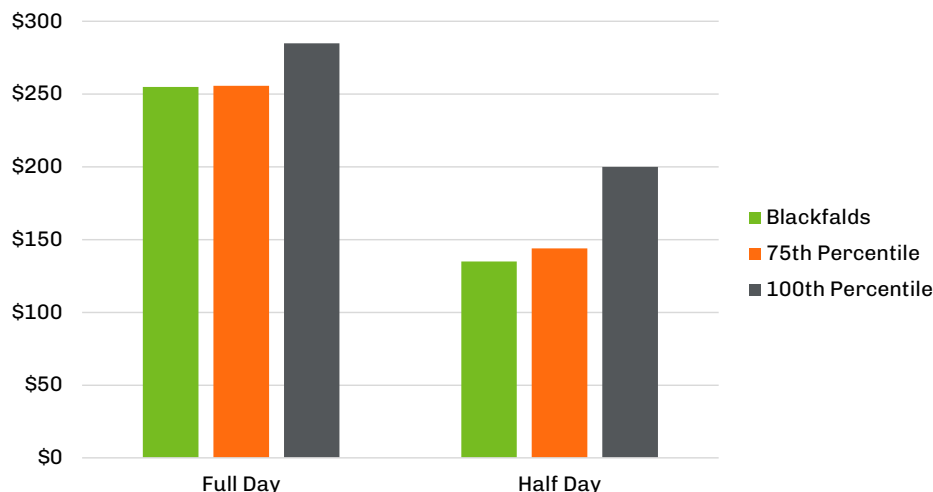
Hillcrest included the population of the participating municipalities as an additional data point. It is difficult to determine if population is a factor impacting the status of the Mayor. In this survey, there are four larger municipalities than Brooks and have part-time Mayors. Lacombe, Strathmore and High River, with approximately the same population as Brooks, have part-time Mayors. We are unable to draw any firm conclusion on the criteria that impacts the municipality's mayoral status.

All Councillors are considered part-time.

Municipality	Population	Honoraria	Mayor Status
Stony Plain	19,300	\$8,323	Part-Time
Camrose	18,772	\$6,699	Part-Time
Cold Lake	17,579	\$5,915	Part-Time
Sylvan Lake	16,275	\$7,583	Part-Time
Brooks	14,924	\$6,000	Full-Time
Strathmore	14,339	\$5,335	Part-Time
High River	14,324	\$5,740	Part-Time
Lacombe	14,258	\$8,349	Part-Time
Wetaskiwin	12,594	\$5,729	Part-Time
<b>Blackfalds</b>	<b>11,415</b>	<b>\$5,233</b>	<b>Part-Time</b>
Morinville	10,385	\$5,735	Part-Time
Olds	9,209	\$4,888	Part-Time
Innisfail	7,985	\$3,009	Part-Time
Ponoka	7,331	\$2,844	Part-Time

## ANALYSIS & OBSERVATIONS – PER DIEMS

The eligibility and value of per diems was canvassed with the participants. The value and the criteria vary by municipality both in terms of eligibility for per diems and the amounts. The median of the half-day and full day values are shown graphically below, including how the Town of Blackfalds compares to the other participants.



2025			
Municipality	Population	Full day	Half Day
Blackfalds	11,415	\$255	\$135
Camrose	18,772	\$200	\$100
Sylvan Lake	16,275	\$256	\$128
Brooks	14,924	\$285	\$145
Strathmore	14,339	\$250	\$200
High River	14,324	\$225	\$125
Lacombe	14,258	-	-
Wetaskiwin	12,594	\$200	\$100
Olds	9,209	-	-
Innisfail	7,985	-	-
Ponoka	7,331	\$281	\$141
Morinville	10,385	\$200	\$100
Stony Plain	19,300	-	-
Cold Lake	17,579	\$250	\$150
<b>75th Percentile</b>		\$256	\$144
<b>100th Percentile</b>		\$285	\$200

The City of Lacombe, Town of Olds, Town of Innisfail, and Town of Stony Plain do not provide per diems to Elected Officials. We have excluded those municipalities that do not provide per diems in the calculation of the 75<sup>th</sup> percentile.

## ANALYSIS & OBSERVATIONS – PER DIEMS

The eligibility and criteria vary largely and is dependent upon the community. The TOTAL REMUNERATION chart contained in this report outlines the base remuneration rate by policy and the taxable benefits, allowances and per diems elected officials receive. Accordingly, it is somewhat helpful when comparing the TOTAL REMUNERATION to the policy stated rates as it gives the reader some indication of the breadth of the per diems provided.

Additional observations regarding the per diems include the following:

- Town of Innisfail, rather than paying per diems, provides a flat rate of \$125 per meeting for attendance at their Agenda and Priorities meeting, which meets twice per month. Additional claimable Council duties are paid at \$35/hour (capped at maximum 8 hours per event).
- Strathmore provides a per diem rate for 2 hours or less at \$100. They also have a maximum annual per diem per Council Member of \$4,000.
- Brooks has a per diem for less than 2 hours at \$80. City of Brooks Mayor is not entitled to per diems; however, Council Members remain eligible. The maximum per diem per day is \$285.
- Sylvan Lake under 2 hour meeting \$54.
- Ponoka, \$38 per hour, 2 hour minimum.
- Cold Lake \$50 per hour for over 8 hours to a maximum of \$450
- Wetaskiwin provides \$50 per diem for meetings up to 2 hours and for 2 – 4 hours \$100.
- The Town of Morinville has a maximum per diem of \$200 for conference attendance.

As previously noted, you will find the participant's policies for details and specifics on per diems in the Appendix of this report.

## BENEFITS & PENSION

The comparators were canvassed on benefit coverage for Elected Officials and their dependents. All comparators except the City of Lacombe provide health and welfare benefits for their Elected Officials. The cost share arrangements are as follows:

<b>Municipality</b>	<b>Cost Share</b>
Brooks	100% Paid by Municipality Life, AD&D, Dep Life & Critical Illness Health and Welfare – 50% Municipality – 50% Elected Official
Stony Plain	100% Paid by Municipality – Health and Welfare, Life, AD&D, EFAP
Camrose	100% Municipality for Life and EFAP Health and Welfare Benefits - 80% Paid by Municipality – 20% Paid by Elected Official
Strathmore	100% Paid by Municipality Life, Dep Life, EFAP 85% Municipality – 15% Elected Official – Health and Welfare Benefits
Olds	100% Paid by Municipality – Life, Dep Life, AD&D, EFAP, Health and Welfare Benefits, Health spending Account 100% Paid by Elected Official – optional life, critical illness
Blackfalds	80% Paid by Municipality – 20% Paid by Elected Official
Morinville	100% Paid by Municipality of Benefits as provided by AUMA benefit plan
Sylvan Lake	100% Paid by Municipality – Health and Welfare Benefits, Accident and Serious Illness Life/AD&D, Optional Life/Critical Illness 100% - Elected Official
Ponoka	Flex Spending Account \$2,000 100% Paid by Municipality - Life, Accident, Critical Illness, EFAP
Innisfail	100% Paid by Municipality – Health and Welfare Benefits and H & W Initiative.
Cold Lake	100% Paid by Municipality – Life, AD&D \$80.00 per month contribution by Municipality – Remainder paid by Elected Official Health and Wellness Spending Benefit - \$1,000
High River	100% Paid by Municipality – AD&D, Health & Welfare Benefits 100% Paid by Elected Official – Life and Dep Life
Wetaskiwin	100% Paid by Municipality – Life, AD&D & Disability 90% Paid by Municipality – 10% By Elected Official Health and Welfare Benefits

Again, there is not one consistent approach either in cost sharing arrangements or level of coverage. While outside the scope of this survey, in our experience the Council benefits are most often modeled based on the administrative staff with the exclusions of coverage for the short-term and long-term disability coverage.

## **BENEFITS & PENSION**

Comparators were asked whether they offer RRSP or Pension Plans to their Elected Officials.

Stony Plain offers its Elected Officials a self-directed matching RRSP plan – contribution rate of up to 3%. Council members over 65 are eligible for a self-directed TFSA plan with contribution rates of up to 3%.

The City of Wetaskiwin provides lump sum payments in lieu of pension/RRSP. Lump sum is based upon the Local Authorities Pension Plan contribution rate.

None of the other comparators provide RRSP or Pension Plans for their Elected Officials.

## TRAVEL & EXPENSES

Participants were asked how they determined their rate of reimbursement for mileage, meal and accommodation expenses.

By and large, most of the participants use the CRA as guidance for the kilometer reimbursement. One participant uses the Government of Alberta rates. One municipality provided an amount which doesn't represent either level of reimbursement.

For meal expenses, the same guiding principles are utilized, either the actual expense, an allowance (varying between \$57 and \$75 per day without receipts), or based on CRA or the Government of Alberta.

Parking, Accommodations, air travel etc. are reimbursed by receipt.

## SUMMARY

This concludes the highlights of the Council Remuneration Survey results. A full summary of the data collected is included in this report. If there are questions with respect to any of the survey results, Hillcrest would be happy to respond.

It is our hope this report, summary and comparisons provide the Town of Blackfalds Council and Management with useful and valuable information when considering the important matter of Council Remuneration.

On behalf of all of us at Hillcrest, it was our pleasure to conduct this project on behalf of the Town of Blackfalds.

## COUNCIL REMUNERATION AND COMPENSATION

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

### 1. POLICY PURPOSE

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

### 2. POLICY STATEMENT

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

### 3. DEFINITIONS

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

#### **4. SCOPE**

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

#### **5. AUTHORITY AND RESPONSIBILITIES**

- 5.1 Council to:

- 5.1.1 Adopt and support this Policy by resolution.
- 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

- 5.2 Chief Administrative Officer to:

- 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.
- 5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

#### **6. POLICY**

- 6.1. A review of the Council Remuneration and Compensation will be conducted on a four-year cycle completed in the year of a Municipal General Election. A dollar amount per capita modifier will be used and derived by the 75% percent median from the analysis of comparator municipalities that align with the Town of Blackfalds within a +/- 10 percent median of compensation. Council will determine the appropriate manner in which to conduct a Council Remuneration and Compensation Review using one or more of the following strategies:
- Administrative review
  - Third party review
  - Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)
- 6.2 A compensation adjustment will be brought forward annually to Council for consideration at budget to reflect changes in the Alberta Consumer Price Index which will align with salary and wage adjustments provided to staff. Adjustments will be effective on the first pay period in question unless otherwise directed by Council.
- 6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.

- 6.4 Compensation provided to Mayor and Council is outlined in Appendix “A” – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix “B” – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and per diem claims will be submitted on the applicable form and submitted no later than two (2) days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor’s expense forms.
- 6.9 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “C” will be used.

**7. EXCLUSIONS**

None

**8. SPECIAL SITUATIONS**

None

**9. RELATED DOCUMENTS**

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

**10. END OF POLICY**

-Original Signed-  
\_\_\_\_\_  
Mayor

-Original Signed-  
\_\_\_\_\_  
Chief Administrative Officer

-Original Dated-  
\_\_\_\_\_  
Date

-Original Dated-  
\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

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

**ADMINISTRATIVE REVISIONS**

<b>Date</b>	<b>Description</b>

## **APPENDIX “A”**

### **COMPENSATION PROVIDED TO MAYOR AND COUNCIL**

#### **1. Preamble**

- 1.1 Council’s Salary/Honorarium will be in place for a four-year cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town’s annual operating budget.

#### **2. Council Salaries/Honorariums**

- 2.1 Monthly honorariums are provided for attendance at all Council Meetings, Standing Committee Meetings, Public Hearings, Appointed Boards and Committees and Community Organization Meetings as determined.
- 2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:
- |                        |         |
|------------------------|---------|
| Chief Elected Official | \$4,980 |
| Councillor             | \$2,369 |
- 2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.
- 2.4 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Elected Official.

#### **3. Per Diems**

- 3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.
- 3.2 A per diem will be provided to Council members for attendance at Municipal Workshops, Open Houses, Retreats, and Budget Meetings.
- 3.3 Per diem meeting rates are as follows:
- |           |                  |
|-----------|------------------|
| Flat Rate | \$135 (half day) |
| Flat Rate | \$255 (full day) |

## **APPENDIX “A”**

### **COMPENSATION PROVIDED TO MAYOR AND COUNCIL**

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

#### **4. Health Benefits**

- 4.1 Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:
  - 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
  - 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
  - 4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
  - 4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
  - 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
  - 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
  - 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.

## **APPENDIX “A”**

### **COMPENSATION PROVIDED TO MAYOR AND COUNCIL**

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

#### **5. Health/Wellness Spending Account**

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

#### **6. Electronic Device and Internet Connection Reimbursement**

- 6.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning to Council.
- 6.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.
- 6.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 6.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

## APPENDIX “B”

### COUNCIL MEMBER EXPENSES / REIMBURSEMENT

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

## **APPENDIX “C”**

### **TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE**

#### **1. Purpose/Mandate**

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

#### **2. Membership**

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

#### **3. Meetings**

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

#### **4. Committee Roles and Responsibilities**

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

## **APPENDIX “C”**

### **TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE**

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

---

**MEETING DATE:** September 9, 2025

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

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

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

---

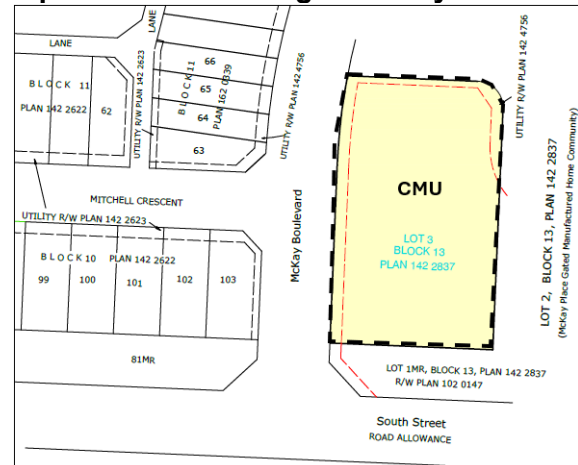
## BACKGROUND

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

### Current Districting: 1 McKay Boulevard



### Proposed Redistricting: 1 McKay Boulevard



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

## DISCUSSION

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

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

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

#### **FINANCIAL IMPLICATIONS**

None.

#### **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1341.25 – Redistricting of Lot 3 Block 13 Plan 142 2837 (1 McKay Boulevard), as presented.
2. That a Public Hearing date be set for October 14, 2025, at 7:00 p.m. in Council Chambers.

#### **ALTERNATIVES**

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

#### **ATTACHMENTS**

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

#### **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict Lot 3 Block 13 Plan 142 2837 from Commercial Local District (C-3) to Commercial Mixed Use District (CMU).

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

**WHEREAS**, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on \_\_\_\_\_ 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 Lot 3 Block 13 Plan 142 2837 to Commercial Mixed Use District (CMU)".
- 1.2 That Schedule "A" shall form part of this Bylaw.

**PART 2 – AMENDMENTS**

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

**PART 3 – DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

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

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

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

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

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

READ for the third and time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

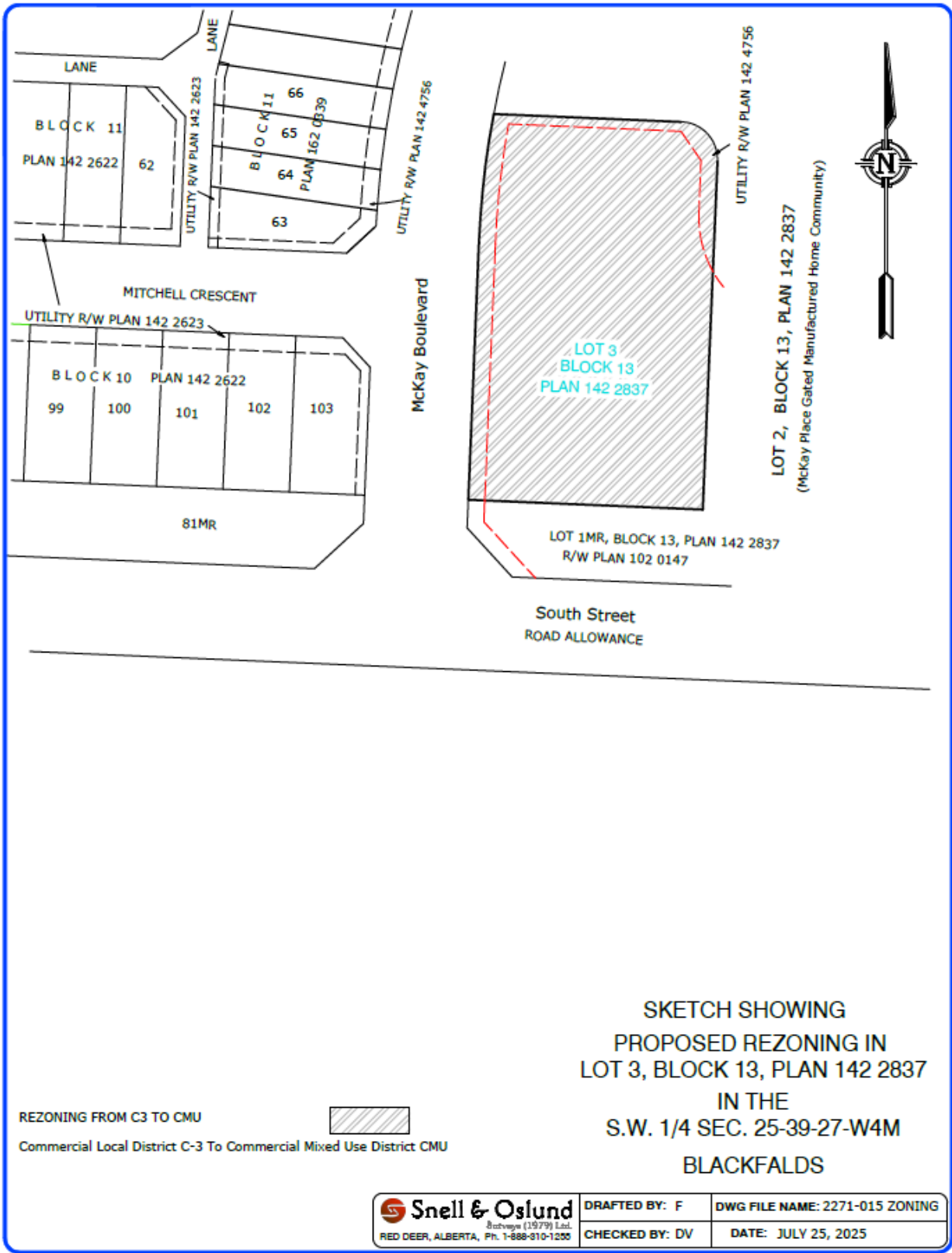
(RES. \_\_\_\_\_ )

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

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

DRAFT

**SCHEDULE “A”**





July 29, 2025

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

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

To Planning and Development,

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

## Rationale for Rezoning

### 1. More Efficient Use of Land

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

### 2. Supporting Local Businesses and Community Growth

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

### 3. Diversifying Housing Options

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

### 4. Alignment with Municipal Planning Objectives

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

#### 5. Site Context and Compatibility

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

#### Conclusion

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

Sincerely,

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

**Glenn Fraser**  
McKay Ranch Developments

## 6.11 Commercial Local District (C-3)

### 6.11.1 Purpose

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

### 6.11.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"><li>• Accessory Building</li><li>• Commercial Service Facility</li><li>• Daycare, Minor</li><li>• Food Service, Restaurant</li><li>• Gas Bar</li><li>• Retail, General</li><li>• Retail, Liquor (Amended, Bylaw 1275.23, 05/23/23)</li><li>• Office</li></ul>	<ul style="list-style-type: none"><li>• Accessory Use</li><li>• Car Wash</li><li>• Daycare, Major</li><li>• Live Work Unit</li><li>• Recreation Facility, Indoor</li><li>• Public Facility</li><li>• Signs</li><li>• Similar Use</li></ul>

### 6.11.3 District Regulations

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

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

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

## 6.13 Commercial Mixed Use District (CMU)

### 6.13.1 Purpose

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

### 6.13.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"><li>• Business Support Service</li><li>• Commercial Service Facility</li><li>• Home Based Business 1</li><li>• Daycare, Minor</li><li>• Food Service, Restaurant</li><li>• Health Services</li><li>• Mixed Use Development</li><li>• Office</li><li>• Recreation Facility, Indoor</li><li>• Retail, General</li></ul>	<ul style="list-style-type: none"><li>• Accessory Building</li><li>• Accessory Use</li><li>• Car Wash</li><li>• Apartment</li><li>• Daycare, Major</li><li>• Gas Bar</li><li>• Public Utility Building</li><li>• Retail, Liquor (Amended, Bylaw 1275.23, 05/23/23)</li><li>• Signs</li><li>• Similar Use</li></ul>

### 6.13.3 District Regulations

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

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

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