

AGENDA

1. WELCOME AND CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

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

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

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

3. ADOPTION OF AGENDAS

3.1 Regular Agenda for April 14, 2026

3.2 Consent Agenda for April 14, 2026

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

b) **Adoption of Minutes**

○ Regular Council Meeting Minutes – March 10, 2026

○ Standing Committee of Council Meeting Minutes – March 16, 2026

c) **Council Reports**

None

d) **Administrative Reports**

○ Report for Council, Enforcement & Protective Services Monthly Report – March 2026

○ Report for Council, Development & Building Monthly Report – March 2026

○ Report for Council, 2027 Budget Planning Timeline

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

○ Lacombe Foundation Meeting Minutes – February 2, 2026

○ Parkland Regional Library System Board Draft Meeting Minutes – February 26, 2026

f) **Information**

○ Lacombe County Council Highlights - March 12, 2026

○ City of Lacombe Council Highlights - March 23, 2026

○ Lacombe County Council Highlights – March 26, 2026

○ Library Programming Report – December 2025 and January 2026

○ PRLS Board Talk - February 26, 2026

g) **Correspondence**

○ Letter to Lacombe County Re: Alberta Community Partnership – February 20, 2026

○ Letter to City of Lacombe Re: Alberta Community Partnership – February 20, 2026

○ Letter from Minister Dan Williams Re: 2026 Fire Services Training Program Grant, March 24, 2026

○ Letter from Central Alberta Realtors Association – March 24, 2026

○ Letter from Minister Dan Williams Re: Introduction of the Municipal Affairs and Housing Statutes Amendment Act, 2026 – April 2, 2026

○ Alberta Disability Services Professional Appreciation Week for May 18 - May 24, 2026

4. PUBLIC HEARING

None

5. DELEGATION

5.1 Alberta Emergency Services Medal Awards, *Deputy Mayor Dennis and Fire Chief Robert Côté*

5.2 Regional Red Deer Restorative Justice Society, *Jo Phillips*

6. BUSINESS

6.1 Request for Decision, Population and Land Demand Analysis

6.2 Request for Decision, Budget Amendment – Traffic Master Plan 2026

6.3 Request for Decision, Bylaw 1351.26 - 5401 Industrial Way Redistricting (*First Reading*)

6.4 Request for Decision, Municipal Development Plan Vision Statement Refresh

6.5 Request for Decision, Bylaw 1352.26 - 2026 Property Tax Rate Bylaw (*First Reading*)

6.6 Request for Decision, Bylaw 1348.26 - McKay Ranch Lift Station Borrowing Bylaw (*Second and Third Reading*)

6.7 Request for Decision, Bylaw 1353.26, Council Procedural 2026 Amendment Bylaw (*First, Second and Third Reading*)

6.8 Request for Decision, Bylaw 1354.26, Subdivision and Development Appeal Board Bylaw (*First, Second and Third Reading*)

Future Meetings/Events:

• Standing Committee of Council Meeting – April 20, 2026

• Regular Council Meeting – April 28, 2026

AGENDA

- 6.9 Request for Decision, Council Policy CP-192.26 - Council - Administration Protocol
 - 6.10 Request for Decision, Burman University School of Business Advisory Board
 - 6.11 Council Motion, Disc Golf – *Councillor Hanson*
(*Notice of Motion given at the March 10, 2026, Regular Council Meeting*)
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7. **NOTICES OF MOTION**
None

8. **CONFIDENTIAL**
- 8.1 Amending Lease, ATIA Section 19 - Disclosure Harmful to a Business Interests of a Third Party
 - 8.2 South Street & Highway 2A Intersection, ATIA Section 29 - Advice from Officials
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9. **ADJOURNMENT**

Future Meetings/Events:

- Standing Committee of Council Meeting – April 20, 2026
- Regular Council Meeting – April 28, 2026

MINUTES

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

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Preston Weran, Director of Infrastructure & Planning Services
Justin de Bresser, Director of Corporate Services
Ken Morrison, Director of Emergency Management & Protective Services
Rick Kreklewich, Director of Community Services
Renan Bravo, Information Technology Technician
Danielle Nealon, Senior Legislative Advisor

REGRETS

None

OTHERS PRESENT

Keevah Rellis, Violet Richardson Award Recipient
Ella Citrigno, Violet Richardson Award Recipient
Jen Harty, Big Brothers Big Sisters of Lacombe and District
Gracie Whitfield, Big Brothers Big Sisters of Lacombe and District

1. WELCOME AND CALL TO ORDER

Mayor Svab welcomed everyone to the Regular Council Meeting of March 10, 2026, and called the meeting to order at 6:00 p.m.

2. LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDAS

073/26 Councillor Hoyte moved That Council adopt the Regular Agenda for March 10, 2026, as amended to add the following item:

1. Exemption of Consent Agenda 3.2d) Family & Community Support Board Meeting Minutes – January 8, 2026, added under Business as 6.7.

CARRIED UNANIMOUSLY

074/26 Deputy Mayor Dennis moved That Council adopt the Consent Agenda for March 10, 2026, as amended, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Regular Council Meeting Minutes – February 24, 2026
 - Special Council Meeting Minutes – March 5, 2026
- **Council Reports**
None

MINUTES

- **Administrative Reports**
 - Report for Council, Enforcement & Protective Services Monthly Report – February 2026
 - Report for Council, Development & Building Monthly Report – February 2026
 - Report for Council, Town of Sylvan Lake - RFD Removal of GST from Municipal Franchise Fees – Information
- **Boards, Committee and Commission Minutes and/or Reports**
 - Family & Community Support Services Board Meeting Minutes - November 20, 2025
 - Municipal Planning Commission Meeting Minutes – January 15, 2026
- **Information**
 - City of Lacombe Council Highlights – February 23, 2026
 - Lacombe County Council Highlights – February 26, 2026
 - Special Event Permit 001.26 – Little of This Spring Market – March 28-29, 2026
 - Special Event Permit 002.26 – Little of This Fall Market – September 26-27, 2026
 - Special Event Permit 003.26 – Little of This Christmas Market – November 28-29, 2026
- **Correspondence**
 - Letter from Minister of Transportation and Economic Corridors, Honourable Devin Dreeshen, Re: Township Road 400 along Highway 2 – March 2, 2026

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

None

5. DELEGATION

5.1 Violet Richardson Award Recipients

Mayor Svab, on behalf of Council, acknowledged and recognized Keevah Rellis and Ella Citrigno for being the 2026 recipients of the Soroptimist International of Central Alberta Violet Richardson Award.

5.2 Big Brothers Big Sisters Lacombe and District

Jen Harty and Gracie Whitfield provided an overview of the organization’s impact on mentoring youth and on strengthening the Blackfalds community throughout 2025.

6. BUSINESS

6.1 Request for Decision, Bylaw 1338.25 - Road Closure Bylaw

Director Weran brought forward Bylaw 1338.25 for Council’s consideration of Second and Third Reading.

075/26 Councillor Twerdoclib moved That Council give Second Reading to Bylaw 1338.25, Valley Ridge Estates Phase 6B Road Closure Bylaw, as presented.

CARRIED UNANIMOUSLY

076/26 Councillor Sands moved That Council give Third Reading to Bylaw 1338.25, Valley Ridge Estates Phase 6B Road Closure Bylaw, as presented.

CARRIED UNANIMOUSLY

MINUTES

6.2 Request for Decision, Bylaw 1347.25 - Schedule "B" 2026 Water and Wastewater Rates

Director de Bresser brought forward Bylaw 1347.25 for Council's consideration of Second and Third Reading.

Councillor Brown moved That Council give Second Reading to Bylaw 1347.25 – Schedule "B" 2026 Water and Wastewater Rates, a bylaw to amend Schedule "B" of Bylaw 1250.20.

Prior to voting on Second Reading, Council put forward the following amendment

077/26 Councillor Hoyte moved That Bylaw 1347.25 be amended by deleting the draft Schedule "B" attached to Bylaw 1347.25 and substituting the document titled "Schedule B — 2026 Water & Wastewater Rates (dated March 10, 2026)" as presented this evening.

CARRIED UNANIMOUSLY

078/26 Councillor Brown moved That Council give Second Reading to Bylaw 1347.25 – Schedule "B" 2026 Water and Wastewater Rates, as amended by deleting the draft Schedule "B" attached to Bylaw 1347.25 and substituting the document titled "Schedule B - 2026 Water & Wastewater Rates (dated March 10, 2026)" as presented this evening.

CARRIED UNANIMOUSLY

079/26 Councillor Hanson moved That Council give Third Reading to Bylaw 1347.25 – Schedule "B" 2026 Water and Wastewater Rates.

CARRIED UNANIMOUSLY

6.3 Request for Decision, 2026 Operating Budget & 3-Year Operating Forecast

Director de Bresser presented the 2026 Operating Budget, Capital Budget changes and the Three-Year Operating Forecast for Council's consideration.

MAIN MOTION

Councillor Twerdoclib moved That Council adopt the 2026 Operating Budget, as presented.

Prior to voting on the motion, Council put forward the following amendments

AMENDMENTS PROPOSED TO THE MAIN MOTION

Councillor Hoyte moved That Council amend the 2026 Operating Budget to include a \$30,000 Housing Needs Assessment.

Councillor Brown moved That Council amend the 2026 Operating Budget to reduce the Solid Waste Reserve by \$233,949.00 into internal franchise fees to off-set the tax increase.

VOTE ON AMENDMENTS TO THE MAIN MOTION

080/26 Councillor Brown moved That Council amend the 2026 Operating Budget to reduce the Solid Waste Reserve by \$233,949.00 into internal franchise fees to off-set the tax increase.

DEFEATED

In favour: Councillor Brown and Councillor Sands

081/26 Councillor Hoyte moved That Council amend the 2026 Operating Budget to include a \$30,000 Housing Needs Assessment.

CARRIED UNANIMOUSLY

MINUTES

VOTE ON AMENDED MAIN MOTION

082/26 Councillor Twerdoclib moved That Council adopt the 2026 Operating Budget, as amended to include a \$30,000 Housing Needs Assessment.
CARRIED UNANIMOUSLY

083/26 Councillor Hoyte moved That Council approve the Capital Budget changes, as presented in this report.
CARRIED
Opposed: Councillor Brown

084/26 Councillor Hanson moved That Council receives the Three-Year Operating Forecast, as information.
CARRIED UNANIMOUSLY

Councillor Hanson moved That Council direct Administration to bring back a report if the Solid Waste Reserve could be applied to the solid waste rates.

Prior to voting on the motion, Council put forward the following amendment

AMENDMENTS PROPOSED TO THE MAIN MOTION

085/26 Councillor Brown moved That the main motion be amended to include the reduction of the solid waste reserve to be applied to the solid waste utility rates.
CARRIED UNANIMOUSLY

AMENDED MAIN MOTION

086/26 Councillor Hanson moved That Council direct Administration to bring back a report if the Solid Waste Reserve could be applied to the solid waste rates and to include the reduction of the solid waste reserve to be applied to the solid waste utility rates.
CARRIED UNANIMOUSLY

6.4 Request for Decision, Proclamation - National Volunteer Week

Director Kreklewich requested that Council proclaim National Volunteer Week.

087/26 Deputy Mayor Dennis moved That Council proclaim April 19 - 25, 2026, as National Volunteer Week in the Town of Blackfalds.
CARRIED UNANIMOUSLY

6.5 Request for Decision, Iron Ridge Secondary Campus Scholarship

CAO Isaak brought forward a report and request from the Iron Ridge Secondary Campus regarding a graduation scholarship.

088/26 Councillor Hanson moved That Council approve the establishment of an annual Town of Blackfalds Scholarship in the amount of \$1,000 beginning in 2026, to be funded from the General Operating Reserve for 2026 and added in future years as a budgetary line item and direct Administration to develop a policy for guidelines for the scholarship and bring it back to Council.
CARRIED UNANIMOUSLY

6.6 Council Motion, Pedestrian Crossing Standardization and Roadway Signage Policy

Councillor Hanson provided a Notice of Motion regarding Pedestrian Crossing Standardization and Roadway Signage Policy to be considered by Council at the March 10, 2026, Regular Meeting of Council.

089/26 Councillor Hanson moved That Council direct Administration to begin the process of developing a pedestrian crosswalk standardization and roadway signage policy for the Town of Blackfalds, with a goal of having this complete by June 30, 2027.
CARRIED UNANIMOUSLY

MINUTES

6.7 Family & Community Support Board Meeting Minutes – January 8, 2026

The Family & Community Support Services Board Meeting Minutes for January 8, 2026, were exempt from the Consent Agenda and added under Business as 6.7.

Mayor Svab relinquished the chair to Deputy Mayor Dennis

090/26

Mayor Svab moved That Council refer the Family & Community Support Services Board Meeting Minutes for January 8, 2026, back to the Board to amend the minutes to remove the noted errors.

CARRIED UNANIMOUSLY

Mayor Svab resumed the chair

7. NOTICES OF MOTION

7.1 Disc Golf – Councillor Hanson

Councillor Hanson provided a Notice of Motion regarding Disc Golf to be considered by Council at the April 14, 2026, Regular Meeting of Council.

“That Council request Administration develop a plan for a Disc Golf Course at the Chuckwagon Park in McKay Ranch, utilizing the Disc Golf equipment purchased by the Optimist Club of Blackfalds for our community.”

8. CONFIDENTIAL

None

9. ADJOURNMENT

Mayor Svab adjourned the Regular Council Meeting at 8:37 p.m.

Laura Svab, Mayor

Kim Isaak, Chief Administrative Officer

MINUTES

A Standing Committee of Council Meeting for the Town of Blackfalds was held on Monday, March 16, 2026, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Preston Weran, Director of Infrastructure and Planning Services
Jolene Tejkl, Planning & Development Manager
Renan Bravo, IT Technician
Jessica Robinson, Executive and Legislative Coordinator

REGRETS

None

OTHERS PRESENT

Carla Beck, CEO, The Bethany Group – Lacombe Foundation
Melodie Stol, Stakeholder Relations Advisor, The Bethany Group – Lacombe Foundation
Shannon Holtz, Senior Director Housing, The Bethany Group – Lacombe Foundation

1.1 WELCOME AND CALL TO ORDER

Deputy Mayor Dennis welcomed everyone to the Standing Committee of Council Meeting of March 16, 2026, and called the meeting to order at 6:00 p.m.

1.2 REVIEW OF AGENDA

011/26 Councillor Hoyte moved That Standing Committee of Council receive the agenda for March 16, 2026, as presented.

CARRIED UNANIMOUSLY

2. LAND ACKNOWLEDGEMENT

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

3. DELEGATIONS

3.1 Lacombe Foundation Update

Carla Beck, Chief Executive Officer, Melodie Stol, Stakeholder Relations Advisor, and Shannon Holtz, Senior Director Housing with The Bethany Group, provided Council with a Lacombe Foundation update.

MINUTES

4. BUSINESS**4.1 Report for Direction, Municipal Development Plan Vision Statement Refresh**

Planning and Development Manager Tejkl presented the Municipal Development Plan Vision Statement Refresh.

012/26 Councillor Hoyte moved That the Municipal Development Plan Vision Statement read:

“Blackfalds is an active, family-oriented community that desires to provide a high-quality of life opportunities for all residents and families, in a safe, sustainable environment.

We are committed to responsible growth, a strong and diverse economy, enhanced neighbourhoods and built form, and fiscally responsible service delivery.

Rooted in a welcoming spirit and supported by regional collaboration, Blackfalds continues to evolve as a vibrant, connected community where people and businesses can thrive.”

BY CONSENSUS

013/26 Councillor Hoyte moved That Standing Committee of Council recommends Council adopt the updated Municipal Development Plan Vision Statement, as amended.

CARRIED UNANIMOUSLY

4.2 Report for Committee, Offsite Levy Bylaw Orientation

Infrastructure and Planning Services Director Weran, as part of Council’s ongoing orientation, provided an overview of the Offsite Levy Bylaw.

014/26 Councillor Hanson moved That Standing Committee of Council receive the Offsite Levy Bylaw report and presentation for information as part of the ongoing Council Orientation process.

CARRIED UNANIMOUSLY

4.3 Request for Direction, 2026-2030 Strategic Plan - Draft

Chief Administrative Officer Issak presented the draft 2026-2030 Strategic Plan.

015/26 Mayor Svab moved That Standing Committee of Council recommend to Council to direct the Draft 2026-2030 Strategic Plan to the April 28, 2026, Regular Meeting of Council for consideration.

CARRIED

Opposed: Councillor Hoyte

4.4 Request for Direction, Council—Administration Protocol Policy - Draft

Chief Administrative Officer Issak presented the draft Council—Administration Protocol Policy.

016/26 Councillor Hoyte moved That Standing Committee of Council recommend to Council that the draft Council—Administration Protocol Policy be forwarded to the April 14, 2026, Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

MINUTES

RECESS

Deputy Mayor Dennis called for a five-minute recess at 8:15 p.m.

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Dennis called the Standing Committee of Council Meeting back to order at 8:21 p.m.

5. CONFIDENTIAL

5.1 Personnel Matter – ATIA Section 20 – Disclosure harmful to personal privacy

017/26 Councillor Hoyte moved That the Standing Committee of Council move to a closed session commencing at 8:21 p.m., in accordance with Section 197(2) of the *Municipal Government Act*, to discuss item 5.1, Personnel Matter, as per Section 20 of the *Access to Information Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Laura Svab, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Shane Hanson, Councillor Ryan Brown, Councillor Aaron J. Hoyte, Councillor Cory Twerdoelib, and CAO Kim Isaak

018/26 Councillor Hanson moved That the Standing Committee of Council move to come out of the closed session at 8:46 p.m.

CARRIED UNANIMOUSLY

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Dennis called the Standing Committee of Council Meeting back to order at 8:46 p.m.

Standing Committee of Council Meeting Attendance: Mayor Laura Svab, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Shane Hanson, Councillor Ryan Brown, Councillor Aaron J. Hoyte, Councillor Cory Twerdoelib, and CAO Kim Isaak.

ADJOURNMENT

Deputy Mayor Dennis adjourned the Standing Committee of Council Meeting at 8:46 p.m.

Brenda Dennis, Deputy Mayor

Kim Isaak, Chief Administrative Officer

MEETING DATE: April 14, 2026

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

SUBJECT: **Enforcement and Protective Services Monthly Report - March 2026**

BACKGROUND

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

DISCUSSION

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

FINANCIAL IMPLICATIONS

None

ATTACHMENTS

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

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Blackfalds Municipal Enforcement March Monthly Report

Summary of Activity

During the reporting period, officers responded to a wide range of calls for service, completed enforcement actions, supported court proceedings, and conducted traffic monitoring. Overall activity levels were consistent with operational expectations.

Operational Statistics

Calls for Service & Case Management

- **Files Created:** 108
- **24/7 Dispatch Calls:** 72
- **Online Assistance Submissions:** 4

Types of Calls Responded To Included:

- Graffiti on private property
 - Bullying, disputes, and altercations
 - Disposal of waste concerns
 - Neighborhood disputes
 - Snow removal on sidewalks
 - Commercial noise complaints
 - Driving complaints and parking issues
 - Abandoned vehicles
 - Off-highway vehicle complaints
 - Animal-related complaints involving cats and dogs
 - Assistance to Planning and Development
 - Public inquiries regarding fines received by mail
 - Adult and youth altercation
 - Youth reported in possession of a small hatchet
 - Individual requesting to provide a DNA sample (referred to RCMP)
 - Assistance provided to the RCMP as required
-

Enforcement Activity

Tickets and Warnings

- **E-Tickets Issued:** 98
- **Warnings Issued:** 21

Traffic Enforcement Breakdown

- **Traffic Safety Act:** 74
- **Use of Highway and Rules of the Road Regulation:** 37
- **Operator Licensing and Vehicle Control Regulation:** 3
- **Vehicle Equipment Regulation:** 4
- **Off-Highway Vehicle Regulation:** 1

Violation Notices

- **Violation Notices Mailed:** 30 notices mailed to registered vehicle owners for various violations

Court Activity

- **Traffic Safety Act Trials:** 7
- **Bylaw Matters Dealt With:** 14

Permits

- **Travis Permits Reviewed:** 95
- **Travis Permits Rejected:** 2 (due to routing concerns)

Traffic Monitoring & Speed Data

Traffic volume and speed data were collected at the following locations:

Location	Direction	Vehicles Recorded	Average Speed
Aspen Lakes	Westbound	13,112	40 km/h
Park Street	Westbound	37,462	42 km/h
Vista Trail	Southbound	59,936	46 km/h
Cottonwood Trail	Westbound	76,843	53 km/h

Inter-Agency Cooperation

Peace Officer Services continued to assist the RCMP as required, including information sharing, attendance at incidents, and referrals where criminal investigation was appropriate.

Conclusion

Peace Officer Services maintained consistent enforcement and service delivery throughout the reporting period. Traffic safety, public complaint response, and regulatory compliance remain key operational priorities.

Blackfalds Fire Rescue

During March 2026, we continued the NFPA 1001 Level 1 course training on Tuesday evenings and are now into practical skills weekends. We are two thirds through this course.

On Wednesday evenings, the training was focused on Ladders and ladder rescues, Forcible Entry, and smoked out building searches. This was setup in stations and rotated over three weeks.

We continue to train in Emergency Preparedness requiring members to complete their Incident Command Training, Position Training and Block training.

We have been working with the commercial businesses in the county on site inspections and emergency pre-planning.

This month we completed 7 commercial inspections in town mostly new businesses and two annual inspections.

The two RFP's have closed one for a Command Truck Replacement that has been awarded to Wolfe Chevrolet out of Edmonton. The second RFP was for the Fire Master Plan and that closed March 27th and submissions are being reviewed.

During March, the department responded to 20 incidents, which is on pace with last years numbers.

A summary of the incident types for March 2026 is included.

Occupational Health & Safety

Incidents: 7 Incidents reported on CorePoint

- 5 personal injury/illness
- 2 near miss/ hazard ID

Inspections: 3/6 main sites completed the required Facilities Inspection

- Fire Hall – 0 corrective actions assigned
- Civic Centre – 5 corrective actions assigned
- Abbey Centre – 2 corrective actions assigned
- Eagle Builders Centre – no inspection submitted
- Operations Building – no inspection submitted
- Transfer Site – no inspection submitted

Hearing Assessments

- Hearing tests were scheduled and provided to employees who are exposed to noise as a hazard.

Policies & Procedures

- Documents completed and being presented at the JHSC meeting:
 - o Worksite Inspection Policy and Procedure- created
 - o Workplace Violence and Harassment Policy- revisions
 - o Confined Space Code of Practice- revisions
- Contractor Management Policy & Contractor Safety Agreements for Prime and Non-Prime Contractors.

OHS Platform Committee

- A committee was established with 7 employees from different departments. The Committee that will work with me to assess our requirements, evaluate CorePoint's capabilities, and, if necessary, explore and select an alternative platform.

-
- The Committee has selected 4 different OHS Online System Companies and demos have been scheduled for the month of April

RCMP

- The RCMP held a Teams meeting to discuss their 2026 Communities Priorities plan, further meeting to be held in April.
- S/Sgt. Andrew Allan is officially transferred and on leave for his move, with his first day at his new post in Nanaimo BC to be April 7th, 2026. Sgt. Brent Dueck will be in the Acting position until a replacement is identified.
- March Statistics are not available at this time they will be supplied when available.

Emergency Management

- Met with AEMA Central Rep, the Municipal Emergency Program was reviewed, we are meeting the requirements and awaiting the completion of the LREMP plan.
- Attended the Police Committee meeting held on March 11th, the RCMP Priorities were discussed, as well as the Police Committee yearly report to council, so far one committee member has registered for the Alberta Association of Police Governance (AAPG) conference in May.
- Attended Teams meeting addressing Hazard Season, with information provided by all provincial government departments, they are forecasting another dry summer season.
- LREMP Sub-committee met to go over the regional plan with the contractor, input was provided for modifications to the draft provided.
- Chief Cote attended the LCMAO meeting, on March 19th.
- Met with the RCMP and discussed with all Blackfalds partners, the findings of the surveys from the survey put out to residents on Policing Priorities. Priorities will be similar to 2025, the RCMP will meet once more in April with partners to discuss the final priorities, objectives and initiatives to complement the priorities.
- The RFP for the Emergency Generator was posted and several companies have come forward with interest, we are awaiting the closing date in late April.

Ken Morrison

Director of Emergency Management & Protective Services

Citation Printout Report by Violation

Total Citations of (PART 3 SECTION 3 FAIL TO LICENCE ANIMAL - FIRST OFFENCE): 1
Total Mandatory Appearances: 0

Total Citations of (PART 4 SEC 16 PARK HEAVY VEHICLE OFF TRUCK ROUTE): 2
Total Mandatory Appearances: 0

Total Citations of (PART 6 SEC 37 PARK UNATTACHED TRAILER ON HWY): 1
Total Mandatory Appearances: 0

Total Citations of (TSA 115(2)(P) EXCEED MAX POSTED SPEED): 1
Total Mandatory Appearances: 0

Total Citations of (TSA 115(2)(T) PASS EMERGENCY VEHICLE AT SPEED GREATER THAN 60KPH): 1
Total Mandatory Appearances: 0

Total Citations of (TSA 160(1)(A) OWNER OF VEH INVOLVED IN CONTRAVENTION OF SECTION): 12
Total Mandatory Appearances: 0

Total Citations of (TSA 166(2)(A) FAIL TO STOP FOR PO): 1
Total Mandatory Appearances: 0

Total Citations of (TSA 52(1)(A) OPERATE MV/TRAILER W/O SUB REGIST): 1
Total Mandatory Appearances: 0

Total Citations of (TSA 76(1)(A) ABANDON MV ON HIGHWAY): 1
Total Mandatory Appearances: 0

Total Citations of (UHRRR 12(1) DRIVE LEFT OF CENTRE): 2
Total Mandatory Appearances: 0

Total Citations of (UHRRR 22.1(1)(A) DRIVE IN LANE OCCUPIED BY EMERGENCY VEHICLE WITH FLASHING LIGHTS): 1
Total Mandatory Appearances: 0

Total Citations of (UHRRR 72(1) FAIL TO STOP SCHOOL BUS FLASHING RED LAMPS): 2
Total Mandatory Appearances: 0

Total Citations of (VER 65(1) TRANSPORT GOODS NOT PROPERLY CONSTRUCTED FOR TRANS): 1
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: **27**
Total Fine Amounts Reported: **\$4,358.00**
Total Money Collected: **\$0.00**
Total Money Still Due: **\$4358.00**
Total Mandatory Appearances: **0**

MEETING DATE: April 14, 2026

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Development & Building Monthly Report – March 2026**

BACKGROUND

Attached are the March 2026 Development & Building Permit Report and Comparison for 2024-2026 year to date. We also have shown the comparison for the year-to-date figures for 2025 on the comparison report.

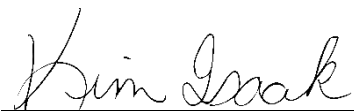
For Council's information, the "other" category captures the following types of residential permits:

- 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

- *March 2026 Development/Building Permit Report*
- *2024 – 2026 Development/Building Comparison Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
35-26	5465 Vista Trail, Unit 1	R-4	Home Business	approved	9-Mar-26
36-26	26 Plumtree Crescent	R-1S	Woodstove	approved	17-Mar-26
37-26	5401 & 5403 South Street	I-1	Storage Facility		
38-26	25 Coachman Way	R-1S	Basement Reno	approved	17-Mar-26
39-26	138 Ava Crescent	R-2	Setback Variance		
40-26	9 Palisades Street	R-1L	Basement Reno	approved	23-Mar-26
41-26	5113 Indiana Street	C-2	Change in Occupancy/Use		
42-26	23 McKay Place	R-MHP	Manufactured Home	approved	23-Mar-26
43-26	25 Chinook Street	R-1L	Basement Reno	approved	23-Mar-26
44-26	5220 Duncan Ave, Unit 1	I-1	Change of Occupancy/Use - Bookkeeping	approved	12-Mar-26
45-26	5041 Parkwood Road	C-2	Change of Occupancy/Use	approved	16-Mar-26
46-26	94 Palmer Circle	R-1S	Deck		
47-26	5633 Prairie Ridge Avenue	R-1S	Garage		
48-26	50 Mitchell Crescent	R-1M	Basement Reno	approved	30-Mar-26
49-26	66 Vista Close	R-1M	Basement Reno	approved	30-Mar-26
50-26	5302 Vista Trail, Unit 215	C-3	Interior Tenant Improvements		
51-26	21 Pondsides Crescent	R-1M	Home Business	approved	24-Mar-26
52-26	9 Woodbine Close	R-1M	Garage		
53-26	6017 Parkwood Road, Unit 305A	C-2	Change of Occupancy/Use	approved	1-Apr-26

Town of Blackfalds Development/Building Permit Comparison 2024 to 2026

2025 YTD

	2024		2025		2026		March	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	38	\$ 13,213,080.00	30	\$ 11,399,456.77	2	\$ 580,000.00	10	\$ 3,767,084.77
Duplexes	20	\$ 4,774,000.00	10	\$ 2,480,000.00	0	\$ -	0	\$ -
Manufactured Home	11	\$ 1,751,566.00	11	\$ 2,532,500.00	1	\$ 200,000.00	0	\$ -
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	157	\$ 36,667,435.00	12	\$ 2,780,000.00	4	\$ 1,120,000.00	4	\$ 960,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	8	\$ 3,495,000.00	0	\$ -	0	\$ -	0	\$ -
Total Res. Dwellings	234	\$ 59,901,081	63	\$ 19,191,957	7	\$ 1,900,000	14	\$ 4,727,085
Garage	24	\$ 788,152.61	17	\$ 500,820.00	3	\$ 127,000.00	1	\$ 30,000.00
Deck	11	\$ 105,100.00	13	\$ 110,598.00	1	\$ 2,500.00	1	\$ 4,500.00
Basement Reno	49	\$ 1,339,000.00	44	\$ 1,074,500.00	10	\$ 184,500.00	13	\$ 246,000.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	2	\$ -	7	\$ 245,500.00	2	\$ 40,000.00	0	\$ -
Home Business	20	\$ -	22	\$ -	4	\$ -	7	\$ -
Other	67	\$ 20,325,799.71	63	\$ 38,776,705.47	10	\$ 98,430.00	6	\$ 5,082,584.77
Commercial	47	\$ 4,594,822.26	34	\$ 2,714,959.00	14	\$ 872,100.00	8	\$ 1,633,510.00
Industrial	5	\$ 2,504,073.00	2	\$ 805,000.00	2	\$ 1,800,000.00	1	\$ 800,000.00
Institutional	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Agricultural	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Public Facility	13	\$ 38,078,150.00	10	\$ 653,000.00	0	\$ -	1	\$ 200,000.00
TOTAL PERMITS	472	\$ 127,636,178.58	275	\$ 64,073,039.24	53	\$ 5,024,530.00	52	\$ 12,723,679.54
General Yearly Notes:		Vista Trail Townhouse complex						

MEETING DATE: April 14, 2026

PREPARED BY: Darolee Bouteiller, Finance Manager

SUBJECT: **2027 Budget Planning Timeline**

BACKGROUND

Section 242 of the *Municipal Government Act* (MGA) requires that a balanced budget must be approved by Council prior to the start of each calendar year. A budget schedule with timelines and activities is being provided for Council's review and consideration (attached). The annual budget for the Town of Blackfalds consists of the 2027 Operating Budget with a three-year forecast, and a 2027 Capital Budget with a five-year Capital Plan.

This Budget Timeline follows the Budget Planning Policy and Procedures and ensures both Council and Administration have a schedule to move forward with approvals, endorsements and communication throughout the process.

DISCUSSION

The attached schedule highlights Capital Budget activities (light blue), Operating Budget (light green), Public Engagement Activities (light orange) and Council Specific Meetings (light gray) for planning, reviews and approvals at all levels. This timeline was drafted considering the availability of Administration and Council, Regular Council Meetings, Standing Committee of Council Meetings and the upcoming Municipal Election.

Council will establish budget priorities, set assumptions, and give general budget directions during a special meeting on August 26, 2026. Following the guidance set by Council, Administration will proceed with drafting a budget and conduct departmental reviews.

Council will be proactive throughout the budget process, give direction, endorse, and approve segments as required to move forward on the process. Administrations' role is to develop the Budget based on the priorities set by Council, strategic plans, and MSP. This Budget Timeline reserves space to hold additional special meetings with Council if necessary to ensure all pertinent items have been considered and addressed within the Budget document.

OPERATING BUDGET:

This year, it is Administration's intention to pass the Operating Budget for 2027 at the Regular Council Meeting on December 8, 2026, to be in effect for January 1, 2027.

A complete review of the draft budget with Council will be conducted during the Budget workshop on November 6 and 7th, 2026 – open to the public for observation. In preparation for this two day review, a drafted operating budget will be available for Council on October 16. The final Operating Budget will reflect considerations from the workshop and be brought forward for approval at the Regular Council Meeting on December 8, 2026.

CAPITAL BUDGET:

A draft Capital Budget and Five-year plan will be reviewed with Council at the Budget workshop on November 6 & 7th. It is Administration's intention to have the 2027 Capital Budget, and five year capital plan brought forward for approval at the anticipated November 24, 2026, Regular Council Meeting.

CITIZEN ENGAGEMENT:

Public engagement is an important part of budget preparations and provides a better understanding of community priorities. Council will have an opportunity to receive feedback from the public through an on-line survey. The Citizen Survey will be conducted from August 24 - September 21, 2026. It is our intention to provide the survey results for the October 13, Regular Council Meeting. Members of Council will also attend the Community Information Expo on September 14.

During the month of September, Town supported services will be invited to attend as a delegation at either the Council or Standing Committee of Council Meetings. This will give supported service groups an opportunity to make presentations and validate Town support.

ATTACHMENTS

- *Appendix A 2027 Budget Preparation Timeline*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author



Town of Blackfalds 2027 Budget Preparation TimeLine																	
Activity	Details	Budget Phase	RCC - Consent Agenda	Apr-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Notes: Updates
Budget Timeline	Finance to Compile 2027 Budget Timeline to Council for approval	Planning	RCC - Consent Agenda	14													Establish Key dates for Council, clear with Council agenda, and Management group at Management Meeting.
Public Engagement - Survey	Prepare the survey questions and take to Council for approval (RCM) or input (SCC)	Endorse	RCM				11										Public Engagement Survey questions to be approved by council
Public Engagement - Survey	Survey to take place Aug 24 - Sept 21 extended to four weeks	Conduct	Adm.				24	21									Shelby used Survey Planet, able to embed links in the survey to our you tube channel for budget week videos.
Council to set Budget Assumptions and give general direction to Administration	Special Meeting for Council to give general budget direction. Council to set priorities, focus areas and give general budget direction. Meeting 6pm (dinner @5:30p.m.) This is an open meeting to the public to observe.	Planning	Special Meeting				26										Attendees: Council, CAO, Directors, & Finance. Alternative Dates (Aug 27, Aug 24, Aug 31)
Operating Budget - Preparation	Rollout Budget Manager access; Enter budgets into Questica for 2027-2029. Based on the department plans, budget assumptions & Council directives, To be completed Sept 25	Develop	All Departments				28	25									Budget managers access for the month. Groups with only a one budget will share user licenses.
Presentations to Council from Town Supported Services, funded and in-kind	Servus Credit Union Library, Beyond Food Community Hub, Blackfalds Chemo Club, STARS, Blackfalds Chamber of Commerce, ANAM - Rural Youth Association. Each to provide approximately 20 min. presentation at September Council Meetings and Standing Committee	Endorse	Council					8,14,22									Send invite out to Service Groups that the Town supports with funding (including in-kind) Plan to present either RCM Sept 8,22 or SCM 14 as a delegation to council.
Public Engagement - Community Information Expo	Council will be represented at the Community Information Expo. Set up at 5 pm, event is 6 pm - 8 pm.	Conduct	Council, Finance Budget Team					14									Set up by Darolee & Jordan, Shelby, Council there at 6-8 provide I-pads, and paper takeaway QR Codes for seniors.
CAO - Review Operating Budget	CAO Budget review with Directors and Managers. Condensed Oct 28,29 and Oct 1 Larger cost centers 40 Min. Endorse the rest 20 Min.	Endorse	CAO					28,29	1								Meetings to be held by department with managers, Directors and CAO. Scheduled full days with each Department.
Capital Budget - CAO Review	CAO review 2027 Capital and the Five year Capital Plan	Endorse	CAO					25									CAO Review of the Capital Plan, include all Directors & Finance team.
Operating Budget - Balance	Finance to balance operations budget, make revisions requested by Directors, Final Review - CAO Endorsement	Endorse	CAO						9								Alternative date Oct 2
Public Engagement Report to Council	Report back to council the results of the on-line Survey	Communicate	Council						13								Assuming the survey runs until Sept 20
2027 DRAFT - Operating Budget	Make available Copies of the Draft Operating Budget for CAO, Directors and Council for Budget Workshop	Communicate	Adm.						16								Jessica to assist prepared binders, tabs, printed sections as they were completed. Jordan created a PDF with bookmarks and links within the index. Three Weeks to review (Alternative date October 9)
2027 DRAFT - Capital Budget and Five year Capital Plan 2027-2031	Make available Copies of the Draft Capital Budget & five year Capital plan for CAO, Directors and Council for Budget Workshop	Communicate	Adm.						16								Jessica to assist prepared binders, tabs, printed sections as they were completed. Jordan created a PDF with bookmarks and links within the index. Three Weeks to review (Alternative date October 9)
Budget Workshop with Council	Detailed Review Operating Draft Budget with Council - Begins Friday Evening 5:30 Meeting (5:00 PM dinner) and Saturday 8:30 Meeting(8 AM continental Breakfast & lunch)	Endorse	Workshop							6-7							Budget review with Council, CAO, Directors, Finance, and Managers. Friday Dinner at 5 PM meeting at 5:30 - 9 PM. Saturday 8 AM breakfast, meeting to begin at 8:30 AM - 3 PM (or until completed). Lunch provided.

**Town of Blackfalds
2027 Budget Preparation TimeLine**

Activity	Details	Budget Phase														Notes: Updates		
				Apr-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27		May-27	
Budget Workshop Capital Budget Review & the Five year Capital Plan	Detailed Review of the Capital Plan with Council -	Endorse	Worksho[6	7							Capital Budget review as part of the Budget workshop (see above). Capital Plan workshop Open to the public.
<i>Special Meeting - to review, clarify, discuss Draft Changes after the budget workshop 2027 Capital Budget and Five year Plan - only if necessary</i>	<i>Special Meeting with New Council to review and have open discussions of the DRAFT 2027 Capital Budget and five year Capital Plan.</i>	Endorse	Special Meeting							17								<i>Schedule if required. For further discussion on changes or clarifications and outcome from the Budget workshop</i>
<i>Special Meeting to review, clarify, discuss DRAFT changes after the Budget Workshop - 2027 Operating Budget - Only if necessary</i>	<i>Reserved date for Optional Meeting (If needed) to review operating changes from the workshop.</i>	Endorse	Special Meeting							17								<i>Schedule if required. For further discussion on changes or clarifications and outcome from the Budget workshop</i>
2027 Capital Budget and Five Year Capital Plan - approved by Council	Council to Approve the 2027 Capital Budget & Five year Capital Plan 2027-2031	Approval	RCM							24								Final Approval for the 2027 Capital Budget and Five year Capital Plan 2027 - 2031
2027 Final Operating Budget	Council to Approve 2027 -2029 Operating Budget	Approval	RCM							24	8							Final Approval Alternative Dates if Ready November 24
2027 Final Budget	Post - Final Operating Budget on the Website, and Distribute to staff as required	Communicate	Adm.							31								post before Jan 1
Post 2027 Capital Budget and five year Capital Plan On Website	Post Final Capital Budget on Website on or before Dec 31	Communicate	Adm.							31								post before Jan 1
Send Cheques to all Funded Communities	Communities; Blackfalds Library, Anam, STARS, etc.	Annual	Adm.									31						Before the last day of January. - May need to delay based on budget not yet approved
2027- Spring Adjustments Operating Budget	Last day to consider Spring Adjustments for 2027 Final Operating Budget Changes	Develop	Adm.													16		
2027 - Spring Adjustments Operating Budget	Council approval for Spring Adjustments (if required)	Approval	RCM													26		
2027 Spring Adjustments - Operating Budget	Post - 2027 Spring Adjustments (if Required) on Website, and make available to staff as required	Communicate	Adm.													30		

Capital Plan
Operating Plan



Lacombe Foundation Board Meeting
 Monday February 2, 2026 @ 1:00pm
 Zoom

MINUTES

Attendance:	Kim Proud	City of Lacombe
	Dwayne West	Lacombe County
	Laura Svab	Town of Blackfalds
	Kristy Klinger	Town of Bentley
	Colleen Ebden	Town of Eckville
	Barb Gilliat	Village of Alix
	Tracey Hallman	Village of Clive
	The Bethany Group	Carla Beck, Shannon Holtz, Melodie Stol (recorder)

1.	Call to Order The meeting was called to order at 1:01 pm by Board Chair Barb Gilliat.
2.	Approval of Agenda <i>C. Ebden moved to approve the agenda as presented.</i> <i>CARRIED</i>
3.	Approval of Minutes <i>T. Hallman moved to approve the December 1, 2025 Organizational Meeting Minutes and the December 1, 2025 Regular Meeting Minutes as presented.</i> <i>CARRIED</i> <i>Chair Gilliat and CEO Beck approved the use of electronic signatures for the minutes.</i>
4.	Correspondence
a.	
5.	Reports
a.	Year-End Occupancy Report to December 31, 2025 Reviewed the 2025 occupancy summary . Strong increase to occupancy in Eckville, rising from 61% to over 90% during the course of the year.
b.	CAO Report Staffing update. Review of year-end financial audit process. Lodge Events Christmas highlights and menu review process. Capital projects MUA units at Eckville and exhaust fan upgrade at Lacombe Lodge. 2026 Seniors income amounts.

		<p>Waitlist information.</p> <p>Lodge program review and initial discussion with the Ministry for a 24/7 lodge home care proposal.</p> <p>ASCHA conference update.</p> <p><i>D. West moved to accept the Occupancy and CAO reports as information.</i></p> <p><i>CARRIED</i></p>
6.	New Business	
	a.	<p>Orientation</p> <p>Power point presentation reviewing the lodge program, Lacombe Foundation and The Bethany Group</p> <p><i>L. Svab moved to accept the presentation as information.</i> <i>CARRIED</i></p>
	b.	<p>Audit Planning and Response letter</p> <p>Reviewed the audit engagement letter, planning letter and response letter.</p> <p><i>L. Svab moved to accept the audit letters for information.</i></p> <p><i>CARRIED</i></p> <p><i>Chair Gilliat approved the use of electronic signature for the audit planning correspondence.</i></p>
7.	Previous Business	
	a.	<p>Lacombe Lodge Redevelopment Update</p> <ul style="list-style-type: none"> - Board received the Graham Capital validity results July 2025 - Board received the June 2025 Site selection research and update that additional site analysis was being compiled in Jan/Feb 2026 - Blackfalds may have an individual interested in donating land. Will try and arrange a meeting. Bentley had some land as well. Conversation around local health services availability in location discussions. - Discussed capital costs, grant availability of 1/3 of costs and gap between rental revenue limitations, requisition and mortgage support. - MLA Johnson has been supportive of project and recognizes its importance to the community, did reach out to County rep D. West for an update. Board would like to invite MLA Johnson and Minister Nixon to June meeting when the tour of Lacombe Lodge will be happening. <p><i>K. Proud moved to accept the report as information.</i> <i>CARRIED</i></p>
8.	Next Meeting Date	<p>The next Regular meeting will be held on March 23, 2026 at 1:00 pm at the Lacombe Memorial Center</p>
9.	Adjournment	<p>The February 2, 2026 Lacombe Foundation meeting was declared adjourned at 2:27 pm.</p>



Barb Gilliat

Barb Gilliat, Board Chair
Lacombe Foundation

Carla Beck

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

March 23, 2026

Date

March 23, 2026

Date

Caring Communities



PRLS Board Meeting Minutes

February 26, 2026

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday February 26, 2026 in the Small Board Room, Lacombe.

Present: Barb Gilliat

Present via Zoom: Janet Adam, Jackie AlMBERG, Skyla Attfield, Alison Barker-Jevne, Laureen Clark-Rennie, Curtis Cook, Teresa Cunningham, Lana Curle, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Matthew Goudy, Kathy Hall, Pam Hansen, Ryanna Hansen, Lindsay Holmen, Kimberlee Hunter, Alt. Haley Amendt for Joe Iwanicki, Dana Kreil, Troy Lambert, Hazen Letwin, Bryce Liddle, Lori Lindseth, Paul Looser, Julie Maplethorpe, Ricci Matthews, Lyle McKellar, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Amanda Peffers, Scott Pfeiffer, Maxine Steil, Matthew Sumegi, Leona Thorogood, Cory Twerdoclib, Teri Underhill, Carlene Wetthuhn, Shannon Wilcox

Guests: Maia Foster, Megan Ginther, Lesley Moody

With Regrets: Marc Mousseau

Absent: Delijiah Antaloczy, Denise Boniface, Shelley Cook, Todd Dalke, Victor Kelly, Darryl Motley, Bill Rock, Sandy Shipton, Naomi Tercier, Stephen Wyse

Staff: Hailey Halberg, Kara Hamilton, Paige Mueller, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order
Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

Agenda

1.1.2 Adoption of the Agenda

Motion by Theresa Cunningham to accept the agenda as presented.

CARRIED

PRLS 01/2026

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 27, 2025 minutes. There were none.



Motion by Kathy Hall to approve the minutes of the November 27, 2025 meeting as presented.

CARRIED

PRLS 02/2026

1.3. Business arising from the minutes of the November 27, 2025 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. There was none.

Motion by Dana Kreil to approve the consent agenda as presented.

CARRIED

PRLS 03/2026

3.1 Incomplete Motion

Sheppard reviewed. At the last board meeting, as part of PRLS' legislative compliance procedures, board members who sent regrets were to be excused at the beginning of each meeting. Gilliat asked for a motion to excuse Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib from attendance at the board meeting on November 27, 2025 and remain a member of the Parkland Board in good standing. Kathy Hall, the board member for the Village of Hughenden made the motion. However, before the motion could be voted on, another motion was made to discontinue the practice of making motions to excuse regrets at the beginning of Parkland's board meetings. The second motion was subsequently passed by the board.

Unfortunately, Hall's motion was lost in the lively discussion related to the second, successful motion. Following the meeting, Hall notified Parkland that her motion was not captured in the board minutes. Hall's motion was clearly made which means it is still "on the table" for consideration. Motions once made must either be voted on, or withdrawn. This situation necessitated that Hall's motion to,

"allow Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib to remain members of the Parkland board in good standing despite missing the board meeting on November 27, 2025." be placed back on the agenda to be voted on or withdrawn.

Motion to allow Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib to remain members of the Parkland board in good standing despite missing the board meeting on November 27, 2025.

WITHDRAWN

PRLS 04/2026

3.2 Vacant Seat on the Executive Committee

Sheppard reviewed. At the November 27th board meeting one seat on Parkland's Executive Committee was not filled. That seat was for Area 7. As Parkland Policy 2.6.7 states,



"on those occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipality or municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat representing that group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board."

With only three representatives for Area 7, Cory Twerdoclib was selected for the vacant seat on the Executive Committee.

Motion by Joy-Anne Murphy to appoint Cory Twerdoclib to Parkland's Executive Committee.

CARRIED
PRLS 05/2026

3.3 P.D. Session

Sheppard provided a presentation outlining what Parkland offers to libraries.

3.4 2025 in Review – Approval of the 2025 Annual Report

Sheppard reviewed. Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. There were three amendments to the annual report since the creation of the meeting package: The physical items ordered was changed from 22,285 to 24,552, and the library manager visits were changed from 9 to 20 to include the County forum meetings. Additionally, the van run volume listed in the package was corrected to read 982,305.

Motion by Leona Thorogood to approve the Parkland Regional Library System's 2026 Public Library Survey and 2025 Annual Report as amended.

CARRIED
PRLS 06/2026

3.5 Approval of the 2025 Outlet Annual Reports

Sheppard reviewed. Parkland Regional Library System is the board of record for three library service points. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points. They are:

- Brownfield Community Library – County of Paintearth
- Spruce View Community Library – Red Deer County
- Water Valley Public Library – Mountain View County

The report for Water Valley Public Library was amended to remove some eContent platforms that were recorded in error.



Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Carlene Wetthuhn to approve the annual reports for Brownfield Community Library, Spruce View Community Library, and Water Valley Public Library as amended.

CARRIED

PRLS 07/2026

3.6 Advocacy and Marketing Report

Sheppard reviewed the recent advocacy activity at Parkland.

Article on Library Funding

Relating to the library funding resolutions passed at RMA and Alberta Municipalities last November, Parkland's Director was interviewed for an article by CBC.

Radio Interview

On January 6th with very short notice, Sheppard was interviewed live by Edmonton's radio station 880 CHED to discuss library funding in rural communities.

Budget Summary Report

There is an updated version of Parkland's *Budget Summary Report* showing the cost of library service within Parkland for the year 2025. The number of libraries within Parkland that deficit budgeted remained at 35%, the same as 2024.

Provincial Advocacy Steering Committee

Parkland's representation on a steering committee coordinating a provincial advocacy effort has been making significant progress. In addition to Parkland's Director, the committee is composed of the CEOs for Calgary and Edmonton public libraries, and the CEO for Strathcona County Library. Documents related to this include:

- A terms of reference for the Alberta Public Libraries Coalition which is made up of all the major libraries and systems in the province
- Coalition of Libraries survey results "Perceptions of Public Libraries" which Parkland will be contributing funds towards. The survey was conducted between January 16-28 of this year
- A *Coalition of Alberta Public Libraries Pre-Budget Submission 2026* document which is being submitted to the Government of Alberta

Due to the urgent nature of these issues, Sheppard has met both with members of the steering committee and, on occasion, the broader library community on many occasions. Meeting dates included; December 12th and 16th last year, and January 9th, February 4th and 13th of this year.



Parkland's Chair and Director have been meeting with MLAs to ask for an increase in provincial funding for libraries and support the principles of intellectual freedom given that there are strong indications that the provincial government will almost certainly involve itself in the curation of public library collections. To date Gilliat and Sheppard have met with Jennifer Johnson (MLA for Lacombe-Ponoka) and Rick Wilson (MLA for Maskwacis-Wetaskiwin).

Advocacy Information Session

To help promote advocacy for both funding and intellectual freedom among member libraries, Sheppard held two information sessions to answer questions about the province-wide campaign and the support materials distributed to Parkland libraries. Meetings were held on February 13th, 18th, and 27th.

Marketing Report

Marketing for Libraries

Hailey Halberg, Marketing Specialist, has recently done work for Innisfail, Rimbey, and Big Valley libraries. In Innisfail, she helped create a marketing plan for their new space – The Reading Cave, and took photos at their sneak peek event for sponsors. In Rimbey, Halberg planned, filmed, and edited 10 Instagram Reels for them to use on social media, created a social media strategy for them, and is going later this month to take photos at their Youth Theatre event. Big Valley Library requested help planning a contest to get more patrons in the door and circulate some of their new materials. Halberg created some social media content and collected some swag for a small giveaway prize.

Travelling Journal Project

Part programming, part library marketing, at the request of our libraries, Parkland has put together a "kit" to foster connection among our libraries with a travelling journal.

Libraries will receive the scrapbook and some supplies to design their own pages and collaborate with other libraries on this project. We will be left with an art piece that contains the creativity of all 16 participating member libraries.

Spring Campaign Brainstorm

Parkland organizes activities for Library Card Sign Up Month (September) and Canadian Library Month (October). By adding a regional spring campaign, libraries could add consistency to their marketing efforts. There is a meeting scheduled to gather feedback from libraries on the desire to add another campaign to the year, and hash out ideas and details.

LinkedIn Presence

Parkland now has a LinkedIn presence. PRLS is using the platform more regularly, and hope to use it to reach the PRLS board, member library boards, and any member library staff that are on the platform.



Motion by Sarah Fahey to receive the Advocacy and Marketing report for information.

CARRIED

PRLS 08/2026

3.7 County Forums Update

Newland reviewed. In 2025, Parkland Regional Library System decided to facilitate in-person County Forum interviews with its member libraries for the first time. The aim of the forums was to collect direct feedback from participants and encourage an environment of open dialogue and communication. In fall of 2025, Parkland staff began travelling throughout the region, meeting with library managers in all ten member counties.

Extensive notes were taken at these interviews as a way of collecting and recording feedback and the findings are shared here as a thematic analysis of common themes heard. Overall, 39 of Parkland's 49 member libraries took part in this project and both their positive and their constructive feedback has been important to Parkland's planning.

Motion by Laureen Clark-Rennie to receive the County Forums update for information.

CARRIED

PRLS 09/2026

3.8 Audit Service Plan

Sheppard reviewed the Audit Service Plan. Each year the Executive Committee reviews the MNP Draft Audit Service Plan prior to the preparation of the Parkland audit. Staff considered the plan simple and straight forward with few areas of significant risk identified for consideration. After reviewing the plan, the Executive Committee approved it at their January meeting and the auditors conducted their field work at Parkland on February 3-4. A draft of the audit report has already been received and will be reviewed at an upcoming Executive Committee meeting prior to being reviewed by the board in May.

Motion by Matt Sumegi to receive the Audit Service Plan for information.

CARRIED

PRLS 10/2026

3.9 Staff Recognition

Sheppard reviewed. According to PRLS's Human Resource Manual, employees are recognized with a monetary reward and pin for long service with Parkland Regional Library System.

For 2026, long service award recipients were:

Hailey Halberg– 5 years

Bob Schiltz – 5 years

Olya Korolchuk – 5 years



Motion by Cory Twerdoclib to receive for information.

CARRIED
PRLS 11/2026

3.10 Updates

3.10.1. Director's Report

3.10.2. Deputy Director's Report

Sheppard asked if there were any questions about the reports. There were none.

Motion by Joy-Anne Murphy to receive the Director's and Deputy Director's Reports for information.

CARRIED
PRLS 12/2026

3.11. Parkland Community Update

Dana Kreil asked if there is any Parkland policy around renting library space to political groups. There is not; but best practice is to allow everyone or no one.

Penhold & District Public Library has created Strategic Plan and Annual Report brochures that are being given to MLAs, Penhold Council, and Red Deer County Council, among others. Also, their library manager Myra Binnendyk is retiring after 24 years. Penhold Library appreciates Parkland's support in helping them navigate this retirement and future help for hiring their new library manager.

Camrose Public Library's manager has returned after maternity leave. The *Fellowship of the Camrose Library* started a very successful social media campaign to get funding matched from the province to purchase new children's furniture for their children's reading area.

In addition, Carissa Halton who wrote *Revolution Songs* held an event at a local restaurant with the theme of the "Dirty 30's".

Hughenden Public Library is holding a book folding event on February 27th.

4. Adjournment

Motion by Scott Pfeiffer to adjourn the meeting at 11:43 a.m.

CARRIED
PRLS 13/202

Chair



SUCCESS GROWS HERE!

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MARCH 12, 2026

ECONOMIC DEVELOPMENT STRATEGY 2026 UPDATE

Council received a presentation on the 2026 Economic Development Strategy Update and approved the update, with the addition of a reference to nuclear power.

GRADER DIVISION REVIEW

Council received a presentation on the County's gravel road network and the divisional graders that maintain the 1,685 kms (1,046.75 mi) of County gravel roads. Council approved the creation of a new grader division in 2026, with the costs of the grader to be funded from the Operational Reserve - Local Government Fiscal Framework.

LAKEVIEW ESTATES – FLUORIDE SURVEY

Council received a presentation on a draft fluoride survey for residents of Lakeview Estates. Council authorized the County Manager to distribute a fact sheet, the final survey, and a prepaid return envelope to residents of Lakeview Estates to gather feedback regarding point-of-use in-home reverse osmosis systems.

PHEASANTS FOREVER CANADA TREE PLANTING PROJECT

Council directed the County Manager to proceed with a tree planting project on Lacombe County reserve lands on the east side of Gull Lake in partnership with the Central Alberta Chapter of Pheasants Forever Canada, including support for the procurement of seedlings and the use of County lands for planting. The Central Alberta Chapter of Pheasant Forever Canada will be funding this project.

VL ENERGY / ARMADA-NOWLIT ENERGY PRESENTATION

Council received a presentation from Marcc Ma, Chief Executive Officer with Armada-Nowlit Energy, and Ling Bai, Regulatory and Permitting Manager and Adam Abou-Dehn, Operations Manager, both with VL Energy. The presentation included a project overview of the proposed natural gas-fired power generation and data center facility near Clive, Alberta.

2025 ANNUAL REVIEW OF THE MUNICIPAL DEVELOPMENT PLAN AND LAND USE BYLAW

Council received a presentation on the 2025 Annual Review of the Municipal Development Plan and the Land Use Bylaw.

Bylaw No. 1453/26, a bylaw of Lacombe County for the purpose of amending the Lacombe County Municipal Development Plan No. 1238/17 as it relates to General Regulations, and Bylaw No. 1454/26, a bylaw of Lacombe County for the purpose of amending the Lacombe County Land Use Bylaw No. 1237/17 as it relates to General Regulations and District Requirements, received first reading. A public hearing for both bylaws is scheduled for April 9, 2026 commencing at 9:15 a.m. in the Lacombe County Council Chambers.



SUCCESS GROWS HERE!

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

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

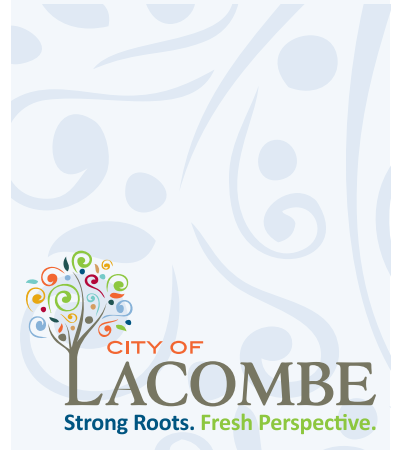
Lacombe County Administration Building

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

Council Highlights

Monday, March 23rd, 2026 Regular Meeting of Council

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



Quick Headlines:

2026 Capital Works Program Approval

DARP Progress & 2026 Priorities

Community Builder Partnership Program

A Call to Protect Canada's Agricultural Research



With AAFC research centres and programs facing closure, Canadians are being urged to speak up for the science that supports our food system and farming communities nationwide.

A national call is asking the federal government to **suspend staff terminations and keep research centres and programs operating for at least 24 months**, allowing time for transparency, consultation, and review before irreversible capacity and long-term research are lost.

The deadline to add your name is April 3rd, 2026:

www.ourcommons.ca/petitions/en/Petition/Details?Petition=e-7214

2026 Capital Works Program Moves Forward with Strategic Deferral

City Council approved moving forward with Package A of the 2026 Capital Works Program, awarding the contract to TJ Paving Ltd., while deferring Package B, the 58 Street project, to a future capital program.

Package A includes a range of planned infrastructure renewal projects scheduled for construction in 2026, such as roadway rehabilitation, underground water and sanitary sewer replacements, sidewalk and trail improvements, crosswalk upgrades, and related surface restoration.

During detailed design and tendering, Administration identified significant underground utility conflicts, retaining wall requirements, and substantially higher costs associated with the 58 Street project. Council agreed that deferring the work allows the City to coordinate future sidewalk construction with full underground infrastructure replacement, maximizing asset lifespan and minimizing disruption. Approximately \$1.739 million in approved capital funding will remain uncommitted and available for future infrastructure priorities.

Rikubetsu Friendship Society Update

The Lacombe and District Rikubetsu Friendship Society provided an update on Lacombe's long-standing twinning relationship with Rikubetsu, Japan, which began in 1986. The presentation highlighted the history of the partnership, student exchange programs, and preparations underway to mark the 40th anniversary of the twinning in 2026, including Lacombe hosting the Alberta-Japan Twinned Municipalities Association conference.

Downtown Advisory Committee Shares Progress and 2026 Priorities

The Downtown Area Redevelopment Plan (DARP) Advisory Committee presented its annual update, highlighting progress on downtown revitalization projects including the 49C Pedestrian Plaza and downtown branding initiatives. The Committee also outlined its 2026 work plan, which includes recommendations on plaza naming and marketing, downtown banners, patio support, and input into the Storefront Enhancement Grant review.

Recreation Board Reviews Community Builder Partnership Program

The Lacombe and District Recreation, Parks and Culture Board provided an overview of the 2025 Community Builder Partnership program, outlining how funding supported local recreation, culture, and wellness initiatives. The presentation reviewed program outcomes, community impact, and participation, and shared insights to help guide future funding decisions and program improvements.

Additional City News

Heritage Inventory Update: First reading was given to Bylaw 400.78 to update the Municipal Heritage Inventory, with a public hearing scheduled for April 27th, 2026.

Financial Reporting Extension: Administration was authorized to request an extension to June 12th, 2026, for submitting the City's 2025 audited financial statements and Financial Information Return to Municipal Affairs.

Spray Park Upgrades: An additional \$110,000 was approved to expand the 2026 Spray Park upgrade project to include permanent, accessible washrooms.

ACP Grant Approved: The City has been approved for a \$200,000 Alberta Community Partnership (ACP) grant to support a Regional Recreation Facility Feasibility Study in partnership with the Town of Blackfalds and Lacombe County.

Upcoming Council Meetings

- Monday, April 13th, 2026, at 5:30 p.m. Public Hearing Bylaw 400.77 (Land Use Bylaw) 6:00 p.m.
- Monday, April 27th, 2026, at 5:30 p.m. Public Hearing Bylaw 400.78 (Municipal Heritage Inventory) 6:00 p.m.
- Monday, May 11th, 2026, at 5:30 p.m.

Your City Council



Mayor
Hibbs



Councillor
Contenti



Councillor
de Bresser



Councillor
Dykslag



Councillor
Goings



Councillor
Proud



Councillor
Span



SUCCESS GROWS HERE!

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MARCH 26, 2026

2025 ELECTION: FINAL CAMPAIGN DISCLOSURE STATEMENT AND FINANCIAL STATEMENT

Council received an overview of the final campaign disclosure and financial statements for the 2025 Election, including a summary of candidates who filed and complied with legislated filing requirements.

FCM RESOLUTION – FEDERAL AGRICULTURE RESEARCH CENTRE CLOSURES

Council endorsed the joint emergent resolution advocating for the reversal of federal agricultural research centre closures and authorized the County Manager to submit the resolution to the April 23, 2026, Federation of Canadian Municipalities Executive Committee meeting.

ENHANCE ENERGY – REQUEST FOR LETTER OF SUPPORT

Council endorsed a letter of support for Enhance Energy's request for an expedited update to the federal government's Carbon Capture, Utilization and Storage Investment Tax Credit framework, consistent with the November 27, 2025, Canada-Alberta Memorandum of Understanding on energy collaboration. Council authorized the letter to be sent to relevant federal departments, ministers, and Members of Parliament.

POLICING PRIORITIES - BASHAW RCMP DETACHMENT

Council approved submitting three policing priorities to the Bashaw RCMP Detachment:

1. Crime Reduction & Rural Crime Prevention
2. Road Safety & Traffic Enforcement
3. Mental Health & Family Violence Response

LACOMBE COUNTY 2026 RATES AND FEES BYLAW

Council approved all three readings of the Lacombe County 2026 Rates and Fees Bylaw (Bylaw No. 1457/26). The bylaw includes updated fees for utility and approach inspections and rural address signs, and introduces a new ratepayer parking pass exemption. Each Lacombe County property tax account is eligible for up to three free parking passes for both the Sandy Point Beach and Boat Launch Parking Lots and the Sunbreaker Cove Boat Launch Parking Lots, valid from May 1 to October 15 each year.

MUNICIPAL RESERVE ENCROACHMENT APPEAL PRESENTATION

Council received a presentation on a municipal reserve encroachment appeal from Mr. Drew Towers, outlining his concerns and request for consideration.

S-005-26 COMMUNITY USE SUBDIVISION

By resolution, Council approved the subdivision application to create a new 14.4 acres (5.83 hectares) parcel as a community subdivision on W ½ of SW 16-39-01-W5M, subject to several conditions.



SUCCESS GROWS HERE!

Next Regular Council Meeting is
April 9, 2026 – 9:00 a.m.

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

Lacombe County Administration Building

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PUBLIC LIBRARY
BLACKFALDS

Agenda Item: 2.3 Programming Report

Date: December 2025

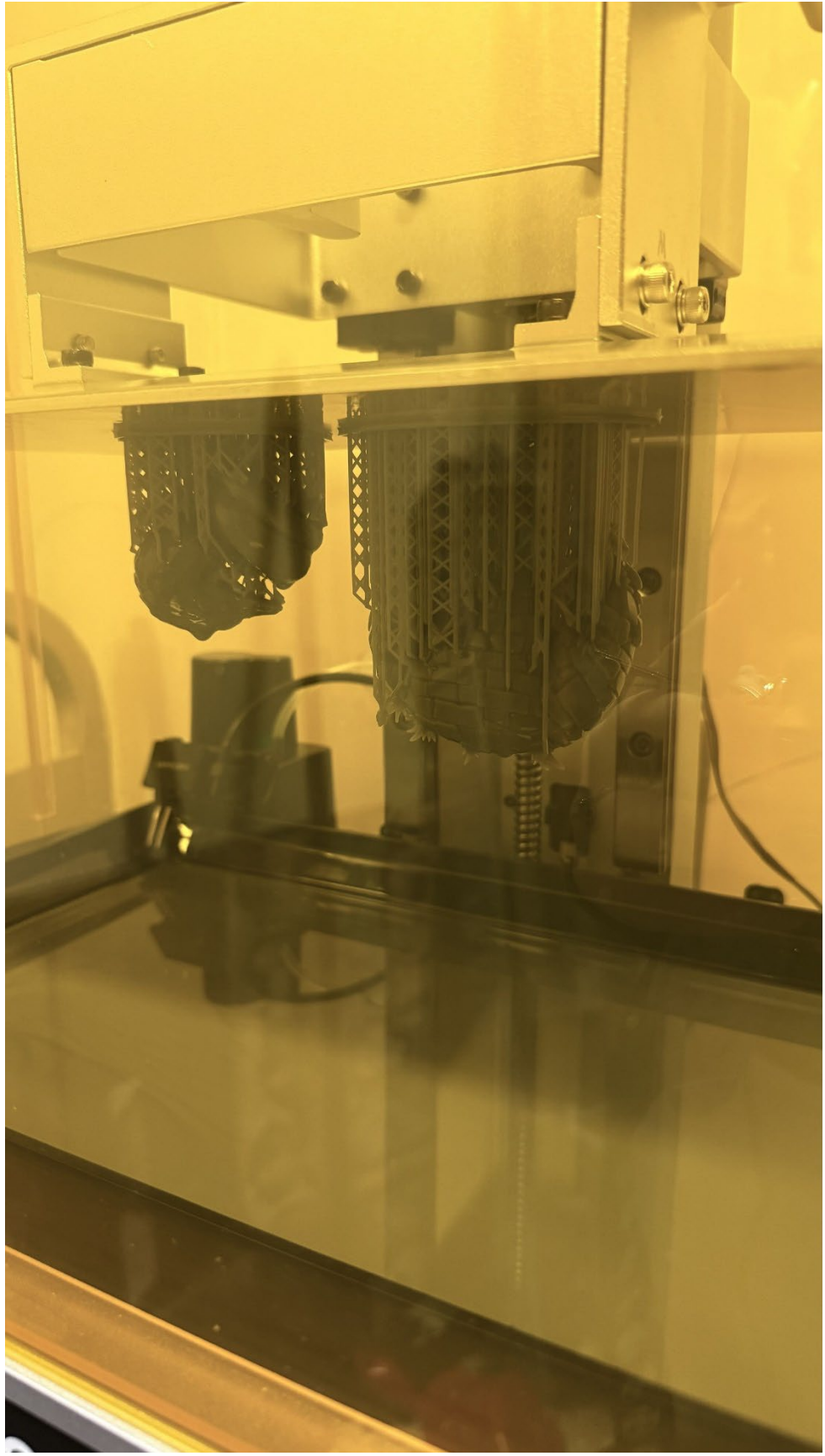
Prepared by: Jessica Decoteau

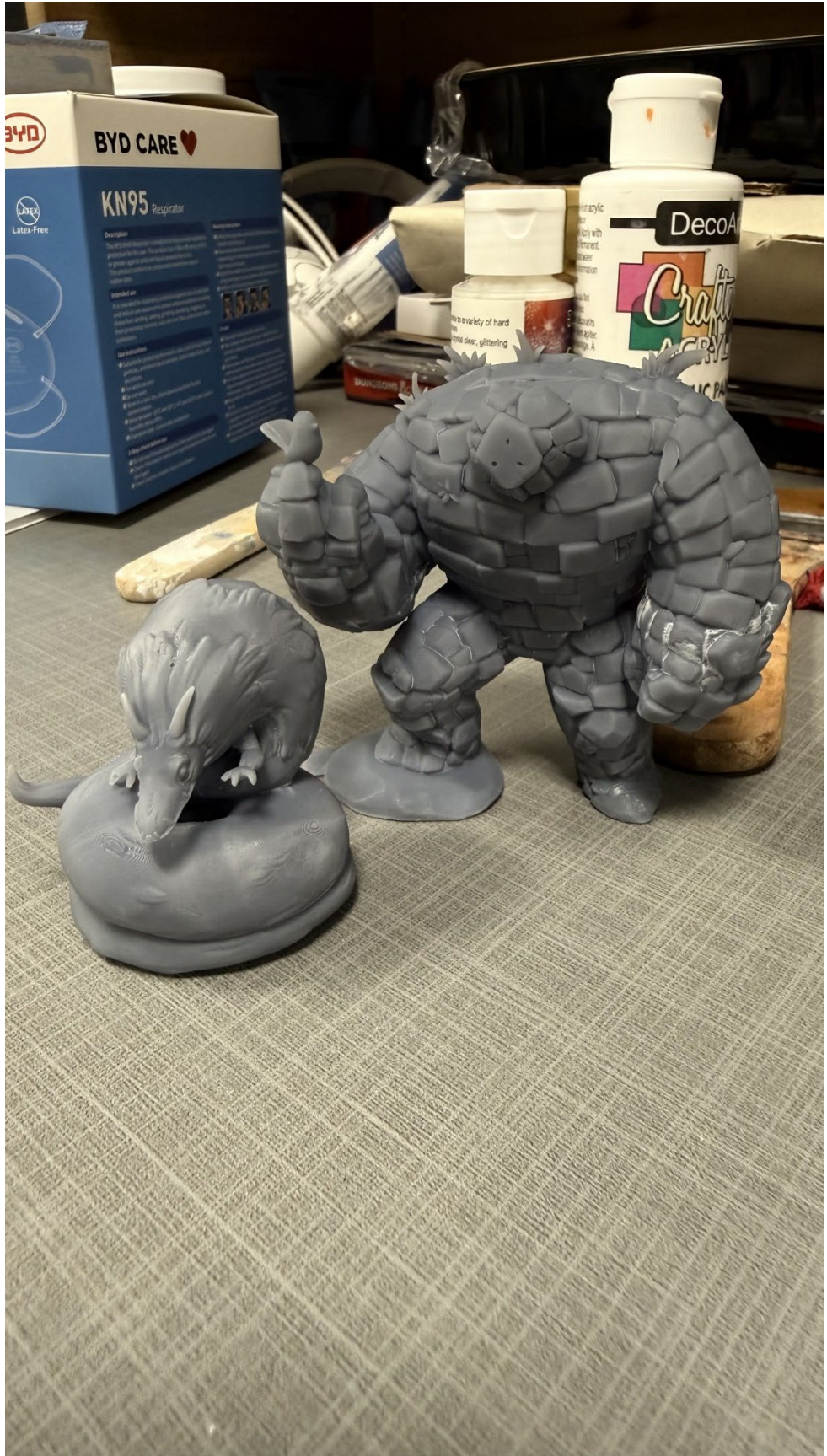
Programming Highlights:

- **Anime club:** Anime Club has been going good. The weather has been a little hard for some people to be able to attend, which is understandable. The kids that are able to make it have been having a lot of fun talking and enjoy everyone else's favorite anime to watch.
- **Video Game club:** Still a big outcome for this every time. The kids are even asking about the video game club almost weekly. I'm very happy that the kids are excited for the video game club.
- **Minecraft club:** The stuff that the kids are making are as amazing as always. They have been showing me more and more in the server and have also been trying to show me how to do more stuff to my little corner of the server.
- **Art Club:** This month we were making Christmas tree ornaments and the kids made some pretty wicked things. One kid made sushi ornaments!! They've been having a lot of with this project.
- **Card Club:** As busy as always. Even with the cold weather, they never miss card club.
- **Book Club:** Everyone really enjoyed Skipping Christmas, though because of weather warning, we didn't get to have our dinner. We will be planning it for January.
- **Read Buddies:** More and more parents are telling me that this program has really helped their children with reading at school and at home. It makes me really happy that this program is helping those that really need it.
- **Kindle Glam Night:** We had to move it because of weather warnings, but it was a good thing we did. Most people came and everyone had so much fun. It was really fun to do and everyone that came got along really well and made the coolest cases for their e-readers. This will be a program that will 100% be happening again.
- **Jingle all the Way Movies:** It was nice seeing not only kids, but families coming to these and enjoying time together. Some kids even saw movies that they had never seen before.
- **Volunteer Pizza Party:** It was really nice being able to thank and show appreciation to all the volunteers that were able to make it. They are such amazing and hardworking kids.









Agenda Item: 2.3 Programming Report
Date: December 30 ,2025
Prepared by: Laura MacKenzie

Programming Highlights:

- **Growing Minds Steam class we made Pompom Catapults. In this engineering activity they had so much fun making their catapult and then launching pom poms!**
- **Crafty Corner & Games class for ages 6-9 we decorated wooden ornament with gems, acrylic paint markers, wooden decorations, and ribbons. They turned out amazing!!**
- **We had a Snow Globe class. The children made their very own plastic snow globe and were able to decorate them with ribbon, gems and etc.**
- **We had our 'Making Cookie mix in a jar' and the participants had fun making up their jars and decorating them. They make perfect gifts to give to family & friends.**
- **Santa visited our Children's Christmas Party to give the littles treat bags. The children had fun making crafts, playing games, enjoying snacks and seeing Santa!**



Agenda Item: 2.3 Programming Report
Date: January 30 ,2026
Prepared by: Laura MacKenzie

Programming Highlights:

- **Growing Minds Stem class the children participated in the Volcano experiment! They had fun forming their playdough volcano around a small jar, put baking soda in the jar, add vinegar into the jar. Then watched the chemical reaction as the vinegar bubbled out of their volcano.**
- **We purchased new Lego sets for the Lego club. The attendees enjoyed putting the new sets together.**
- **We had a wonderful turnout for our Bubble Dance Party. We had 20 attend to dance and pop bubbles.**
- **We have added some new music instrument to be used in our Music & Movement class. Drums with and drum sticks, Rattle Drum, Accordion, Maracas, and more. The children are enjoying having a variety of instruments to play with.**
- **Our evening Baby & Toddler & All Age Pajama Story time are being attended by a few children consistently this month. The parents love the time the classes are being offered**





PUBLIC LIBRARY
BLACKFALDS

Agenda Item: 2.3 Programming Report

Date: January 2026

Prepared by: Jessica Decoteau

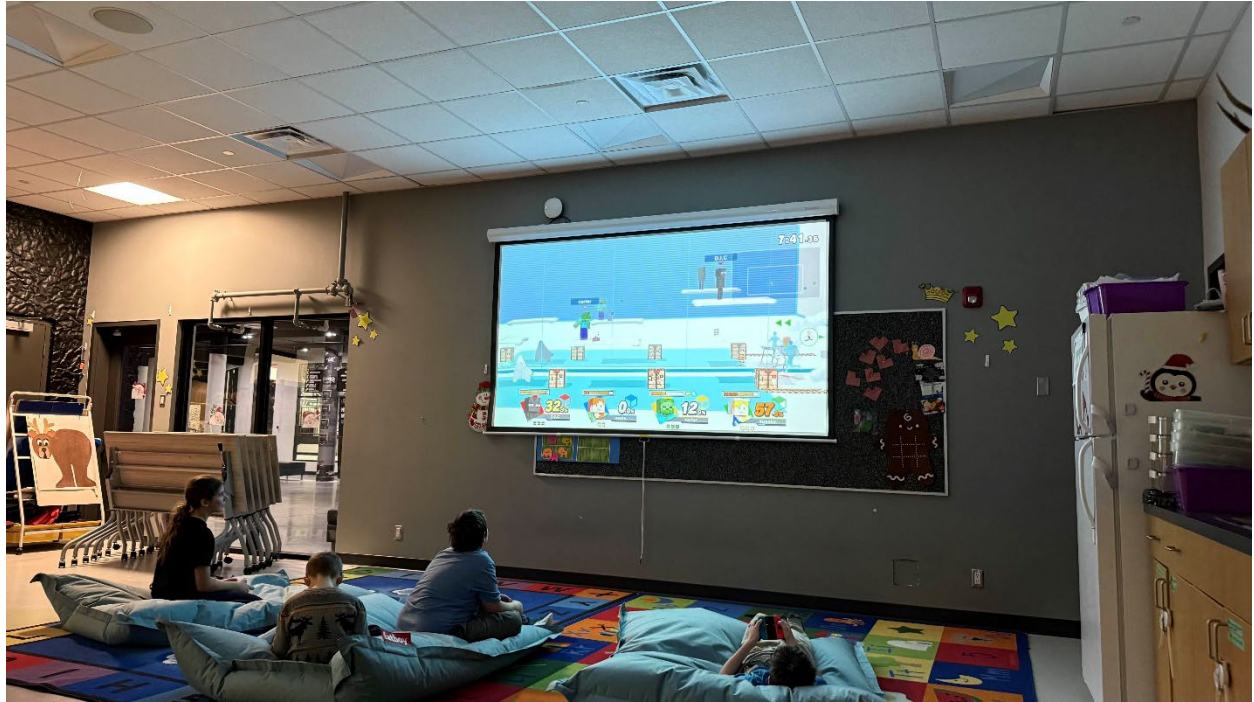
Programming Highlights:

- **Anime club:** Anime club has been popping lately (as the kids have been saying). There have been more and more new kids coming in, bringing their own awesome recommendations to watch. It's been really cool watching the new kids and the ones that have been coming for a while connecting and talking about new anime together.
- **Video Game club:** Video game club as always gets a big turnout. The kids are also asking almost every week if it's video game club that week, it's really nice to see that they are interested in the program.
- **Minecraft club:** The server is being developed more and more and the kids have been teaching me more and more stuff to make more interesting builds.
- **Art Club:** This month we were focusing on the drawing basics, doing more of a class than letting them just draw. We started with how to draw shadows, then worked into drawing people and they wanted to learn how to draw hands. We did some still life and for the last class we did perspective. I am very proud of the kids, they were actually sitting and listening to everything.
- **Card Club:** card club moving smoothly as always!!
- **Book Club:** Book clubs this month were really good!! Shelf-indulgence had a really good conversation, lots to say about this month's book and recommendations for books to come. Ink-drinkers had their meeting during the rescheduled book club dinner.
- **Read Buddies:** More new kids coming lately and the kids that have been coming for a while have told me how much this program has helped them in school and just with their reading in general. Very proud of all the kids and the volunteers.
- **Teen DnD:** This month was the first campaign of the new in person teen DnD. It was really fun to see how these kids worked together and how they played their characters. Some were new players (Never played before) and some seasoned players/Dm's. It was really refreshing and fun!! Can't wait to see how the future campaigns go, as each campaign only runs for 4 sessions and then new players get come in.
- **Sprayed Edges:** This program, for the first time doing it, WAS A HIT!!!! All the people that signed-up, showed up and the beautiful edges that they all made were amazing!! Not only did all the patrons have fun and look forward

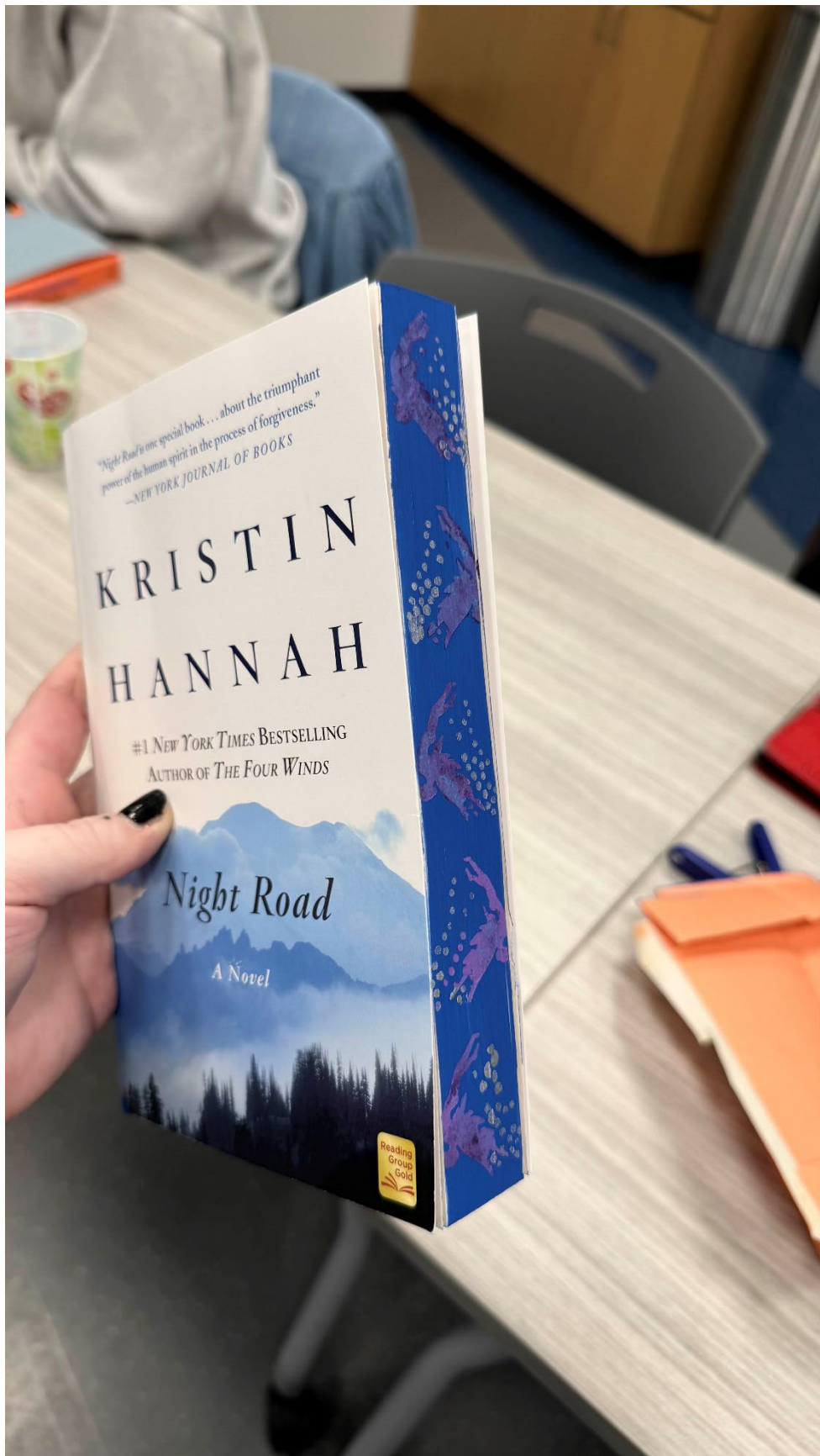
to more in the future, but this program was picked by PRL for the news letter for cool things libraries are doing!!

- **Winter Landscape Paint Night:** Another paint night with almost all who signed up showing up. It was a bit more of a difficult painting, though it was black/white/grey with a pop of color. The patrons still had a lot of fun and they made some really good paintings!!









"Night Road is one special book... about the triumphant power of the human spirit in the process of forgiveness."
—NEW YORK JOURNAL OF BOOKS

KRISTIN
HANNAH

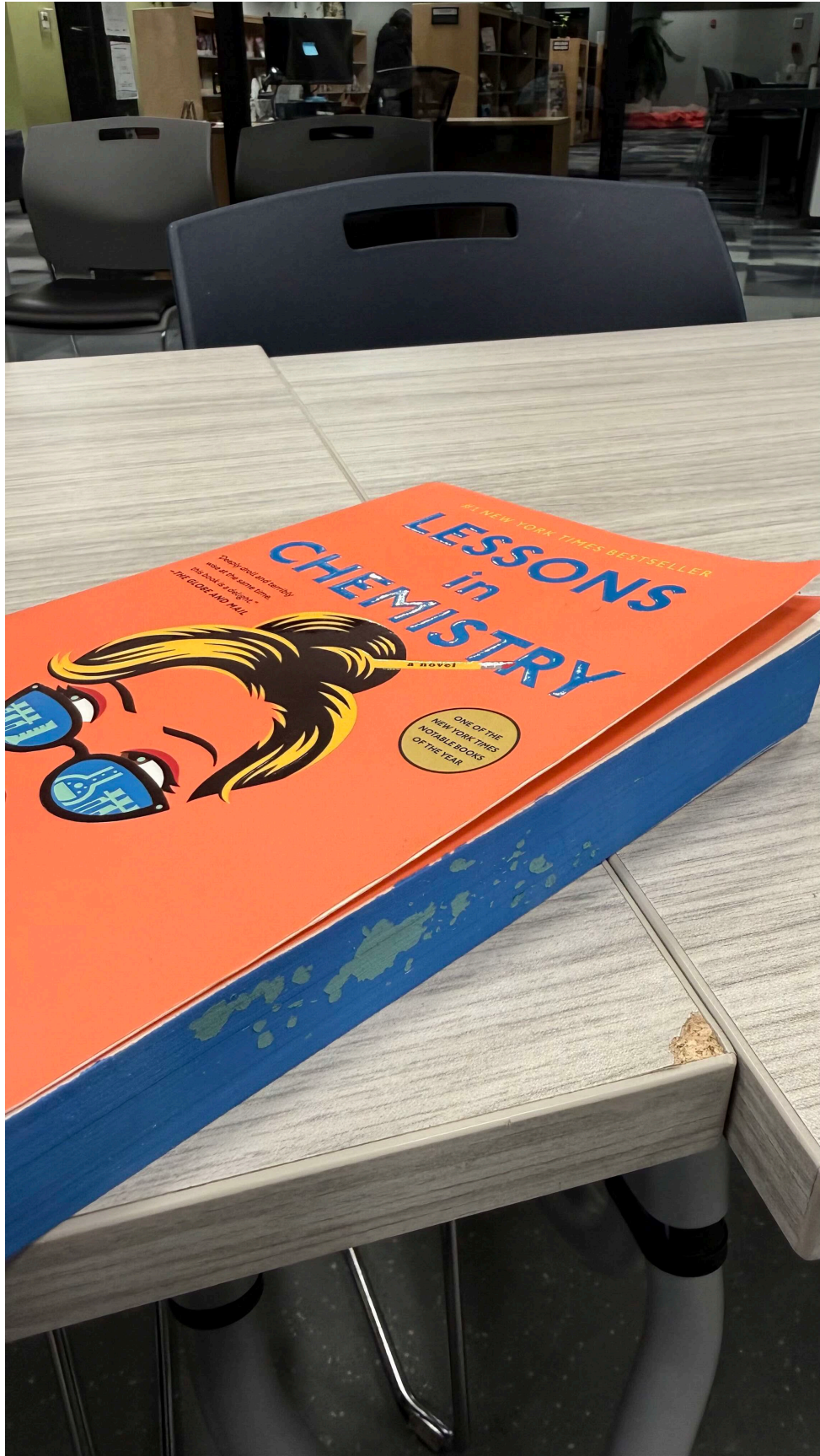
#1 NEW YORK TIMES BESTSELLING
AUTHOR OF THE FOUR WINDS

Night Road
A Novel

Reading
Group
Gold







NEW YORK TIMES BESTSELLER

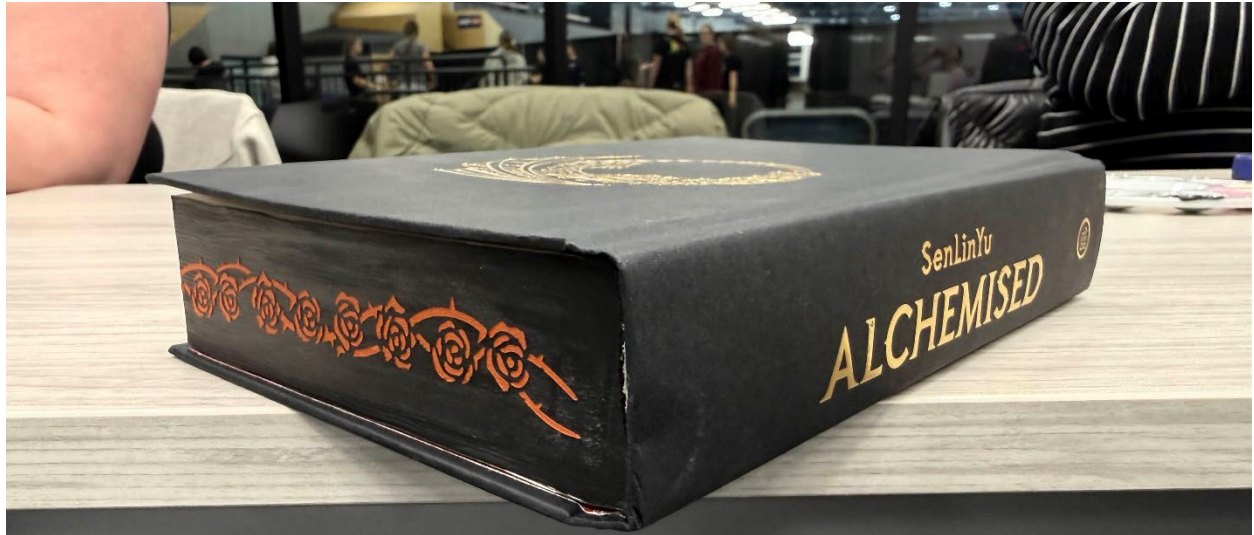
LESSONS in CHEMISTRY

a novel

ONE OF THE NEW YORK TIMES NOTABLE BOOKS OF THE YEAR

"Ishiguro's novel is a masterpiece of quiet observation and subtle wit." —THE GLOBE AND MAIL

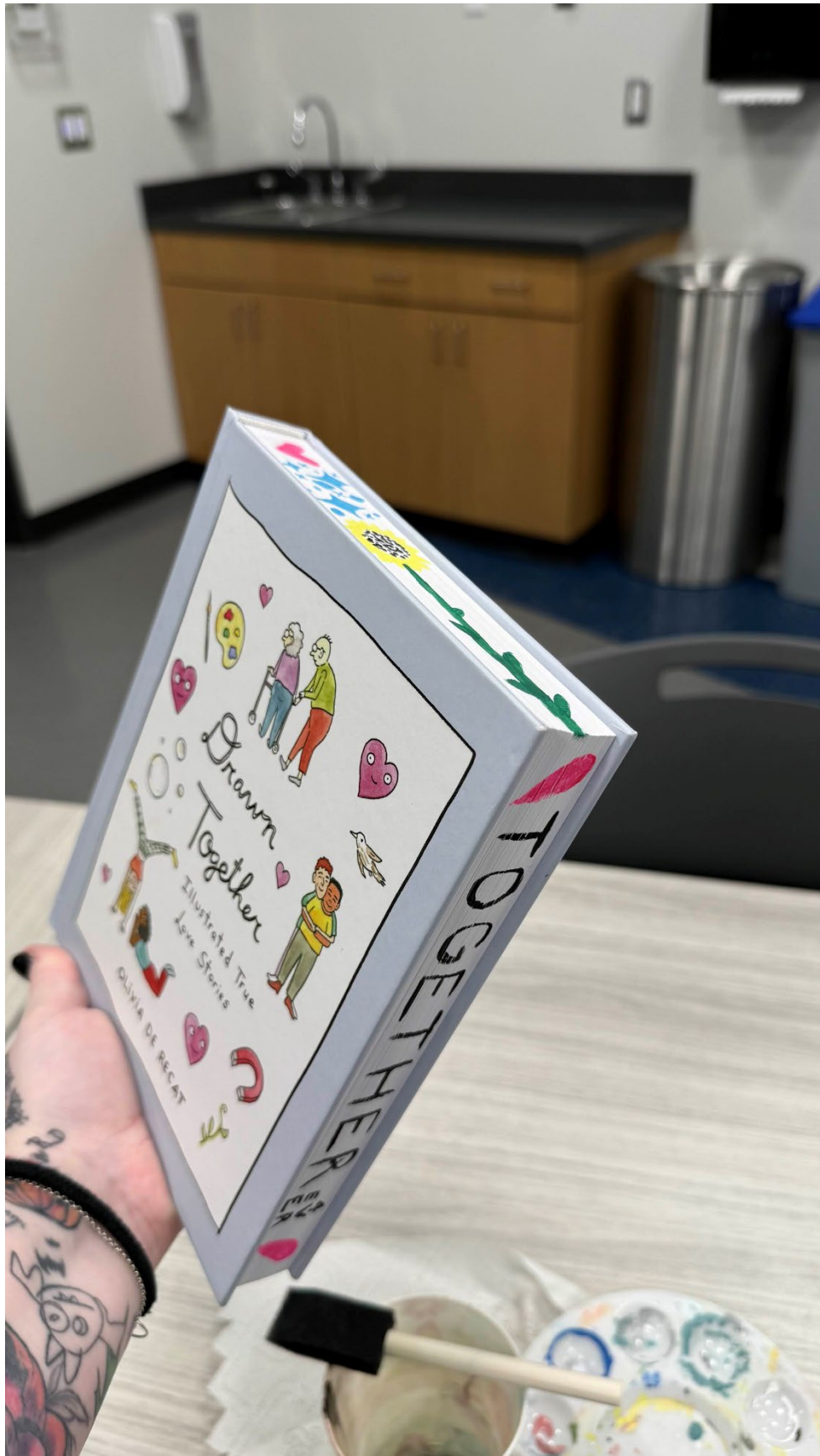






1932-1934
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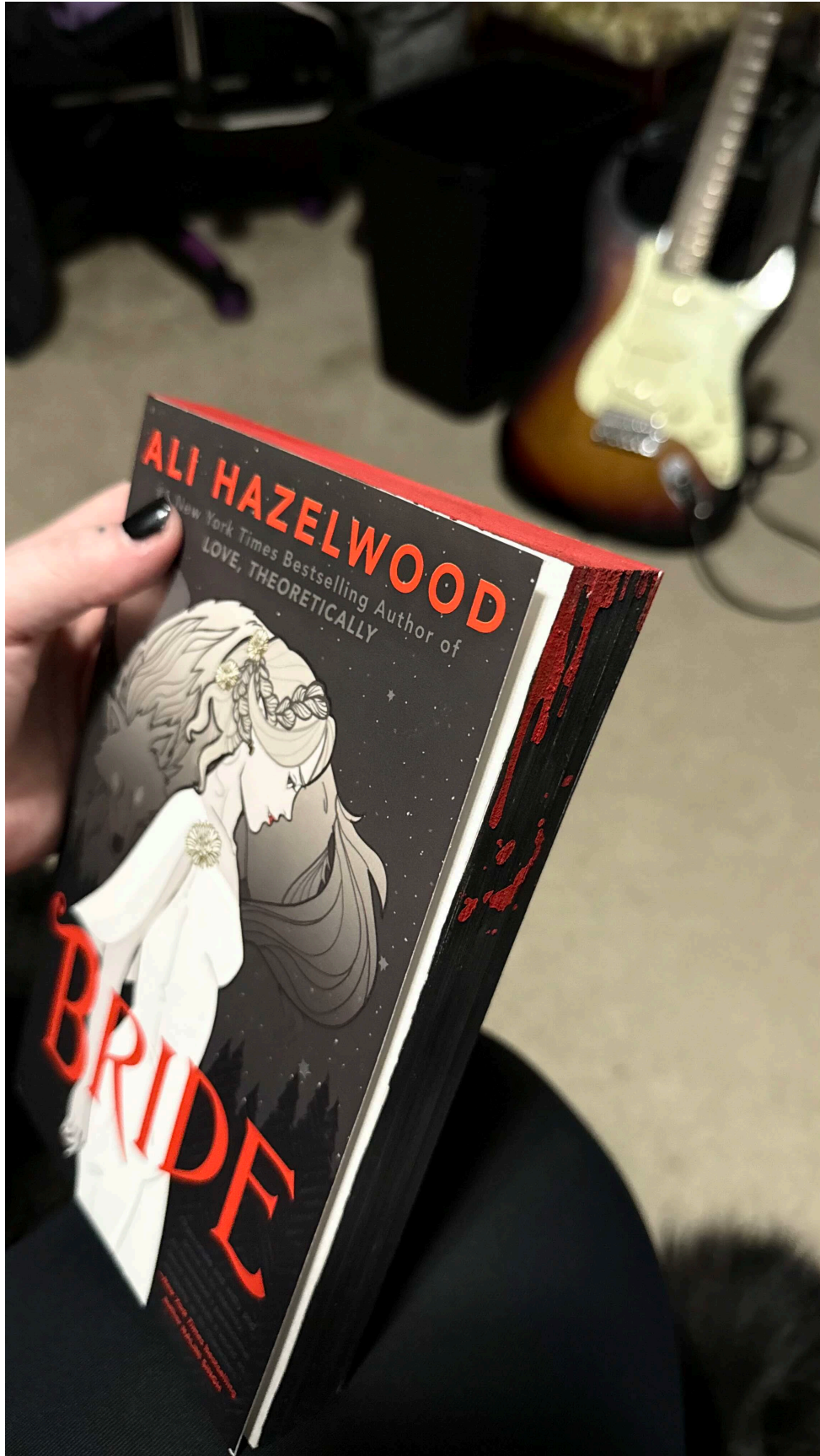
© HODDER & STOUGHTON LTD.











(This was mine)



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting FEBRUARY 26, 2026

Vacant Seat on the Executive Committee

At the November organizational board meeting, seat 7 on Parkland's Executive Committee was not filled. After sending out invitations to PRLS board members for Area 7, staff found two volunteers, Dana Kreil of Lacombe Country and Cory Twerdoclib from Blackfalds. Twerdoclib was appointed.

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs.

An annual report infographic with highlights from 2025 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for three library service points. Highlights from their annual reports are included below:

Brownfield Community Library Accomplishments

This year we really focused on programs/clubs. We successfully run a monthly Adult Book Club, which has been going for more than 15 years. We also ran a Junior High Book Club this year, participation was more than expected. We held a Summer Reading Program every week with the kids. For fundraisers we held a successful Rummage Sale in the spring and an online spring auction. We continue to be passionate about keeping our little library open!

Spruce View Community Library Accomplishments

We have partnered with Red Deer County to bring programs into our library. We are doing more outreach to get our name in the community. In 2025 we celebrated 25 years bringing library services to Spruce View and area.

Water Valley Public Library Accomplishments

We are really happy that we have been able to continue to offer a wide variety of programming for our community. Being a rural community, it can be challenging to find programming locally. Finding instructors can be very challenging, but luckily, we have been able to find some amazing people to help keep our programs running.

Advocacy & Marketing Report

Article on Library Funding

Relating to the library funding resolutions passed at RMA and Alberta Municipalities last November, Parkland's Director was interviewed for an article by CBC.

Radio Interview

On January 6th with very short notice, Sheppard was interviewed live by Edmonton's radio station 880 CHED to discuss library funding in rural communities.

Budget Summary Report

There is an updated version of Parkland's *Budget Summary Report* showing the cost of library service within Parkland for the year 2025. The number of libraries within Parkland that deficit budgeted remained at 35%, the same as 2024.

Provincial Advocacy Steering Committee

Parkland's representation on a steering committee coordinating a provincial advocacy effort has been making significant progress. In addition to Parkland's Director, the committee is composed of the CEOs for Calgary and Edmonton public libraries, and the CEO for Strathcona County Library.

Due to the urgent nature of these issues, Sheppard has met both with members of the steering committee and the broader library community on many occasions.

Parkland's Director and Chair have been meeting with MLAs to ask for an increase in provincial funding for libraries and support the principles of intellectual freedom given that there are strong indications that the

provincial government will almost certainly involve itself in the curation of public library collections.

Marketing for Libraries

Parkland Marketing Specialist, Hailey Halberg, has recently done work for Innisfail, Rimbey, and Big Valley libraries. In Innisfail, she helped create a marketing plan for their new space and took photos at their sneak peek event for sponsors. In Rimbey, Halberg planned, filmed, and edited 10 Instagram Reels for them to use on social media, and created a social media strategy for them. Big Valley Library requested help planning a contest to get more patrons in the door and circulate some of their new materials. Halberg created some social media content and collected some swag for a small giveaway prize.

LinkedIn Presence

You may have noticed a new follow from Parkland Regional Library System on your LinkedIn profile. We are using the platform more regularly, and hope to use it to reach the PRLS board, member library boards, and any member library staff that are on the platform.

County Forums Update

In 2025, Parkland Regional Library System decided to facilitate in-person County Forum interviews with its member libraries for the first time. The aim of the forums was to collect direct feedback from participants and encourage an environment of open dialogue and communication. In fall of 2025, Parkland staff began travelling throughout the region, meeting with library managers in all ten member counties.

Overall, 39 of Parkland's 49 member libraries took part in this project and both their positive and their constructive feedback has been important to Parkland's planning.

Audit Service Plan

Each year the Executive Committee reviews the MNP Draft Audit Service Plan prior to the preparation of the Parkland audit.

After reviewing the plan, the Executive Committee approved it at their January meeting and the auditors conducted their field work at Parkland on February 3-4.

Staff Recognition

Parkland employees are recognized with a monetary reward and pin for long service with PRLS. For 2026, long service award recipients were:

Hailey Halberg – 5 years
Bob Schiltz – 5 years
Olya Korolchuk – 5 years

Committee News from Trustees

Penhold & District Public Library has created Strategic Plan and Annual Report brochures that are being given to MLAs, Penhold Council, and Red Deer County Council, among others. Also, their library manager Myra Binnendyk is retiring after 24 years. Penhold Library appreciates Parkland's support in helping them navigate this retirement and future help for hiring their new library manager.

Camrose Public Library's manager has returned after maternity leave. The *Fellowship of the Camrose Library* started a very successful social media campaign to get funding matched from the province to purchase new children's furniture for their children's reading area. In addition, Carissa Halton who wrote *Revolution Songs* held an event at a local restaurant with the theme of the "Dirty 30's".

Hughenden Public Library is holding a book folding event on February 27th.

Board Members Present

Barb Gilliat (Board Chair), **(Zoom)** Janet Adam, Jackie Almberg, Skyla Attfield, Alison Barker-Jevne, Laureen Clark-Rennie, Curtis Cook, Teresa Cunningham, Lana Curle, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Matthew Goudy, Kathy Hall, Pam Hansen, Ryanna Hansen, Lindsay Holmen, Kimberlee Hunter, Alt. Haley Amendt for Joe Iwanicki, Dana Kreil, Troy Lambert, Hazen Letwin, Bryce Liddle, Lori Lindseth, Paul Looser, Julie Maplethorpe, Ricci Matthews, Lyle McKellar, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Amanda Peffers, Scott Pfeiffer, Maxine Steil, Matthew Sumegi, Leona Thorogood, Cory Twerdoclib, Teri Underhill, Carlene Wetthuhn, Shannon Wilcox **Absent:** Delijah Antaloczy, Denise Boniface, Shelley Cook, Todd Dalke, Victor Kelly, Darryl Motley, Marc Mousseau, Bill Rock, Sandy Shipton, Naomi Tercier, Stephen Wyse



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR121606

February 20, 2026

Reeve John Ireland
Lacombe County
RR3
Lacombe, AB T4L 2N3

Dear Reeve Ireland:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that build capacity and enhance shared services. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that Lacombe County has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2025/26 ACP in support of your Lacombe Lake Management Plan project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams', with a long horizontal stroke extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Honourable Devin Dreeshen, MLA, Innisfail-Sylvan Lake
Honourable Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre
Jennifer Johnson, MLA, Lacombe-Ponoka
Thalia Hibbs, Mayor, City of Lacombe
Laura Svab, Mayor, Town of Blackfalds
Tim Timmons, County Manager, Lacombe County
Matthew Goudy, Chief Administrative Officer, City of Lacombe
Kim Isaak, Chief Administrative Officer, Town of Blackfalds



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR121606

February 20, 2026

Her Worship Thalia Hibbs
Mayor
City of Lacombe
5432 - 56 Avenue
Lacombe, AB T4L 1E9

Dear Mayor Hibbs:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that build capacity and enhance shared services. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the City of Lacombe has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2025/26 ACP in support of your Regional Recreation Facility Feasibility Study project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

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.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams', with a long horizontal flourish extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Jennifer Johnson, MLA, Lacombe-Ponoka
Laura Svab, Mayor, Town of Blackfalds
John Ireland, Reeve, Lacombe County
Matthew Goudy, Chief Administrative Officer, City of Lacombe
Kim Isaak, Chief Administrative Officer, Town of Blackfalds
Tim Timmons, County Manager, Lacombe County



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR121544

March 24, 2026

Mayor Laura Svab
Town of Blackfalds
PO Box 220
Blackfalds, AB T0M 0J0

Dear Mayor Svab:

Thank you for submitting your municipality's grant application under the 2026 Fire Services Training Program. I am pleased to inform you that the Town of Blackfalds has been approved for a grant of \$5,764 to carry out training as outlined in the forthcoming conditional grant agreement. Through the Fire Services Training Program (FSTP), the Government of Alberta provides \$500,000 amongst eligible fire departments to offset the cost of training their members.

The conditional grant agreement will be sent separately to your Chief Administrative Officer to obtain the appropriate signatures. Once the conditional grant agreement has been signed by Municipal Affairs, the grant funds will be distributed, and a final signed copy of the conditional grant agreement will be emailed to your municipality for your records.

Municipal Affairs will be working with the FSTP Working Group to review the grant evaluation criteria and approval process for potential enhancements in future years. If you have any questions regarding the grant process or the conditional grant agreement, please contact the Grants Coordinator at 1-866-421-6929, or firecomm@gov.ab.ca.

Thank you for your important work and dedication to the safety of individuals in your community.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Jennifer Johnson, MLA Lacombe-Ponoka
Kim Isaak, Chief Administrative Officer
Robert Cote, Fire Chief



March 24, 2026

Honorable Laura Svab
Box 220
5018 Waghorn St.
Blackfalds, AB T0M 0J0

Dear Laura,

RE: Greetings from the Central Alberta REALTORS® Association.

The Central Alberta REALTORS® Association (CARA) is comprised of over 650 professional REALTORS® throughout Central Alberta and our goal going forward is to improve communications within the communities our members live and work in.

Our organization works closely with Alberta Real Estate Association (AREA), our provincial association and federally with the Canadian Real Estate Association (CREA) – to advocate on behalf of members & consumers on housing issues facing all Canadians.

In 2026 we are advocating the following:

- Innovative solutions and policies to increase housing supply.
- Address current housing challenges such as lack of supply and increasing prices.
- Allow all Canadians to have access to safe and affordable housing.

There are lots of initiatives being talked about, some in process regarding increased use of Pre-Fab building. If you would like more information about the Pre-Fab Building, please reach out.

In many communities across Canada the younger generations cannot afford to own homes and even if they could, often there are none available due to the shortage of new builds or entry level homes. The same can be said for our seniors – many of them would love to downsize as they age but again, there are very few options and others too costly for them to downsize to.

This in turn creates another problem – if seniors cannot downsize then their current home is not available to a family looking for more space who in turn would then put their entry level home on the market.

We would like to start a dialogue with you and your elected representatives at any time to discuss housing issues – would love to get your take on what is happening in your area, your growth plans, and ideas for the future.

We will be sending out information on a quarterly basis on housing initiatives we hear about within Central Alberta and will pass this along.

Thanks for your time and for what you do for those in your community.

A handwritten signature in blue ink that reads "Allan Melbourne".

Allan Melbourne, Executive Officer.
Central Alberta REALTORS® Association
allanm@carassociation.ca



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister
MLA, Peace River

April 2, 2026

I am pleased to share that today, our government introduced Bill 28 the Municipal Affairs and Housing Statutes Amendment Act, 2026. Bill 28 makes amendments to the *Municipal Government Act* to modernize municipal rules, improve clarity and consistency, and strengthen service delivery.

Rather than addressing issues piecemeal, Alberta's government is proposing a single, comprehensive package of changes that reflects how interconnected municipal systems are. The proposed amendments are organized around five themes:

- growth and housing – *how communities expand*;
- assessment and property tax – *how services are paid for fairly*;
- governance and accountability – *who is responsible and to whom*;
- municipal transparency – *how municipalities make decisions and operate day to day*, and
- public institutions – *how essential public services are governed and protected*.

Together, these five themes form a coherent approach to modernizing municipal legislation, solidifying local governance, and supporting communities across Alberta.

Growth and Housing

The proposed changes will accelerate construction to build more homes faster by improving transparency, reducing red tape, and lowering development costs by:

- clarifying the application of off-site levies; and
- requiring permit timeline reporting to be posted on municipal websites.

Also included are amendments related to “Automatic Yes” frameworks, which will allow municipalities to fast-track low-risk development permits, increasing predictability for builders and helping accelerate housing construction across Alberta. Future regulation will build on this work by restricting particular non-statutory studies in the development process to further streamline approvals.

In addition, charter schools will be treated consistently with other publicly funded schools by enabling access to municipal and school reserve land, supporting parental choice in education.

The proposed changes would also allow the Minister of Municipal Affairs to set requirements for community design codes that municipalities may choose to adopt, helping streamline approvals for developments that meet established land-use and design standards while preserving local decision-making.

.../2

Assessment and Property Tax

The proposed legislative amendments will implement some of the decisions from the recently completed policy phase of the Assessment Model Review. These decisions will lay the foundation to modernize the regulated property assessment system and promote fairness for municipalities and industries by:

- clarifying the rules that determine which costs are assessable, which will improve consistency and reduce assessment appeals;
- enabling greater use of standardized rates for regulated properties, which will increase predictability and efficiency of assessment;
- applying penalties to property owners who fail to report timely property information; and
- establishing a regular cycle for review of assessment models.

More details about the outcomes of the policy phase of the Assessment Model Review are being sent to you under separate cover.

Using the updated rules and policies, new models for assessing individual types of regulated properties will now be developed to better reflect current costs, technology and construction practices. The work for this next phase of the Assessment Model Review will be undertaken over the next two years, and will continue to involve significant input from municipal, industry and assessment stakeholders.

In addition, the proposed amendments will prevent municipalities from taxing Albertans on similar homes differently based solely on whether or how they are occupied.

Governance and Accountability

Alberta's government is proposing to strengthen accountability and integrity in local government by creating a provincial councillor accountability framework. The framework will govern issues such as pecuniary interest, unauthorized use of municipal assets, disclosure of confidential information, egregious behaviour, threatening behaviour and improper use of influence.

Under the proposed framework, complaints will be investigated by an independent third-party, ensuring impartial, timely resolution of issues before they escalate, and a roster of commissioners will be appointed by the province to hear appeals.

In addition, proposed changes will update the process for viability reviews by making the vote of electors a plebiscite (non-binding vote) with final decisions on dissolution at Cabinet's discretion. This will apply to viability reviews that are already underway where a vote of electors has not yet occurred, as well as any future reviews.

Municipal Transparency

The proposed changes will improve transparency by requiring municipalities to publicly disclose the salaries of municipal staff above a specified threshold, aligning practices with other public sector disclosure standards.

In addition, proposed changes will allow rural, small urban, and specialized municipalities to show policing costs as a separate line on property tax notices, improving transparency for residents.

A province-wide framework for councillor information requests, requiring timely access to readily available information and consistent sharing of broader information with all councillors will strengthen councils' ability to govern effectively and make informed decisions. Councils will also be able to adopt local policies to manage significant information requests in a practical, sustainable way.

The proposed changes will also modernize governance and operations of Business Improvement Areas, including flexibility for interim appointments, electronic notifications, and in-year budget changes, to reduce red tape, improve flexibility and help commercial districts stay vibrant and responsive to local needs.

Public Institutions

The proposed amendments will clarify how municipalities govern and oversee municipal public utilities, establishing that municipalities may be required by regulation to transfer control and operations of a municipal public utility to a public utility entity, such as a regional services commission or a municipally controlled corporation.

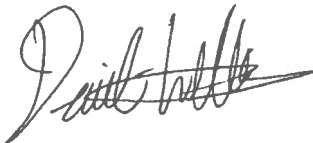
I invite you to read Bill 28. A copy of the bill can be found here:

<https://www.assembly.ab.ca/assembly-business/bills/bill?billinfoid=12124&from=bills>

Additional information about the proposed amendments is also available here:

<https://www.alberta.ca/modernizing-municipal-legislation-across-the-province>

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams', with a stylized flourish at the end.

Dan Williams, ECA
Minister of Municipal Affairs

Subject: Alberta Disability Services Professional Appreciation Week for May 18 to May 24th, 2026

From: Colleen Huston <colleen.h@adwa.ca>

Subject: Alberta Disability Services Professional Appreciation Week for May 18 to May 24th, 2026



To Your Worship,

**Re: Alberta Disability Services Professional Appreciation Week
May 18 to May 24th, 2026**

I am writing this letter in my capacity as Board President of the Alberta Disability Worker Association (ADWA) to bring awareness to a matter of significance.

The [Alberta Disability Workers Association \(ADWA\)](#) is the established professional voice and advocate for the 15,000+ professionals employed in Community Disability Services (CDS) across the Province of Alberta. ADWA was formed in 2010, and one of our important roles is to heighten Albertans' awareness of our essential and valuable workforce by publicly recognizing the positive impact the profession has on the lives of people with disabilities, their families, and the overall community. ADWA is a professional association, not a union; our members are Community Disability Service professionals who voluntarily register for membership.

In 2023 the Minister of Seniors, Community and Social Services, declared the third week in May, starting on Monday, as the Alberta Community Disability Services Professional Appreciation week. This declaration, which as of 2024 and 2025 has been enacted in perpetuity (3rd Monday in May), is a testament to the unwavering dedication and invaluable contributions made by disability service professionals in our communities.

I respectfully request that where possible Alberta's municipalities join ADWA for 2026 in acknowledging this significant occasion. By doing so, we can collectively raise awareness about the essential role that Community Disability Services Professionals play in enhancing the lives of individuals with disabilities who live, work, and play in communities across Alberta. One example of acknowledgement is that we are hoping municipalities will **"light up with the colour orange"**, or for municipalities to join the provincial government in declaring the week, or a portion of the week, in recognition of Alberta Community Disability Services Professionals across the province. If you should have any questions, please contact Colleen Huston colleen.h@adwa.ca

Your support in this initiative would not only serve to honor the dedicated professionals working in disability services but also encourage a more inclusive and understanding societal ethos.

Thank you in advance for your consideration.

All the best,



Alexander Stoye, Alex.S@adwa.ca

Board President for Alberta Disability Workers Association (ADWA)

www.adwa.ca | c/o 9779-54 Avenue, Edmonton, AB, T6E5J4 | info@adwa.ca

Colleen Huston

(she/her/hers)

Communications and
Membership Engagement
Alberta Disability Workers
Association ADWA

 colleen.h@adwa.ca

 www.adwa.ca

 % 9779-54 Avenue NW,
Edmonton, AB T6E 5J4



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MEETING DATE: April 14, 2026
PRESENTED BY: Deputy Mayor Dennis and Fire Chief Robert Côté
SUBJECT: Alberta Emergency Services Medal Awards

BACKGROUND

Deputy Mayor Dennis and Fire Chief Robert Côté will present the Alberta Emergency Services Medal Award to Ken Morrison and Mike Ernst for their 12 years of service.

APPROVALS



Kim Isaak,
Chief Administrative Officer

MEETING DATE: April 14, 2026
PRESENTED BY: Jo Phillips, Executive Director
SUBJECT: **Regional Red Deer Restorative Justice Society**

BACKGROUND

Jo Phillips, representing the Regional Red Deer Restorative Justice Society, will provide Council with an overview of the organization that works alongside Blackfalds RCMP detachments, Blackfalds schools, and community partners to address harm through restorative processes that build accountability, repair relationships, and strengthen community safety.

ATTACHMENTS

- *Regional Red Deer Restorative Justice Society Presentation for Council*

APPROVALS



Kim Isaak,
Chief Administrative Officer



REGIONAL RED DEER
Restorative Justice Society

www.rrdrestorativejustice.ca

Delegation to Council

Who We Are & What We Do In Your Community

Youth Diversion · Restorative School Culture · GBV Pathways

Jo Phillips, Executive Director | (403) 986-9904

Who We Are



Regional Red Deer Restorative Justice Society (RRDRJ) supports youth, families, and communities across Central Alberta through restorative approaches that promote accountability, healing, and connection.

Our mission: To facilitate a restorative approach to harm — enabling affected individuals to communicate with those responsible, fostering healing, accountability, and community restoration.

Our Referral Partners

- Blackfalds RCMP · Bashaw RCMP
- Crown Prosecutor's Office
- CARVSS · Red Deer YCAT
- Saskatoon Tribal Council
- Schools across Wolf Creek & Lacombe divisions

2025/26 At a Glance

28

Files

24

Conferences

82%

Completion Rate

7 distinct referral sources · 23 completions this year

Three Programs, One Commitment to Your Community



We operate three distinct programs that work together to address harm, build safety, and prevent future conflict.

Youth Diversion & Justice Referrals

We intervene at the first point of harm — before youth enter the formal justice system. Rather than waiting for court, we offer a restorative process that gives the person harmed a real voice in what happens next.

Blackfalds RCMP is our largest referral source. We also receive referrals from Crown, schools, and community organizations. Youth take responsibility and co-create meaningful agreements — keeping them accountable without the lasting impact of a criminal record.

Restorative School Culture (RSC)

Restorative practices are available to schools across Central Alberta — including Blackfalds schools — helping educators move from punitive discipline toward a culture of accountability and belonging.

We support weekly restorative circles, conflict resolution processes, and educator development. We work with school administrators each spring to plan the following year and deliver materials directly to partner schools.

Gender-Based Violence (GBV) Pathways

A community-based no-contact restorative pathway for GBV — designed for situations where direct conferencing is not safe or appropriate.

Our GBV practitioner works with affected persons and responsible persons separately. We have 6 trained GBV facilitators and a partnership with Man Up for men's no-contact pathway programming. A full training program, operations guide, and toolkit have been developed.

Youth Diversion — What It Looks Like in Our Community



How it works

1

Referral

RCMP or Crown refers a youth who has taken responsibility for harm.

2

Interviews

Facilitators meet separately with all parties — no one is pushed before they're ready.

3

Practice

All parties gather in a circle. The youth hears directly from those affected, if possible.

4

Agreement

The group co-creates a plan: apology, restitution, volunteer hours, or skill-building.

5

Completion

Facilitators monitor progress. Certificate issued. File officially closed.

Real agreements from this year:

- Cleaning at the store they shoplifted from
- Volunteering at the food bank
- Writing apology letters
- Cleaning at school during lunch breaks
- Completing a defensive driving course
- A youth is now painting our offices as volunteer hours

Also active: 5 post-charge Crown referrals this period

A Case Story — Restorative Justice in Action



This is what restorative justice actually looks like:

BEFORE

A youth with a history of trauma and running away was involved with another youth and charged with Break & Enter. Court involvement was likely and the youth was disengaged and guarded.

DURING

Facilitators slowed it down. After a first interview where the youth wasn't very engaged, they scheduled a second interview and separated the youth from the parents. This allowed everyone to be honest and helped facilitators truly understand what this young person needed.

The “victim” was a large corporation retail store. They were offered participation and declined.

OUTCOME

The youth had a culturally relevant accountability circle, with an Elder brought in through our partnership with WSJS (Wesaskwan Justice Society). The youth felt prepared and engaged. The parents felt supported and less worried about the impact of formal court involvement.

Our Team



RRDRJ runs on a passionate team of trained, paid volunteer facilitators supported by professional staff.

Executive Director

Jo Phillips

Admin Assistant

Jenifer Ambrose

RP Liaison

Melissa Lenz

GBV Practitioner

Tia Detta

Volunteer Facilitator Team

19 Trained Facilitators

Our full facilitator pool. leads, co-facilitators, and those currently shadowing, all trained to RRDRJ standards with a minimum 16-hour foundation and ongoing education.

6 GBV-Focused Facilitators

Trained specifically in trauma-informed, non-contact restorative pathways for gender-based violence situations.

3 RSC-Focused Facilitators

Working directly in schools to deliver restorative circles, support educators, and build school-wide restorative culture.



How Council Can Support This Work

We are proud to serve Central Alberta. Your support extends our reach and impact.



Endorse RRDRJ

Formally recognize RRDRJ as a community partner. Pass a resolution of support that can accompany our grant applications and strengthen our position with funders.

This recognition costs nothing — and means everything when applying for provincial and federal grants.



Municipal Funding

We are actively seeking municipal contributions. Our \$70,000 fundraising goal this year supports all three programs: youth diversion, school culture, and GBV pathways.

A municipal contribution would signal strong local confidence.



Referrals & Awareness

Help families and community members know we exist. When conflict arises in your community — in schools, neighbourhoods, or with youth — we are here.

We welcome referrals from any community source, not just police or courts. A conversation with us is always free and always voluntary.

MEETING DATE: April 14, 2026

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Gordon Lau, Stantec

SUBJECT: **Population and Land Demand Analysis**

BACKGROUND

Population and Land Demand Analysis' are important tools for municipalities because they form the backbone of Municipal Development Plans (MDPs), Area Structure Plans, and Capital planning documents. They do this by answering some key questions such as how much growth can we expect, where will it all go, and do we have enough land within the Town's municipal jurisdiction to accommodate this anticipated growth.

A Population and Land Demand Analysis was done for the Town in 2019, however since then there have been many notable demographic and economic changes that warranted an update. The need for an updated analysis has also been sparked by the recent kick-off of the MDP Review because updated population information and land available to accommodate future development is integral information to consider when preparing an updated MDP.

DISCUSSION

Stantec was retained to prepare this updated analysis, which is based on a 25-year horizon. The analysis provides projections based on educated assumptions, but they are projections nevertheless so updates should be done fairly regularly to ensure Administration and Council have the most up-to-date information as possible.

The conclusion of this analysis is that despite the economic conditions locally and beyond, Blackfalds is expected to continue to experience significant population increases and is expected to maintain growth rates that exceed both provincial and national averages; albeit at a slower pace from what we experienced prior to 2016.

The most likely growth scenario anticipated in the analysis is the continuation of the Moderate Scenario that will bring the Town's population to ~16,908 by the end of the analysis period, in 2051. This represents a 2.2% Historic Annual Change and a 1.4% Future Annual Change.

The analysis also delves into future land needs to ensure we have sufficient undeveloped land within our municipal jurisdiction to accommodate the anticipated population growth during this 25-year horizon. The analysis identifies that 63.6% of the Town's municipal land remains undeveloped meaning there is sufficient land capacity to support the anticipated growth, so no annexation applications are needed in the foreseeable future.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council adopt the Population and Land Demand Analysis report, as presented.


ALTERNATIVES

- a) That Council refer the Population and Land Demand back to Administration for more information

ATTACHMENTS

- *Population and Land Demand Analysis*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



**Blackfalds Population and Land
Demand Analysis Update 2026**

March 27, 2026

Prepared for:

Town of Blackfalds

Prepared by:

Stantec Consulting Ltd.



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APPENDICES

- A1 – Population Projections



Revision Record

Revision	Description	Author	Date	Quality Check	Date
V1	Draft	GL	01/30/26	JH	01/30/26
V1.1	Final	GL	03/27//26	JH	01/27/26

Disclaimer

The conclusions in the Report titled *Blackfalds Population and Land Demand Analysis* are Stantec’s professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient’s own risk.

Stantec has assumed all information received from he Town of Blackfalds (the “Client”) and third parties in the preparation of the Report to be correct. While Stantec has exercised a customary level of judgment or due diligence in the use of such information, Stantec assumes no responsibility for the consequences of any error or omission contained therein.

This Report is intended solely for use by the Client in accordance with Stantec’s contract with the Client. While the Report may be provided by the Client to applicable authorities having jurisdiction and to other third parties in connection with the project, Stantec disclaims any legal duty based upon warranty, reliance or any other theory to any third party, and will not be liable to such third party for any damages or losses of any kind that may result.

Prepared by: Gordon Lau, MCIP RPP

Name

Reviewed by: John Heseltine MPA, LPP, MCIP

Name



Executive Summary

Stantec was engaged to update the Town of Blackfalds’ population projections and associated land-use demand analysis originally prepared as part of the May 2019 *Blackfalds Population and Land Demand Analysis*. This update is intended to support ongoing municipal land-use and capital planning initiatives.

Since 2019, Alberta has experienced notable demographic and economic changes, necessitating revised population estimates that more accurately reflect current growth patterns and future potential. Blackfalds’ existing demographic profile and anticipated trends suggest a growth trajectory that remains relatively strong when compared to similar communities, though at more moderate rates than those experienced historically. As summarized in Section 2.0, the Town has continued to experience significant population increases and is expected to maintain growth rates exceeding provincial and national averages, albeit at a reduced pace relative to earlier periods.

The 2026 population projections incorporate three growth scenarios based on varying assumptions:

- Moderate Scenario: 2.2% average annual growth
- High Scenario: 5.3% average annual growth
- Very High Scenario: 8.4% average annual growth

While historical trends indicate that growth rates of 5% or higher are possible, achieving such rates may be increasingly challenging given changes in federal immigration policy, evolving housing market conditions, and characteristics of a maturing community. Considering these factors, the Moderate Scenario is considered the most reasonable and likely over the long term.

Table 3.1 - Population Projections by Interval, Blackfalds

Year	Total Population		
	Moderate Scenario	High Scenario	Very High Scenario
2021	11,084		
2026	12,134	14,499	15,842
2031	13,007	18,602	22,194
2036	13,862	23,627	30,723
2041	14,835	29,940	41,999
2046	15,889	37,627	56,337
2051	16,908	46,664	73,585

Based on these updated population forecasts, it is also necessary to assess the amount of land required to accommodate future growth. As the population increases, additional land will be needed across residential, commercial, and industrial sectors to support the community. Section 5.0 of this report evaluates projected land demand for these uses at five-year population intervals.

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Study Update

At present, the Town of Blackfalds maintains a sufficient supply of undeveloped land within its municipal boundary to accommodate near-term growth, which is generally characterized as a 10-year supply. Under the Moderate growth scenario, available land capacity is sufficient beyond 2051, a 25-year planning horizon. Under higher growth scenarios, however, the Town may begin to experience land constraints as early as 2034, depending on the pace and form of development.

As the community continues to grow and market conditions evolve, several factors may influence future land demand, including residential density, shifts in the retail and commercial environment, and changes in the industrial sector. These factors may be influenced through municipal policy, economic development initiatives, and decisions related to municipal boundary expansion.

Table 4.2 - Current Land Supply (10 year supply), Blackfalds

Land Use / Density	Supported Population	Moderate Scenario Land Supply		High Scenario Land Supply		Very High Scenario Land Supply	
		Estimate Year	Years of Growth	Estimate Year	Years of Growth	Estimate Year	Years of Growth
Residential							
Current Density (12.5 du/ha)	36,565	2051+	--	2046	20	2039	13
Commercial							
Current Rate (2.4 ha/1,000)	74,777	2051+	--	2051+	--	2050	24
Industrial							
Current Rate (10.4 ha/1,000)	30,486	2051+	--	2042	16	2036	10

Overall, Blackfalds is expected to continue growing at a rate that exceeds other municipalities within Alberta Census Division 8, as well as provincial and national averages. The findings of the Blackfalds Population and Land Demand Analysis Update 2026 will assist the Town in informing decisions related to long-range land-use planning, capital investment, infrastructure needs, and land availability. Population growth assumptions and land supply metrics should be reviewed regularly and updated as new data becomes available or when changes occur to Town policies influencing land development.

1.0 STUDY UPDATE

The 2019 *Blackfalds Population and Land Demand Analysis* identified that the Town had experienced exceptionally strong population growth since 2001, when the Census recorded a population of 3,042. The population increased to 4,570 by 2006 (50.3% growth), to 6,295 by 2011 (37.7%), and to 9,328 by 2016 (48.1%). The 2021 national census recorded 10,470 residents, an increase of 1,142 people with a five-year growth rate of 12.2%, which is notably lower than earlier census periods.

Statistics Canada's annual population estimates, which adjust census data to account for under- and over-reporting, typically show higher figures due to corrections for non-response and administrative record discrepancies. These estimates place Blackfalds' population at 3,289 in 2001, 4,850 in 2006, 6,624 in 2011, 9,929 in 2016, 11,084 in 2021, and 12,258 in 2025. The estimates range from 5.2% (2011) to 8.1% (2001) more than the corresponding Census counts

While Blackfalds continues to grow, the overall growth rate has declined since 2016 despite substantial increases in international immigration to Canada. The 2019 report anticipated this trend, noting that the community was transitioning from its early suburban development phase and that future population increases would be more moderate. Recent population data support this assumption. Although the growth rate has improved modestly since 2021, recent Federal Government policies to reduce immigration levels are expected to limit the likelihood of returning to the high growth rates observed between 2001 and 2016. Statistics Canada recently reported that its preliminary estimates suggested Canada lost population in 2025, the first time the country's population showed a year-to-year decrease since Confederation in 1867.

From 2021 to 2025, the annual population increase averaged 2.5%, slightly above the 2.2% experienced between 2016 and 2021 but well below the 6–8% annual growth seen from 2001 to 2016. As a result, the Town is projected to continue growing at a strong, but more sustainable, pace consistent with trends observed in comparable Alberta Division 8 municipalities.

2.0 HISTORIC TREND

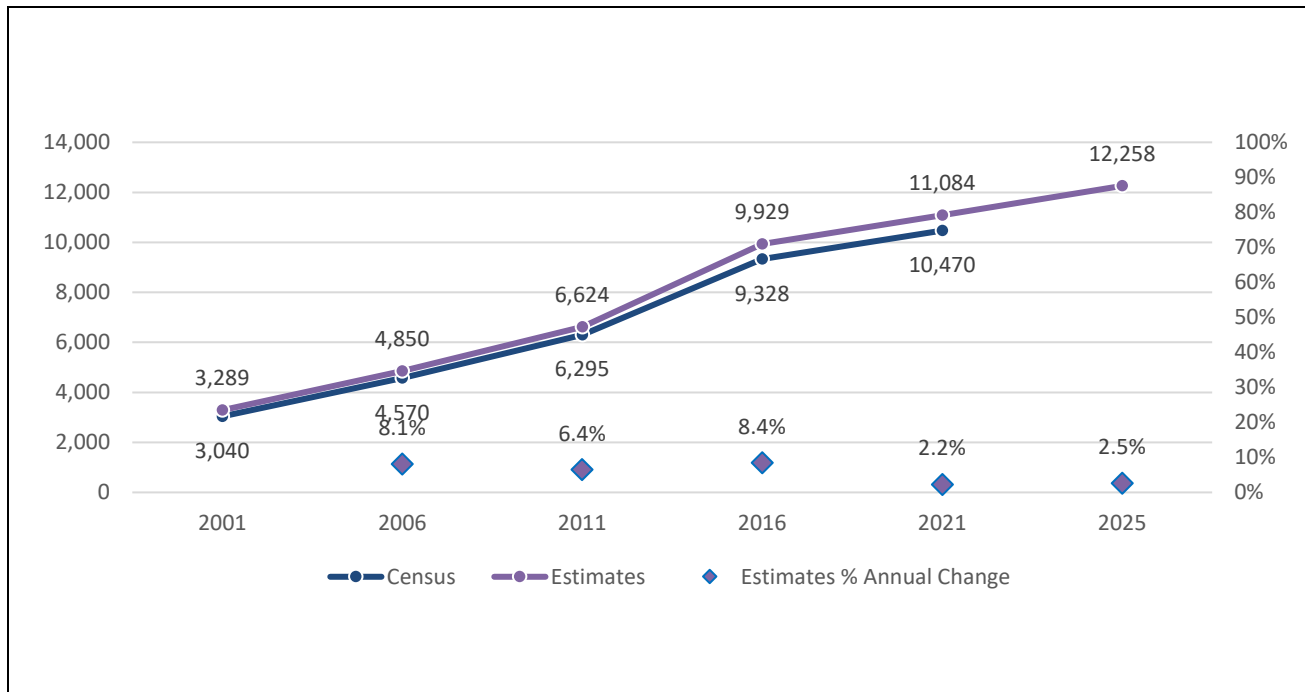
Blackfalds' population trend from 2001 to 2025, as shown on **Figure 1**. The Town experienced strong and consistent population growth from the early 2000s through 2016, including an accelerated increase between 2011 and 2016, followed by a noticeable slowdown after 2016. Throughout this period, the difference between census counts and Statistics Canada's population estimates remained relatively stable, ranging from 5.2% to 6.4%. This gap is larger than that observed in many other communities; for comparison, the national discrepancy between census counts and estimates was between 2.3% and 3.1% from 2006 to 2021, and between 2.9% and 3.5% for Alberta over the same timeframe. These higher estimate to census differences are typically found in communities experiencing rapid immigration.

Since 2021, Statistics Canada estimates show that Blackfalds has consistently ranked among the top 100 fastest growing municipalities out of 425 census subdivisions in Alberta. Between 2001 and 2016, the Town ranked within the top 35, reaching as high as 16th during the 2011–2016 period. Its ranking declined to 72nd between 2016 and 2021 but has improved to 64th over the most recent three years.

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Historic Trend

Figure 1 - Census Populations and Statistics Canada Population Estimates, Town of Blackfalds, 2001-2025



Year	Census		Stats Can Estimate		Estimate Adjustment
	Population	Annual Growth Rate	Population	Annual Growth Rate	
2001	3,040		3,289		
2006	4,570	8.5%	4,850	8.1%	6.1%
2011	6,295	6.6%	6,624	6.4%	5.2%
2016	9,328	8.2%	9,929	8.4%	6.4%
2021	10,470	2.3%	11,084	2.2%	5.9%
2022			11,363	2.5%	
2023			11,664	2.6%	
2024			11,978	2.7%	
2025			12,258	2.3%	

3.0 DEMOGRAPHIC MODEL

The model applied for this analysis is an updated version of the model employed for our 2019 study. As stated in our previous report, it generates projections for five-year age-sex cohorts for future census years based on data from past censuses (i.e., projections of data from the past censuses of 2006, 2011, 2016, and 2021 to the future census dates of 2026, 2031, 2036, 2041, 2046, and 2051). Projections for census subdivisions such as the Town of Blackfalds are developed within the context of projections for the census division of which the subdivision is a part, which for Blackfalds is Alberta Division 8. The Division 8 projection is, in turn, developed within the context of projections for the province of Alberta, which is itself projected in relation to future estimates for Canada as a whole. The modelling approach fits all projections into the context of national growth and reconciles multiple future estimates to ensure predictions for each geographic level sum to corresponding predictions to the next higher level (i.e., census subdivision populations equal the populations of corresponding census divisions, census divisions sum to their respective provinces and territories, and the provinces and territories sum to our national estimate).

The projection methodology at all geographic levels takes into account:

- the age-sex structure of the local population (i.e., males and females in five-year age cohorts).
- provincial age- and gender-specific birth and death rates projected to the future, and
- recent migration experience locally, regionally, provincially, and nationally, which is estimated within the model for each geographic level.

The model applies the Cohort-survival Method to estimate natural increase in the population. Using Province of Alberta mortality rates (the inverse of survival rates referred to in our previous report), it calculates the number of males and females in each five-year age group (i.e., 0-4, 5-9 ... to 90+) who will die over the next five years. It then calculates the expected number of births in the population by applying provincial fertility rates to the population of women of child-bearing age (i.e., 15-19, 20-24, ... to 44 years). The overall change in population from natural increase is then determined by adding the difference between births and deaths to the original population in each five-year gender and age group.

Migration is calculated using the Residual Method, which involves application of the Cohort-Survival Method to the past population profile to determine expected future population change attributable to natural increase alone (i.e., births – deaths in each five-year gender and age group) and comparison of that estimate to the actual population counted by the Census of Canada or estimated by Statistics Canada. Because migration is the only factor that changes population other than births and deaths, the difference between the estimated change attributable to natural increase and the actual population can be assumed to be the result of net migration. Through this process, age and gender specific estimates of annual net migration are obtained that the model applies to generate future population estimates.

3.1 DEMOGRAPHIC FACTORS GENERATING GROWTH

Blackfalds high rate of population growth to 2016 was attributable to its relatively young population and substantial in-migration to the community. In 2016, 53.0% of Blackfalds's population was between 15 and 44 years of age, the age groups in which people are normally capable of having children. By comparison, only 41.4% of residents in Division 8 as a whole fell within those age groups (the proportion across Alberta was 42.4%). By 2021, the share of the town's population in child-bearing years declined to 48.5% but was still significantly more than Division 8 (39.0%) and Canada (38.0%).

Steady in-migration of individuals in family-forming age groups is the root of the Town's very favorable population profile. Estimates suggest that the average in-migration to the Town over each five-year census period has been 50% to more than 100% in the family-forming age groups. Individuals in these groups tend to be accompanied by children and have relatively high birth rates. Large numbers of children born in the Town can be expected to be future residents with a similarly high propensity to reproduce. They can be expected to drive future population increase over the next 20 years.

3.2 BIRTH AND MORTALITY TRENDS

Alberta has traditionally had higher rates of natural increase than other areas of Canada. The crude birth rate in the province was 13.3 live births per 1,000 population in 2016 compared to 10.6 for Canada. It has declined in both cases to 11.3 and 10.5, Canada and Alberta showed a continued downward trend in 2021 and 2024. Birth rates are not available for areas below the provincial level, but it is fair to assume that Blackfalds, with relatively more of its population in child-bearing age groups has a higher crude birth rate compared to Alberta and Canada. On the other hand, there is also no reason to suppose that the Town's birth rate has not declined in a similar manner.

Mortality rates, in contrast to birth rates, have risen. Whereas 5.9 of every 1,000 Albertans and 7.4 of every 1,000 Canadians died in 2016, the respective numbers were 7.0 and 8.2 in 2021 and 6.8 and 8.1 in 2023 (the last year for which mortality is currently reported). The difference between Alberta and Canada is, once again, attributable to Alberta's younger population, but the increase in mortality for both the province and the nation is attributable to the aging populations of both. Although Blackfalds' population is younger than both, it too is aging, as evidenced by the declining proportion in child-bearing years, suggesting that the town will, likewise, experience a rise in mortality.

Declining birth rates and increasing mortality rates are long-term trends that will have increasing significance. Both factors combine to reduce the impact of natural increase. While natural increase will continue to make a positive contribution to the town's growth in the short term, it will decline as increasing proportions of community members reach old age.

3.3 MIGRATION TRENDS

The primary means of maintaining a young population is in-migration to Blackfalds from other communities in Division 8 or by attracting residents from elsewhere in Alberta or from outside the province. People most often move between countries, provinces, and communities in child-bearing years. Initially, movement tends to be associated with education and job opportunities, but it is also affected by family formation, particularly as people age through their 20s and 30s. Suburban communities like Blackfalds are particularly influenced by the later as people in Canada with children or intending to have children often look to suburban communities for land and housing that is affordable and suited to their needs.

Prior to 2016, in-migration to Blackfalds was positive for all age groups, but particularly for ages from 15 to 44. From 2016 to 2021, it was mixed, with continued strong in-migration in the 25 to 29 group but moderate to relatively high levels of out-migration for residents from 35 to 44. While our estimates of overall net migration were still positive for Blackfalds (a net gain of 483 residents), they were down considerably from previous census periods (e.g., 2,840 during the strongest period of the town's growth from 2011 to 2016). Sufficient data is not available after 2021 to estimate net migration, but the similarity of overall growth rates in the three years to the rate from 2016 to 2021 suggests migration has continued at a similar positive but lower level.

Population Estimates

4.0 POPULATION ESTIMATES

Our demographic model allows us to estimate future population based on historic trends in births, deaths, and migration. While these trends can be modified within the model, we generally chose not to alter trends in births and deaths as both factors have moved slowly but steadily since the abrupt jump in birth rates that created the Baby Boom after World War II, 80 years ago, with both birth and death rates declining overall. The model projects these long term trends.

Migration, on the other hand, can change abruptly as it has for Blackfalds in the town's recent experience and our model allows us to select different past trends to create alternative estimates. Three recent past periods were selected to create three future scenarios shown in **Figure 2**:

- **Moderate Scenario (2016 to 2021)** – The most recent census period during, which Blackfalds experienced moderate population growth (2.2% annually) relative to preceding periods
- **High Scenario (2011 to 2021)** – The two most recent census periods in which Blackfalds experienced a high level of growth (5.3% annually), when compared to other communities, reflecting the combination of a period of moderate growth (2016 to 2021) and very high growth (2011 to 2016). The medium scenario would be considered a high level of growth in most communities across Alberta and Canada, but is deemed to be moderate in Blackfalds based on historic data and understanding that the Town has various factors that continue to support growth in the Town.
- **Very High Scenario (2011 to 2016)** – The period in which Blackfalds experienced its greatest growth, achieving a very high annual rate of 8.4%.

The past populations used are Statistics Canada's estimated populations for past census periods from 2006 to 2021 as opposed to past census counts. The future estimates, therefore, reflect the higher population levels associated with Statistics Canada estimates as a result of their correction of census under-counting.

Sufficient data is not yet available to incorporate population estimates for Blackfalds since 2021. As noted, Statistics Canada estimates for 2022 through 2025 indicate there has been a slight upturn in the Town's growth rate since 2021, from 2.2% per year to 2.5%.

All three scenarios are illustrated with past (2006 to 2021) population estimates. Although all three are based on recent population changes in Blackfalds, the resulting future estimates diverge significantly. The most likely scenario, in our opinion, is the continuation of the **Moderate Scenario**. The factors that slowed growth between the 2011 to 2016 periods and 2016 to 2021 periods have changed, but the future of the oil and gas industry in Alberta remains uncertain. On the other hand, Canada has reduced the ambitious immigration goals that it pursued from 2016 to 2024. Also, the Town of Blackfalds has matured. The community is considerably larger, and the availability of land, as well as the number of migrants from other communities in Division 8, are likely to impact future growth.

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Population Estimates

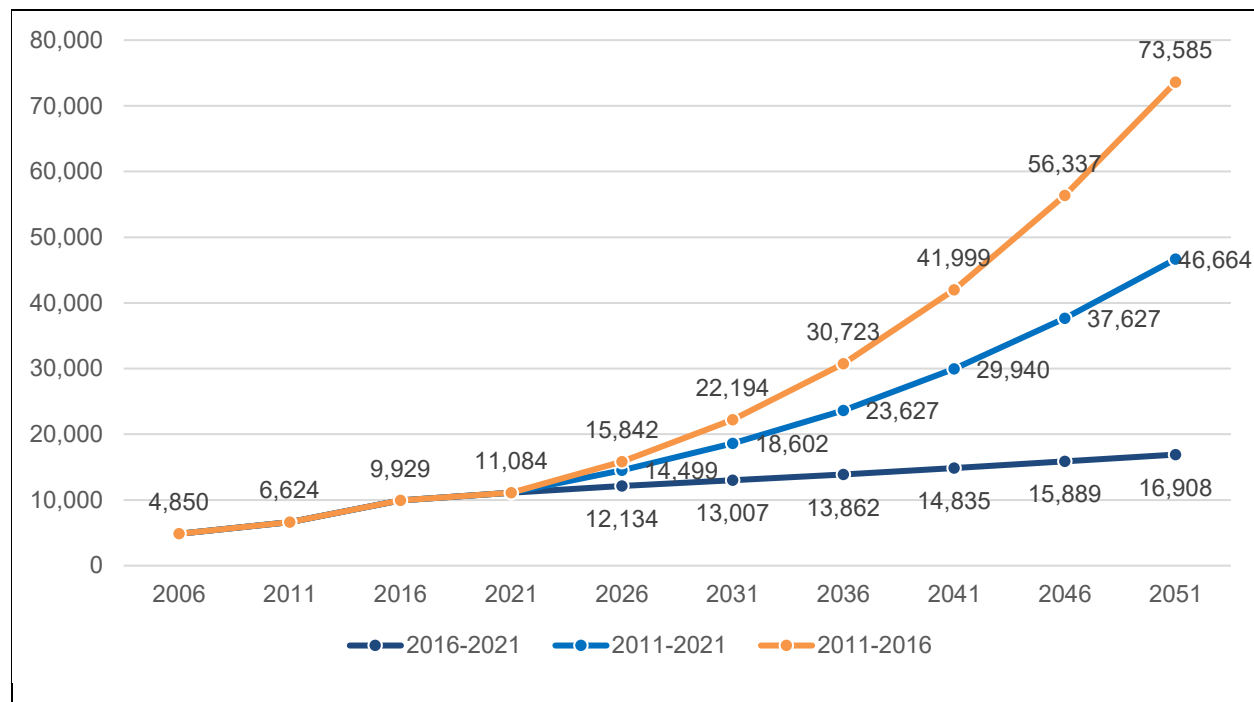
Blackfalds was the fastest growing census subdivision in Division 8 in every five-year census period from 2006 to 2021, including the 2016 to 2021 period. It was also among the fastest-growing communities in Alberta and Canada. It should continue to grow steadily in the future.

Growth to 46,664 (**High Scenario**) or 73,585 (**Very Scenario**) suggests a fundamental change in Blackfalds from an essentially suburban community to a small to medium-sized city. Blackfalds is currently the 382nd largest census subdivision in Canada, measured by Statistics Canada 2025 population size estimates, and 42nd in Alberta. With a population of 46,664, if it were ranked today, it would place the Town 125th in Canada and 12th in Alberta, while a population of 73,585 would move it up to 88th in Canada and 9th in Alberta between the Cities of Grande Prairie and St. Albert.

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Population Estimates

Figure 2 - Statistics Canada Population Estimates, 2006-2021, with Stantec Future Estimates to 2051



	2006-2021	2016-2021	2011-2021	2011-2016
Census Year	Population	Moderate	High	Very High
2006	4,850			
2011	6,624		6,624	6,624
2016	9,929	9,929	9,929	9,929
2021	11,084	11,084	11,084	11,084
2026		12,134	14,499	15,842
2031		13,007	18,602	22,194
2036		13,862	23,627	30,723
2041		14,835	29,940	41,999
2046		15,889	37,627	56,337
2051		16,908	46,664	73,585
Historic Annual Change	5.7%	2.2%	5.3%	8.4%
Future Annual Change	N/A	1.4%	4.9%	6.5%

5.0 LAND DEMAND ANALYSIS

Accommodating continued population growth requires a corresponding supply of municipal land to support residential, commercial, and industrial development. This section examines the amount of land required to meet anticipated growth at key population thresholds.

5.1 EXISTING LANDS

To assess the land required to accommodate future growth, it is first necessary to understand the extent of land within Blackfalds' existing municipal boundary and its current development status. **Table 2** summarizes the distribution of existing land uses in Blackfalds. As shown, approximately 63.6% of the municipality's land base remains undeveloped, indicating that sufficient land capacity currently exists within the municipal boundary to support future growth.

Table 2 - Existing Land Use Breakdown, Blackfalds 2026

	ha	% of Developed	% of Total	ha/ 1,000
Developed	526	100.0%	31.1%	47.5
Residential	352	66.9%	20.8%	--
Commercial	25	4.7%	1.5%	2.2
Industrial	106	20.1%	6.2%	9.5
Other	44	21.9%	2.6%	12.2
Undeveloped	1,164		68.9%	105.0
Residential	728		43.1%	
Commercial	142		8.4%	
Industrial	202		12.0%	
Other	92		5.4%	
Total	1,690		100.0%	
Residential	1,080		63.9%	
Commercial	166		9.8%	
Industrial	308		18.2%	
Other	135		8.0%	

5.2 EXISTING LANDS' CAPACITY TO ACCOMMODATE FUTURE GROWTH

As outlined in the preceding section, the Town currently contains a sufficient supply of undeveloped land within its municipal boundary to accommodate future growth. However, as population levels increase, additional land will be required and must be planned for well in advance. To evaluate the capacity of existing undeveloped lands to support growth, this analysis applies development ratios (population per unit of land area) and density (number of homes per area) assumptions based on current development patterns in Blackfalds.

A detailed breakdown of the capacity analysis by land-use category is provided in the following section. For ease of reference, a summary of the findings is presented in **Table 3**. The analysis indicates that industrial lands are expected to reach full build-out first, within approximately 8 to 16 years, depending on the population projection scenario. Residential lands are projected to follow; however, the pace of residential land consumption can be influenced by municipal policy through the establishment of minimum density requirements for new neighbourhoods.

Table 3 - Summary of Undeveloped Lands' Capacity to Accommodate Future Growth, Blackfalds, 2026

Land Use / Density	Population	Moderate Population Projection		High Population Projection		Very High Population Projection	
		Estimate Year	Years of Growth	Estimate Year	Years of Growth	Estimate Year	Years of Growth
Residential							
Existing Density (12.5 du/ha)	36,565	2051+	--	2046	20	2039	13
Moderate Density (16.5 du/ha)	44,718	2051+	--	2050	24	2042	16
Higher Density (20 du/ha)	51,853	2051+	--	2051+	--	2045	19
Commercial							
Existing Ratio (2.4 ha/1,000)	74,777	2051+	--	2051+	--	2050	24
Alternate Ratio (5.6 ha/1,000)	36,370	2051+	--	2046	20	2039	13
Industrial							
Existing Ratio (10.4 ha/1,000)	30,486	2051+	--	2042	16	2036	10
Alternate Ratio (13.6 ha/1,000)	25,962	2051+	--	2038	12	2034	8

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Land Demand Analysis

5.2.1 Detailed Breakdown

5.2.1.1 Residential

The capacity of residential lands to accommodate future growth is largely determined by development density and average household size. While household size is influenced by broader demographic trends beyond municipal control, residential density is guided by policy through the Municipal Development Plan, which currently establishes a target range of 10 to 17 gross dwelling units per hectare for new neighbourhoods.

Existing residential development in Blackfalds reflects an overall density of approximately 12.5 gross dwelling units per hectare, while more recently developed neighbourhoods achieve higher densities of roughly 16.5 gross dwelling units per hectare.

General Residential Assumptions:

- Undeveloped Residential Land 728.0 ha
- Census population (2021) 11,084 persons
- Census average household size (2021) 2.8 persons/dwelling unit
- Decreasing person/unit over time
- Existing overall residential density 12.5 du/ha
- Future overall residential density 16.5 du/ha
- Long term overall residential density 20.0 du/ha
- Increasing Density over time

Table 4 - Undeveloped Residential Lands' Capacity to Accommodate Future Growth, Blackfalds, 2026.

Density	Additional to Support Undeveloped		Total Population	Moderate Population Projection		High Population Projection		Very High Population Projection	
	Dwellings	Population		Approx. yr	Supply (Yr)	Approx. yr	Supply (Yr)	Approx. yr	Supply (Yr)
Existing (12.5 du/ha)	9,100	25,481	36,565	2051+	--	2046	20	2039	13
Moderate (16.5 du/ha)	12,012	33,634	44,718	2051+	--	2050	24	2042	16
Higher (20 du/ha)	14,560	40,769	51,853	2051+	--	2051+	--	2045	19

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Land Demand Analysis

5.2.1.2 Commercial

The capacity of commercial lands to accommodate future growth is driven primarily by market demand and is typically expressed as a ratio of hectares per 1,000 residents. This commercial land development ratio is derived solely from existing developed areas and excludes lands designated for future commercial use. As such, it represents a snapshot in time and serves as a planning and economic development benchmark rather than an indication of an optimal or target amount of commercial land.

At the time of this analysis, Blackfalds exhibited an estimated commercial development ratio of approximately 2.2 hectares per 1,000 residents. Commercial development demand is influenced by a range of factors, including proximity to nearby population centres, which limits the direct comparability of Blackfalds to other municipalities. Discussions with the Town indicated that Blackfalds has historically experienced relatively limited commercial development, resulting in a perceived commercial land deficit. However, substantial commercial development has occurred over the past decade, particularly along Highway 2A, and interest from commercial developers has steadily increased. This perceived deficit has not been quantified through a standalone study and therefore cannot be confirmed.

While the existing commercial development ratio is commonly applied for future planning purposes to maintain current conditions, an alternative, higher ratio was also examined to assess the potential implications of increased commercial land ratio, as observed in comparable communities. The City of Lacombe was identified by the Town as an appropriate comparator due to its relatively higher and more desirable commercial land ratio compared to Blackfalds.

General Commercial Assumptions:

- Undeveloped Commercial Land 141.60 ha
- Census population (2021) 11,084 persons
- Existing (2026) commercial ratio 2.2 ha/1,000
- Assumed Lacombe commercial ratio 5.6 ha/1,000

Table 5 - Undeveloped Commercial Lands' Capacity to Accommodate Future Growth, Blackfalds, 2026

Ratio	Additional Population to Support Undeveloped	Total Population	Moderate Population Projection		High Population Projection		Very High Population Projection	
			Approx. yr	Supply (Yr)	Approx. yr	Supply (Yr)	Approx. yr	Supply (Yr)
Existing (2.2 ha/ 1,000)	63,693	74,777	2051+	--	2051+	--	2051+	--
Alternative (Lacombe) (5.6 ha/ 1,000)	25,286	36,370	2051+	--	2046	20	2039	13

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Land Demand Analysis

5.2.1.3 Industrial

Similar to commercial lands, the capacity of industrial lands to support future growth is largely market-driven and is typically expressed as a development ratio of hectares per 1,000 residents. This ratio is derived from existing industrial development and is intended to function as a planning and economic development reference point, rather than as an indication of an optimal or target level of industrial land supply.

Industrial land demand is influenced by a wide range of factors, including proximity to major transportation corridors and regional industrial markets, which limits the direct comparability of Blackfalds to other municipalities. While each community faces unique opportunities and constraints, the City of Airdrie has been used as a comparator for this analysis due to its similar access to highway and rail infrastructure and its comparable population growth trajectory.

Based on a review of existing conditions, Blackfalds currently exhibits an estimated industrial land development ratio of approximately 10.4 hectares per 1,000 residents, compared to an estimated ratio of over 13.6 hectares per 1,000 residents in Airdrie.

General Industrial Assumptions:

- Undeveloped Industrial Land 202.35 ha
- Census population (2021) 11,084 persons
- Existing (2026) industrial ratio 10.4 ha/1,000
- Assumed Airdrie industrial ratio 13.6 ha/1,000

Table 6 - Undeveloped Industrial Lands' Capacity to Accommodate Future Growth, Blackfalds, 2026.

Ratio	Additional Population to Support Undeveloped	Total Population	Moderate Population Projection		High Population Projection		Very High Population Projection	
			Approx. yr	Supply (Yr)	Approx. yr	Supply (Yr)	Approx. yr	Supply (Yr)
Existing (10.4 ha/ 1,000)	19,402	30,486	--	--	2042	16	2036	10
Alternative (Airdrie) (13.6 ha/ 1,000)	14,878	25,962	--	--	2036	10	20348	12

5.3 ANTICIPATED LAND DEMANDS

Looking past the existing lands’ capacity to accommodate future growth, it is also important to determine the amount of land required to accommodate future growth, beyond what is already within the Town’s municipal boundary.

5.3.1 Summary

An overall summary of the anticipated land required to accommodate future growth is shown below in **Table 7**. The Total Municipal Land Area Demand shown in this table is what is estimated to accommodate the estimated development demand at the year specified, plus 10-years of future growth. The demand should be used to assist the Town in determining the municipal boundary at any given time.

These calculations were completed using the existing density and ratios within Blackfalds. A full description of the calculation assumptions used is included in **Section 5.3.2**.

Table 7 - Population and Land Area Demand Projections by Interval, Blackfalds.

Year	Moderate Growth Population	Estimated Developed Plus 10-year Supply (ha)	High Growth Population	Estimated Developed Plus 10-year Supply (ha)	Very High Growth Population	Estimated Developed Plus 10-year Supply (ha)
2026	12,134	594	14,499	905	15,842	1,147
2031	13,007	632	18,602	1,154	22,194	1,591
2036	13,862	672	23,627	1,443	30,723	2,131
2041	14,835	708	29,940	1,769	49,999	2,752
2046	15,889	*	37,627	*	56,337	*
2051	16,908	*	46,664	*	73,585	*

*does not assume past 2051

5.3.2 Detailed Breakdown

As illustrated in the following tables, a distinction is made between the land required to accommodate a given population level (“developed land demand”) and the amount of land a municipality may wish to retain within its boundaries to support ongoing and future growth (“estimated 10year land demand”). Municipal targets for maintaining undeveloped land supply are typically established through the Municipal Development Plan (MDP) or Intermunicipal Development Plan (IDP) and commonly range from 10 to 30 years. In determining an appropriate planning horizon, municipalities must consider a variety of factors, including projected growth rates, the time required to complete annexation processes, and the financial and servicing implications associated with growth. For the purposes of this analysis, a 10year future growth horizon has been applied.

The tables are formatted to highlight instances where the total land required to accommodate existing development plus the selected 10 year growth allowance exceeds the land currently available within the municipal boundary.

5.4 MUNICIPAL BOUNDARY CONSIDERATION

Based on a review of the projected land demand scenarios, the Town of Blackfalds is anticipated to have sufficient land capacity to accommodate all development through 2051, in the modest growth scenarios. Industrial land base, in the high scenario, becomes limited in 2043 while additional residential land and industrial land are needed in 2043 and 2039, in the very high growth scenario.

However, in addition to meeting near-term development needs, it is important to ensure that adequate additional lands are available within the municipal boundary to support a minimum 10-year planning horizon, as demonstrated in the preceding analysis.

While municipalities differ on their preferred planning horizon for future land supply, most communities along the Calgary–Edmonton Corridor maintain approximately 10 to 30 years of land within their municipal boundaries, at approximately 189 hectares of land per 1,000 residents.

Overall, Blackfalds currently maintains a lower amount of land per capita within its municipal boundary relative to other municipalities along the Calgary–Edmonton Corridor.

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Land Demand Analysis

Table 8 - Future Land Development Demands by Land Use Category – Moderate Population Scenario, Blackfalds

Year	Est. Pop.	Residential Land (ha)			Commercial Land (ha)			Industrial Land (ha)			Other Uses (8% of Total)	Estimated Developed Plus 10-year Supply (ha)	
		Developed (ha) <i>Starting at existing density</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)	Developed (ha) <i>At existing Ratio</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)	Developed Demand (ha) <i>At existing Ratio</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)		Area (ha)	¼ Sections
2026	12,134	352	728	398	25	142	28	106	202	124	44	594	9.2
2031	13,007	376	704	421	27	140	31	115	193	134	47	632	9.8
2036	13,862	398	682	444	28	138	33	124	184	145	50	672	10.4
2041	14,835	421	659	466	31	136	35	134	174	155	52	708	10.9
2046	15,889	444	636	*	33	134	*	145	163	*	*	*	*
2051	16,809	466	614	*	35	132	*	155	143	*	*	*	*

*does not assume past 2051

Table 9 - Future Land Development Demands by Land Use Category - High Population Projection, Blackfalds

Year	Est. Pop.	Residential Land (ha)			Commercial Land (ha)			Industrial Land (ha)			Other Uses (8% of Total)	Estimated Developed Plus 10-year Supply (ha)	
		Developed (ha) <i>Starting at existing density</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)	Developed (ha) <i>At existing Ratio</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)	Developed Demand (ha) <i>At existing Ratio</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)		Area (ha)	¼ Sections
2026	14,499	352	728	593	25	142	45	106	202	201	67	905	14.0
2031	18,602	464	616	743	34	134	59	148	160	266	85	1,154	17.8
2036	23,627	593	487	915	45	124	76	201	107	346	107	1,443	22.3
2041	29,940	743	336	1,102	59	110	95	266	42	440	131	1,769	27.3
2046	37,627	915	165	*	76	194	*	346	(38)	*	*	*	*
2051	46,664	1,102	(22)	*	95	75	*	440	(132)	*	*	*	*

*does not assume past 2051

BLACKFALDS POPULATION AND LAND DEMAND ANALYSIS UPDATE 2026

Land Demand Analysis

Table 10 - Future Land Development Demands by Land Use Category – Very High Population Projection, Blackfalds

Year	Est. Pop.	Residential Land (ha)			Commercial Land (ha)			Industrial Land (ha)			Other Uses (8% of Total)	Estimated Developed Plus 10-year Supply (ha)	
		Developed (ha) <i>Starting at existing density</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)	Developed (ha) <i>At existing Ratio</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)	Developed Demand (ha) <i>At existing Ratio</i>	Undeveloped Remaining (ha) <i>Undeveloped less Developed Demand</i>	Estimated Developed Plus 10-year Supply (ha)		Area (ha)	¼ Sections
2026	15,842	352	728	744	25	142	57	106	202	260	85	1,147	17.7
2031	22,194	464	554	1,013	39	130	82	172	136	378	118	1,591	24.6
2036	30,723	593	336	1,332	57	113	114	260	48	527	158	2,131	32.9
2041	41,999	743	67	1,690	82	89	152	378	(70)	706	204	2,752	42.5
2046	56,337	915	(252)	*	114	59	*	527	(219)	*	*	*	*
2051	73,585	1,102	(610)	*	152	22	*	706	(398)	*	*	*	*

*does not assume past 2051

APPENDIX A

POPULATION PROJECTIONS



A.1 TOWN OF BLACKFALDS POPULATION PROJECTION 2021-2051

Year	Moderate Scenario		High Scenario		Very High Scenario	
	Population	Annual Growth	Population	Annual Growth	Population	Annual Growth
2021	11,084		11,084		11,084	
2022	11,294	1.89%	11,767	6.16%	12,035	8.58%
2023	11,504	1.86%	12,450	5.80%	12,986	7.90%
2024	11,714	1.83%	13,133	5.49%	13,937	7.32%
2025	11,924	1.79%	13,816	5.20%	14,888	6.82%
2026	12,134	1.76%	14,499	4.94%	15,842	6.41%
2027	12,308	1.43%	15,319	5.66%	17,112	8.02%
2028	12,482	1.41%	16,139	5.35%	18,382	7.42%
2029	12,656	1.39%	16,959	5.08%	19,652	6.91%
2030	12,830	1.37%	17,779	4.84%	20,922	6.46%
2031	13,007	1.38%	18,602	4.63%	22,194	6.08%
2032	13,178	1.31%	19,607	5.40%	23,899	7.68%
2033	13,349	1.30%	20,612	5.13%	25,604	7.13%
2034	13,520	1.28%	21,617	4.88%	27,309	6.66%
2035	13,691	1.26%	22,622	4.65%	29,014	6.24%
2036	13,862	1.25%	23,627	4.44%	30,723	5.89%
2037	14,056	1.40%	24,889	5.34%	32,978	7.34%
2038	14,250	1.38%	26,151	5.07%	35,233	6.84%
2039	14,444	1.36%	27,413	4.83%	37,488	6.40%
2040	14,638	1.34%	28,675	4.60%	39,743	6.02%
2041	14,835	1.35%	29,940	4.41%	41,999	5.68%
2042	15,045	1.42%	31,477	5.13%	44,866	6.83%
2043	15,255	1.40%	33,014	4.88%	47,733	6.39%
2044	15,465	1.38%	34,551	4.66%	50,600	6.01%
2045	15,675	1.36%	36,088	4.45%	53,467	5.67%
2046	15,889	1.37%	37,627	4.26%	56,337	5.37%
2047	16,092	1.28%	39,434	4.80%	59,786	6.12%
2048	16,295	1.26%	41,241	4.58%	63,235	5.77%
2049	16,498	1.25%	43,048	4.38%	66,684	5.45%
2050	16,701	1.23%	44,855	4.20%	70,133	5.17%
2051	16,908	1.24%	46,664	4.03%	73,585	4.92%
Compound Annual Growth Rate		1.42%		4.91%		6.51%

MEETING DATE: April 14, 2026

PREPARED BY: Aws Al Sammarraie, Engineering Services Manager

PRESENTED BY: Aws Al Sammarraie, Engineering Services Manager

SUBJECT: **Budget Amendment – Traffic Master Plan 2026**

BACKGROUND

Director de Bresser presented the 2026 Operating Budget, Capital Budget changes and the Three-Year Operating Forecast for Council’s consideration during the Regular Council meeting held on March 10, 2026. Which was passed with amendments. As part of this budget, we carried an estimated cost for the Traffic Master Plan of \$150,000.

DISCUSSION

The Transportation Master Plan has been the Town’s main roadway planning document since the 90’s. This plan is updated approximately every ten years; it studies short to medium term horizons. By doing this study every ten years, the town will be able to support growth and facility needs for access to and from the growth nodes as the Town grows.

The Engineering Services Department has received the 2026 Traffic Master Plan proposal under the Engineering Services Agreement. This scope features significant technical enhancements over previous updates. Key improvements include upgrading to the latest versions of VISUM, VISSIM and VISTRO modeling software, utilizing 24-hour camera-based traffic counts, and applying automated calibration technique called Particle Swarm Optimization. The plan also adds 3D visualizations for public engagement, high-level analysis of three "premium" infrastructure projects, and a comprehensive active mode planning (trail network) strategy. While these advanced tools cause the proposal to exceed the initial budget, their inclusion ensures a more precise, future-proof model that will ultimately save the Town money on future engineering updates.

Upon review of the detailed cost breakdown for implementing the Master Plan, a budget shortfall of \$44,102.20 has been identified relative to the initial budget estimate, as illustrated in the table below:

Traffic Master Plan budget as per 2026 Operating Budget	Proposed Cost Estimate	Difference
\$ 150,00.00	\$ 194,102.2	\$ - 44,102.2

FINANCIAL IMPLICATIONS

This one-time project will be funded through the General Operating Reserve and will not affect property taxes. If this request is approved, the additional amount will also be drawn from the same

reserve. The reserve's actual ending balance for 2025 is \$2.28 million, and it is expected to increase once year-end adjustments are finalized.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve \$50,000 from the general operating reserve to cover the revised scope cost of the 2026 Traffic Master Plan update.

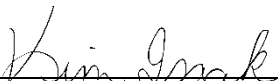
ALTERNATIVES

- a) That Council refer this item back to Administration for more information.

ATTACHMENTS

- *TMP Existing Road Network*

APPROVALS





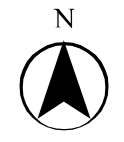
Kim Isaak,
Chief Administrative Officer












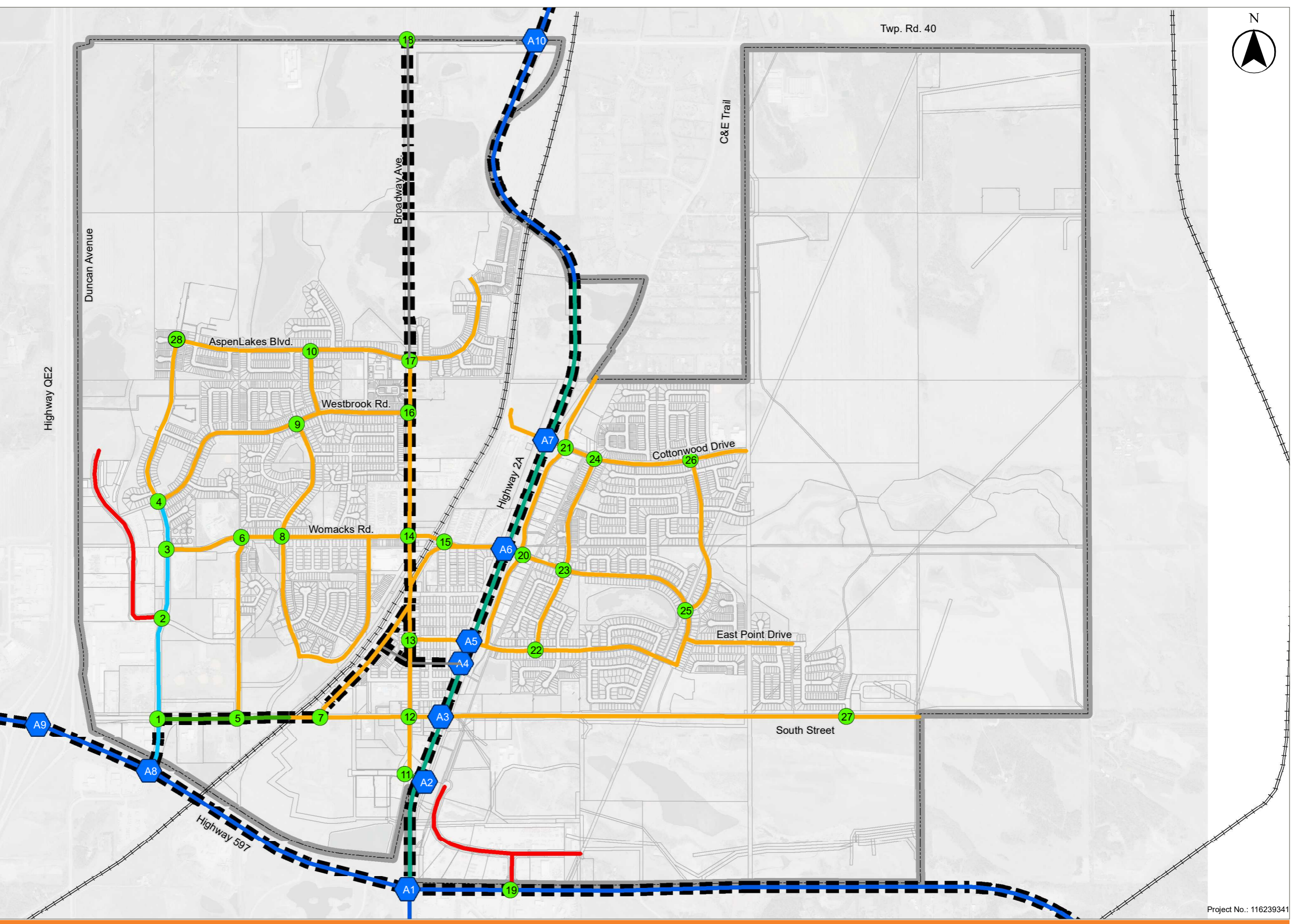

Department Director/Author

TRAFFIC COUNT LOCATIONS

-  TEC COUNT AVAILABLE
-  PROPOSED COUNT LOCATION



- Legend**
- 4 RAD = 4 Lane Rural Arterial Divided
 -  4 RAD = 4 Lane Rural Arterial Divided
 - Existing Roads**
 -  2UCU = 2 Lane Collector Undivided
 -  Ind. Coll = 2 Lane Industrial
 -  4UAD = 4 Lane Arterial Divided
 -  4UAU = 4 Lane Arterial Undivided
 -  4UCU = 4 Lane Collector Undivided
 -  Rail Line
 -  Truck Route
 -  Municipal Boundary

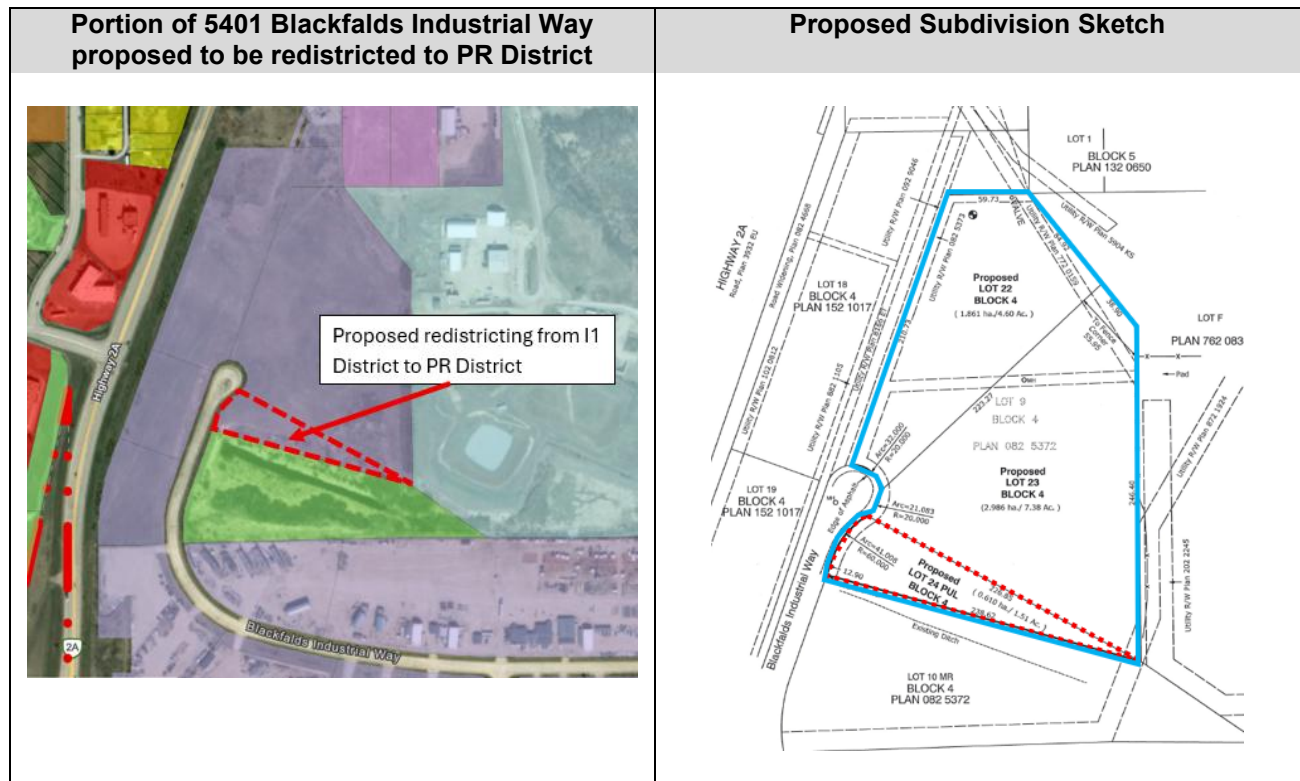


MEETING DATE: April 14, 2026
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Bylaw 1351.26 – 5401 Blackfalds Industrial Way Redistricting**

BACKGROUND

Bylaw 1351.26 proposes to amend Land Use Bylaw 1268.22 (LUB) to redistrict a portion of 5401 Blackfalds Industrial Way (Lot 9, Block 4, Plan 082 5372) from Industrial Heavy District (I2) to Parks and Recreation District (PR).

The proposed redistricting under Bylaw 1351.26 is part of a larger initiative that involves subdividing out 5401 Blackfalds Industrial Way (Lot 9, Block 4, Plan 082 5372), shown in light blue below, into three (3) separate parcels, with the parcel shown in red being the one subject to the redistricting application before Council.



The subdivision application will be presented to the Subdivision Authority, being Council, after Third Reading has been given to Bylaw 1351.26.

DISCUSSION

Administration has been working with the landowner to secure a Snow Dump location which is anticipated to be located in the proposed parcel immediately north of the portion of the existing lot subject to this redistricting application. Throughout these discussions, it was noted that the existing Stormwater Management Pond slightly encroaches onto the land to the north.

To remedy this, Administration has agreed to subdivide out enough land to fully accommodate the Stormwater Management Pond and include some additional lands for maintenance purposes. These additional lands are the portion of the existing lot subject to the redistricting application. This future parcel is proposed to be redistricted to PR District to be consistent with the District attributed to the bulk of the Stormwater Management Pond located immediately to the south.

The governing Blackfalds Industrial Area Structure Plan (ASP) identifies the subject land for a future open space that will be used for a Stormwater Management Pond. The proposed redistricting is in conformance with the ASP and is therefore supported by Administration.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:


1. That Council give First Reading to Bylaw 1351.26 – Redesignation of Part of Lot 9 Block 4 Plan 082 5372 from Industrial Heavy District (I-2) to Parks and Recreation District (PR), as presented.
2. That a Public Hearing date be set for May 12, 2026, at 6:00 p.m. in Council Chambers.

ALTERNATIVES

- a) That Council refer First Reading to Bylaw 1351.26 – Redesignation of Part of Lot 9 Block 4 Plan 082 5372 from Industrial Heavy District (I-2) to Parks and Recreation District (PR), back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1351.26 - Redesignation of Part of Lot 9 Block 4 Plan 082 5372 from Industrial Heavy District (I-2) to Parks and Recreation District (PR)*

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* is RSA 2000, c M-26 and amendments thereto, for the purpose of amending Land Use Bylaw No. 1268.22.

WHEREAS, the *Municipal Government Act* requires Council of a municipality to pass a Bylaw to regulate the use of land within the Town of Blackfalds,

WHEREAS, the Municipal Council of the Town of Blackfalds deems it necessary to amend Land Use Bylaw No. 1268/22 to ensure clarity, consistency, and alignment with current practices and contemporary development trends,

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on _____, 2026 and _____, 2026 in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, a Public Hearing was held on _____, 2026 to allow the general public to provide input into the proposed Bylaw amendments;

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 Part of Lot 9, Block 4, Plan 082 5372 from Industrial Heavy District (I-2) to Parks and Recreation District (PR)”
- 1.2 That Schedule “A” shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That the Land Use Bylaw be amended to redistrict the portion of Lot 9, Block 4, Plan 082 5372 from Industrial Heavy District (I-2) to Parks and Recreation District (PR), as shown in Schedule “A”.
- 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 LAURA SVAB

CAO KIM ISAAK

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

(RES. _____)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

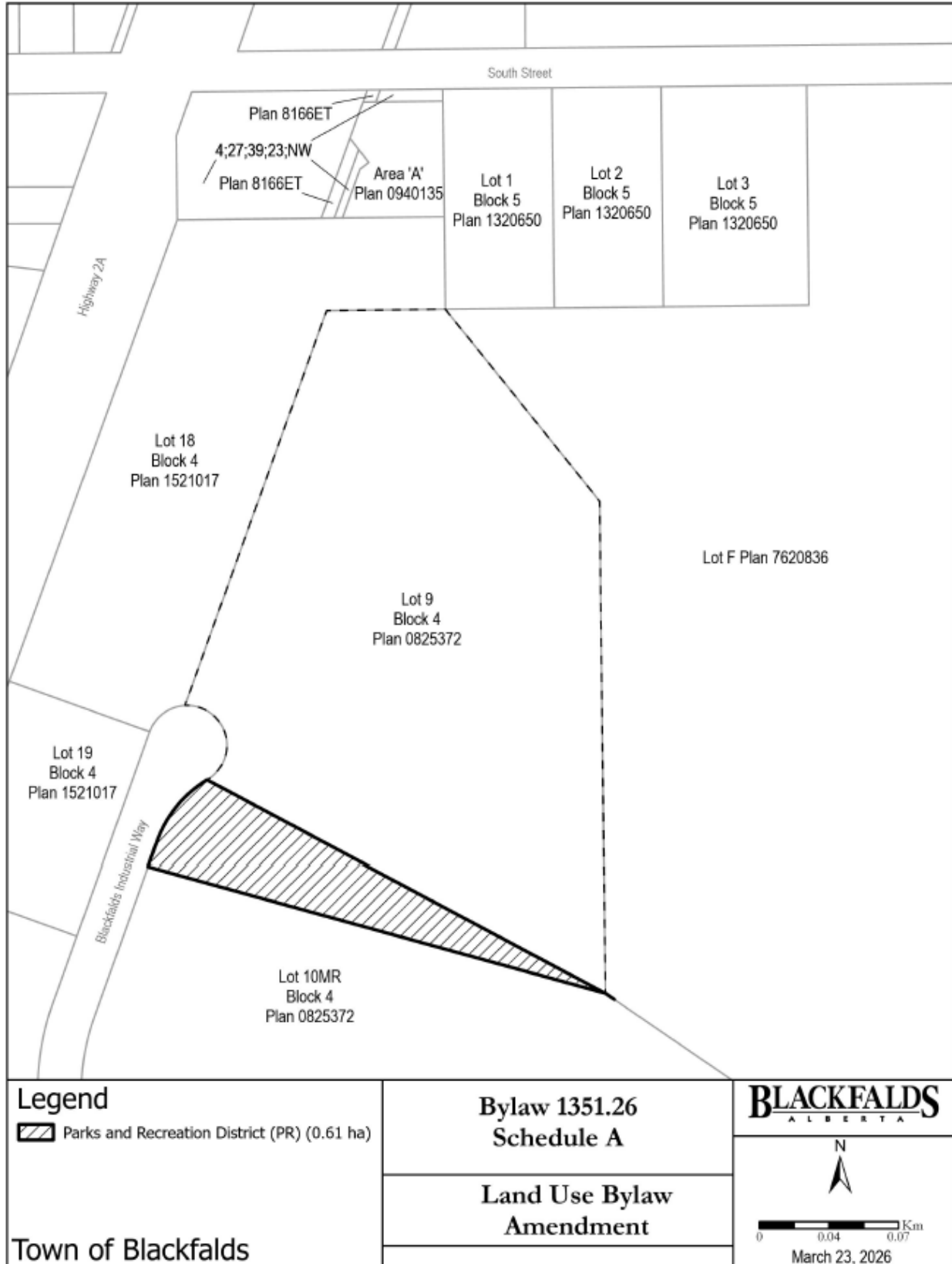
(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

DRAFT

SCHEDULE "A"



MEETING DATE: April 14, 2026
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Municipal Development Plan Vision Statement Refresh**

BACKGROUND

The multi-year, multi-disciplinary review of the Town's Municipal Development Plan (MDP) has officially commenced. An important first step is to confirm a Vision Statement.

A Vision Statement in the MDP is an overarching statement to guide growth and development within a community. It states what a community wishes to be like in 20-30 years and provides an important reference point for the development of goals, objectives, and policy direction in the MDP.

At the March 16, 2026, Standing Committee of Council (SCC) Meeting, the SCC was presented with a refreshed Vision Statement that was created by taking various Vision Statements developed since the adoption of our current MDP in 2009. These Vision Statements were placed into a word cloud generator to extract the top ten (10) words based on frequency and relevance. The current MDP Vision Statement is provided in Attachment 1, the Vision Statements used for this exercise are in Attachment 2, and the findings of this word cloud generator are in Attachment 3.

These top ten (10) key words were then worked into our current MDP Vision Statement to create a one-paragraph updated Vision Statement for consideration.

This refreshed Vision Statement was further refined by the SCC, and the following motion was made:

012/26 Councillor Hoyte moved That the Municipal Development Plan Vision Statement read:

"Blackfalds is an active, family-oriented community that desires to provide a high-quality of life opportunities for all residents and families, in a safe, sustainable environment.

We are committed to responsible growth, a strong and diverse economy, enhanced neighbourhoods and built form, and fiscally responsible service delivery.

Rooted in a welcoming spirit and supported by regional collaboration, Blackfalds continues to evolve as a vibrant, connected community where people and businesses can thrive."

BY CONSENSUS

013/26 Councillor Hoyte moved That Standing Committee of Council recommends Council adopt the updated Municipal Development Plan Vision Statement, as amended.

CARRIED UNANIMOUSLY

NEXT STEPS

Engagement is an important component in MDP Review so if this refreshed Vision Statement is approved, the Department intends on conducting a simple public survey asking stakeholders and Administration if they like the refreshed Vision Statement, and if not, what changes they propose. A "What we Heard" report will come forward at a future Council meeting along with any further refinements proposed to the Vision Statement stemming from the survey results for Council's consideration.

FINANCIAL IMPLICATIONS

Council previously allocated \$35,000 in the 2023 budget for the MDP Review which has been carried over. These funds are anticipated to be used to hire a consultant to assist with the necessary public engagement component of the multi-year MDP Review project. If Council determines that the Vision Statement requires updating outside of what is presented in this report, a significant portion of the allocated budget will need to be used to hire a facilitator to conduct several visioning sessions with Council, the public, and local authorities and agencies. This exercise will also have project timeline implications that are unknown at this time.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council adopt the updated Municipal Development Plan Vision Statement, as presented.

ALTERNATIVES

- a) That Council adopt the updated Municipal Development Plan Vision Statement, with amendments.
- b) That Council refer this item back to Administration for more information.

ATTACHMENTS

- 2009 MDP Vision Statement
- Vision Statements
- Word Cloud Results

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

Blackfalds....a nice place to grow

This reflects the community's quality of life through its small town atmosphere and friendly nature, as well as its growth opportunities and the acceptability of appropriate growth.

Vision Principles:

The general theme is supported by eight Vision Principles:

- a. Blackfalds desires to retain its small town, family-oriented atmosphere in which health, safety, viability and sustainability are cornerstones
- b. Blackfalds desires to become the best place to live, focusing on excellence of service to families
- c. Blackfalds desires to strengthen its economic base, welcoming new clean industries and diversity of commercial enterprises
- d. Blackfalds desires to grow in an orderly fashion, mindful of the environment, natural resources and major infrastructure surrounding the community
- e. Blackfalds desires to enhance its visible image and quality of the built environment
- f. Blackfalds desires to strengthen its residential character through an expanding variety of affordable housing and neighbourhoods
- g. Blackfalds desires to retain fiscal prudence, providing a level of services and facilities within the financial means of the community
- h. Blackfalds desires to cooperate with neighbouring municipalities, assisting all cooperating partners to thrive

Town of Blackfalds 2026 – 2030 Strategic Plan (2026, pending approval)

A vibrant, friendly, and forward-thinking community people are proud to call home.

Brand Blackfalds (2022)

Brand Positioning Statement

Blackfalds – modern, active, fun – a vibrant community of young families, thriving businesses and outstanding recreation opportunities.

Brand Story

Blackfalds is a community of young hearted people with a shared enthusiasm for play. Experience our youthful vibe while you explore our trails and parks, take in family-friendly events, or enjoy your favorite sports and leisure activities. For parents with young children and the grandparents who chase them, for visitors who seek to discover fun, and for local businesses who promote the growth of a thriving community, Blackfalds is your place to play.

Town of Blackfalds Environmental Stewardship Strategy (2021)

The Town of Blackfalds is committed to undertaking sustainability measures to ensure a healthy environment for current and future generations. Environmental stewardship strategies will be incorporated into Town operations, organizational culture, development conditions, and policies and procedures where applicable, to conserve, protect and enhance the environment in balance with social and economic needs.

Blackfalds Municipal Sustainability Plan (2020)

Blackfalds is a progressive and growing family community, situated in an economically sustainable, collaborative, healthy, safe, and beautiful living environment, where opportunities are abundant and realized through partnerships and innovation.

Municipal Sustainability Plan (2016)

Blackfalds is an active family community full of pride, commitment and opportunities reflecting an economically sustainable, self-sufficient, and safe living environment, with a balanced range of municipal services provided through innovation and proactive community partnerships.

Recreation, Culture and Parks Needs Assessment & Master Plan (2016)

Blackfalds recreation, culture, and parks services are a catalyst for community and individual wellbeing and bolster healthy growth in the community and region.

Municipal Development Plan (2009)

Vision Theme: Blackfalds...A Nice Place to Grow has been removed as the rebranding exercise resulted in the removal of the statement from the Blackfalds brand.

Vision Principles:

The general theme is supported by eight Vision Principles:

- a. Blackfalds desires to retain its small town, family oriented atmosphere in which health, safety, viability and sustainability are cornerstones.
 - b. Blackfalds desires to become the best place to live, focussing on excellence of service to families.
 - c. Blackfalds desires to strengthen its economic base, welcoming new clean industries and a diversity of commercial enterprises.
 - d. Blackfalds desires to grow in an orderly fashion, mindful of the environment, natural resources and major infrastructure surrounding the community.
 - e. Blackfalds desires to enhance its visible image and quality of the built environment.
 - f. Blackfalds desires to strengthen its residential character through an expanding variety of affordable housing and neighbourhoods.
 - g. Blackfalds desires to retain fiscal prudence, providing a level of services and facilities within the financial means of the community.
 - h. Blackfalds desires to cooperate with neighbouring municipalities, assisting all cooperating partners to thrive.
-

Town of Blackfalds Vision Statement (year unknown)

Blackfalds is an active family community full of pride, commitment and opportunities reflecting an economically sustainable, self-sufficient and safe living environment with a balanced range of municipal services provided through innovation and proactive community partnerships.

place
opportunities active
services desires young
blackfalds
community
environment
family

MEETING DATE: April 14, 2026

PREPARED BY: Jordan Bauman, Financial Analyst

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Bylaw 1352.26 - 2026 Property Tax Rate Bylaw**

BACKGROUND

The *Municipal Government Act* (MGA) requires that municipalities set property tax rates on an annual basis. The determination of tax rates is based on the funds required to balance the budget. There are several items that impact the budget, such as the cost of living set during the budget review, new assessments and requisitions received from Alberta Education and the Lacombe Seniors Foundation.

Many factors are included in the development of the operating budget and assessment estimates are utilized at that time. Final assessments are submitted by February, and the budgets are amended to reflect the new assessments. Once this is complete, the tax rates can be finalized.

DISCUSSION

Key Decisions & Information

This document outlines the changes to the assessment for 2026 and the calculation of the 2026 property taxes, school requisition and seniors' requisition. There are several key decision areas for Council to consider:

1. Tax increases are normally based on the CPI. December 2025 year-over-year CPI [was at 2.1%](#). Administration has prepared the 2026 Property Tax Rate Bylaw as directed by Council as part of the 2026 Operating Budget approval with a 2.20% tax increase.
2. 2026 Educational Property tax rates have been set by the Provincial Government. Education Property taxes are based on the Town's equalized assessment. The 2026 Mill Rates have been calculated using the Town's live assessment base, along with the recovery of the under/over levies from prior years.

Assessment Base Changes (Table 2)

The 2026 assessments (based on 2025) show changes in two major areas. In the area of inflation, the residential tax base increased by \$52.0 Million or 3.51% due to increasing property values. Whereas, non-residential property values decreased \$10.8 Million or -5.55%.

The inflationary/deflationary factors were taken into consideration when the property tax rate was calculated. This is commonly known as a floating rate. Residential properties that have increased 3.51% will only see a 2.20% increase on the municipal portion. However, residential properties that have increased over the 3.51% will see more than a 2.20% increase on the municipal portion. Overall, the Town, on average, will collect 2.20% more municipal taxes than it did in 2025.

New Assessment

The new assessment comes in the form of construction of houses, lots, and new commercial development. The new assessment provides new tax revenue for the Town and as a result, the residential assessment grew 3.52% and non-residential assessment grew 7.13%. This assessment provides \$564,400 in new revenue.

Tax Rates/Mill Rates

The current Mill Rates are listed below.

Tax Rates	2025	2026	Change
Residential	7.7479	7.6487	(0.0992)
Non-Residential	11.0441	11.9792	0.9351

The historical tax levies, residential and non-residential tax/Mill Rates are listed below.

Year	Taxable Levy	Residential Tax Rate	% Change	Non-Residential Tax Rate	Ratio
2020	1,305,318,910	8.1852	0.51%	9.9652	1.22
2021	1,260,843,380	8.6045	5.12%	10.7613	1.25
2022	1,318,333,560	8.3050	-3.48%	10.7993	1.30
2023	1,455,582,810	7.9568	-4.19%	10.5646	1.33
2024	1,547,841,410	7.8112	-1.83%	10.7268	1.37
2025	1,676,925,420	7.7479	-0.81%	11.0441	1.43
2026	1,783,389,590	7.6487	-1.28%	11.9792	1.57

Section 358(1) of the MGA identifies that the ratio of the highest non-residential tax rate set out in the municipality’s property tax bylaw for a year to the lowest residential tax rate set out in the municipality’s property tax bylaw for the same year cannot be greater than 5:1. There are some municipalities, particularly Counties that have large ratios between residential and non-residential.

Designated Industrial Property and Linear Assessment

Another change in the assessment is due to the introduction of designated industrial properties (DIP) in 2018 by the Provincial Government. The assessment function for these properties and linear has been transferred to the Provincial Government, and there are several changes and reclassifications required in the assessments to accommodate these changes.

There is now a DIP property tax requisition that is provided by Municipal Affairs. The assessment for 2025 is \$19,379,160 and based on the rate of 0.07280 a balance of \$1,411 is due to the province.

Assessments

Final assessment changes are shown below.

Class	2025 Assessment	2025 Inflation / Deflation	2025 New Assessment	2026 Totals
Residential	1,474,852,090	51,912,500	52,180,020	1,578,944,610
Non-Residential	189,316,610	(10,831,340)	13,794,090	192,279,360
Annexed Residential	7,723,290	111,710	170	7,835,170
Annexed Non-Residential	4,242,080	79,850	8,520	4,330,450
Total	1,676,134,070	41,272,720	65,982,800	1,783,389,590
Percentage Change		2.46%	3.94%	

Overall assessment values have increased by \$41.3 million and in 2025 new assessment increased \$66.0 million.

Property Taxes

The total tax to be collected is \$14.4 million.

Municipal Purposes	Assessment	Mill rate	Total Collected
Residential/Farmland	1,578,944,610	7.6487	12,076,874
Non-Residential	192,279,360	11.9792	2,303,353
Annexed Residential	7,835,170	2.5950	20,332
Annexed Non-Residential	4,330,450	5.6690	24,549
Total Municipal Purposes	1,783,389,590		14,425,108

Alberta School Fund (ASFF) Requisitions

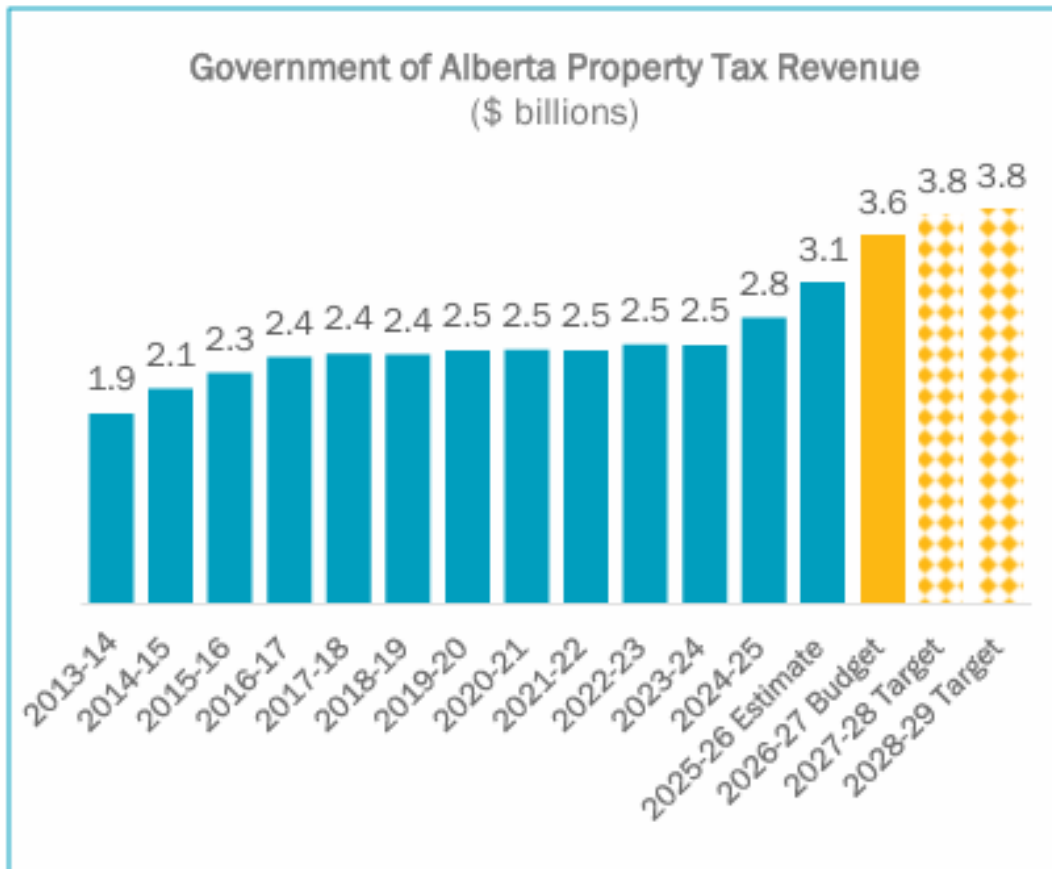
The table below lists the assessment and Mill Rates for the required school education tax requisition. The assessment base differs from the municipal assessment due to machinery and equipment. Machinery and equipment are exempt from the education requisition.

ASFF Requisition	Live Assessment	Mill Rate	Total Collected
Residential / Farmland	1,586,779,780	2.6779	4,249,238
Non-Residential	188,565,190	4.2406	799,630
Total Requisition	1,775,344,970		5,048,867

ASFF Requisition	2025 Collected	2026 Collected	\$ Increase	% Increase
Residential / Farmland	\$3,712,630	\$4,249,238	\$536,608	14%
Non-Residential	\$707,622	\$799,630	\$92,008	13%
Total Requisition	\$4,420,252	\$5,048,867	\$628,615	

The province's 2026 budget included another substantial increase to education property taxes. Rates were increased to collect an additional \$468 million in requisitions across the province. As a result Town of Blackfalds requisition rates will increase by 14% for residential and 13% for non-residential.

The table below shows the budget and estimated targets for the next 2 years. Which includes large increases



Average Assessments

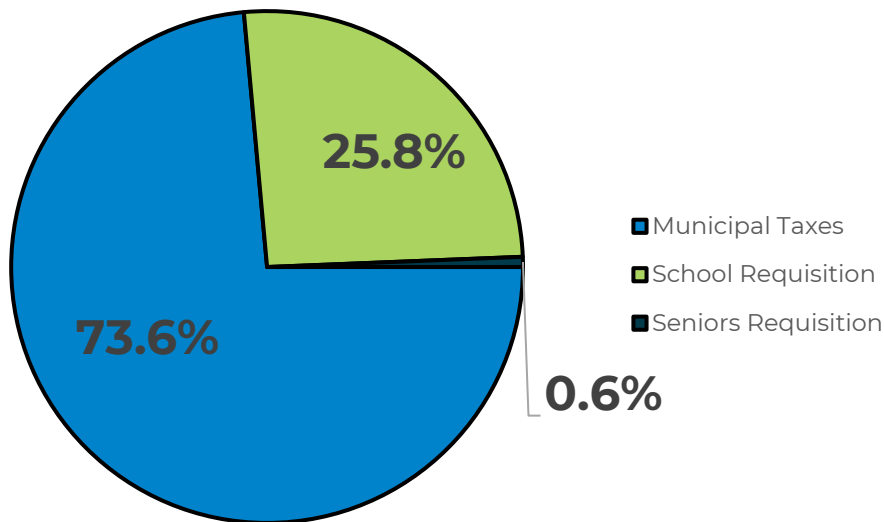
The table below lists the average assessment changes from 2025 to 2026. Assessments are based on the market value as of July 1st, 2025, and physical condition as of December 31st, 2025.

A house valued at \$380,023 will have a \$62 increase in the municipal portion for 2026. The Provincial School Requisition will increase by \$98, which reflects the increase in School Education Requisitions and the under/over levy collected last year. The Seniors Requisition amount will remain the same for 2026.

	Average Home - 2025			Average Home - 2026			Increase/Decrease
	Assessment	Mill Rate	Total Bill	Assessment	Mill Rate	Total Bill	
Property Taxes	\$367,102	7.748	\$2,844	\$380,023	7.6487	\$2,907	\$62
School Requisition		2.504	\$919		2.6779	\$1,018	\$98
Seniors Requisition		0.0693	\$25		0.0661	\$25	(\$0)
Total	\$367,102		\$3,789	\$380,023		\$3,949	\$161

The chart below lists where and how your tax dollars are spent. It's important to note that the Municipality receives approximately 74% of the total income. Whereas the province and seniors housing receive approximately 26%.

Distribution of \$1 of Residential Tax



The impact of the tax increase on properties will **vary** depending on the assessment value change. All figures that have been provided are on average basis and individual properties will experience variances +\-

The rates for annexed properties have not been provided by Lacombe County. Administration will likely have budgeted Mill Rates before Second and Third . The Town's goal is to have Blackfalds property tax notices sent out as close to May 1st as possible. While 60 days' notice is not a firm requirement, Section 309(1) of the MGA provides 60 days for an assessment complaint to be filed.

The tax notices are a combined tax and assessment notice, so providing these as close to 60 days as possible, allows resolution of any assessment inquiries.

Tax Rate Bylaw Totals

The 2026 Property Tax Rate Bylaw is attached and contains the information as required by the MGA. The tables included in the Bylaw outline the assessment for each major area, the Mill Rate and the total taxes that will be collected.

Advertising and Property Tax Notices

Property Tax notices are due to be sent out the first week of May. Administration will also include the [2026 Alberta School Requisition](#) facts and information insert. A link to this document will also be included on the tax notice.

FINANCIAL IMPLICATIONS

The 2026 Property Tax Rate Bylaw is prepared based on the approved 2026 Operating Budget and includes a 2.20% tax increase.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

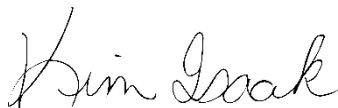
1. That Council give First Reading to Bylaw 1352.26 - 2026 Property Tax Rate Bylaw, as presented.

ALTERNATIVES

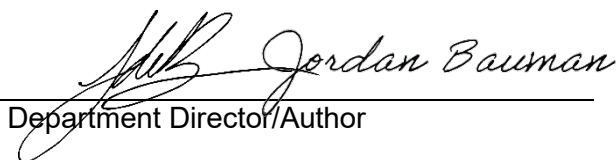
- a) Council directs Administration to revise the current tax rate increase.
- b) That Council refer Bylaw 1352.26 - 2026 Property Tax Rate Bylaw back to Administration for further consideration.

ATTACHMENTS

- *Draft Bylaw 1352.26 - 2026 Property Tax Rate Bylaw*
- *2026 Property Tax Calculations*
- *2026 Alberta School Education Property Fact and Information*

APPROVALS

Kim Isaak,
Chief Administrative Officer


Department Director/Author

BEING A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BLACKFALDS FOR THE 2026 TAXATION YEAR.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* RSA 2000, c M-26 and amendments thereto, for the purpose of imposing an annual property tax in respect of property in the municipality to raise revenue to be used toward the payment of expenditures and transfers set out in the budget of the municipality, and the requisitions.

WHEREAS the Town of Blackfalds has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council Meeting held March 10, 2026.

AND WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Town of Blackfalds for 2026, totalling \$39,003,535.

AND WHEREAS the estimated municipal revenues and transfers from all sources other than taxation are estimated at:

\$	39,003,535	Operating Budget
\$	19,862,773	(-) Minus Funding from Other Sources
\$	4,537,047	(-) Minus Requisition (Budget) Funding
\$	535,000	(-) Minus Expected Joint Economic Taxes
\$	14,068,715	Municipal Property Taxes

AND WHEREAS the Town of Blackfalds, as per the annexation agreement, shall be authorized to levy taxation rates against the annexed lands as per the Lacombe County taxation rates of 2025.

AND WHEREAS the Council is authorized to classify assessed property and to assess rates of taxation as per the Lacombe County hereby covered under the annexation approval conditions

AND WHEREAS the requisitions are:

\$ 4,248,751	School Requisition - Residential	\$ 117,863	Residential & Non-Res.
\$ 797,033	School Requisition - Non-Residential		
\$ 5,045,784	Total School Requisition	\$ 117,863	Lacombe Foundation

AND WHEREAS the Council of the Town of Blackfalds is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

AND WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

AND WHEREAS Section 369 of the Act authorizes the Town of Blackfalds to impose a supplementary tax against properties listed on the supplementary tax roll and that the supplementary tax rates be the same as imposed in this bylaw.

AND WHEREAS the assessed values of all taxable property in the Town of Blackfalds as shown on the assessment roll is \$1,783,389,590.

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

PART 1 – TITLE

1. That this Bylaw shall be cited as the “**2026 Property Tax Rate Bylaw**”.

PART 2 – PURPOSE AND APPLICATION

2. The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Blackfalds.

Municipal Purposes	Assessment	Mill rate	Total Collected
Residential/Farmland	1,578,944,610	7.6487	12,076,874
Non-Residential	192,279,360	11.9792	2,303,353
Annexed Residential	7,835,170	2.5950	20,332
Annexed Non-Residential	4,330,450	5.6690	24,549
Total Municipal Purposes	1,783,389,590		14,425,108

Alberta School Foundation	Assessment	Mill rate	Total Collected
Residential/Farmland	1,586,779,780	2.6779	4,249,238
Non-Residential	188,565,190	4.2406	799,630
Total Educational Purposes	1,775,344,970		5,048,867

Note - Excludes M&E and Linear

Lacombe Seniors Foundation	1,783,389,590	0.0661	117,882
DIP Property	19,379,160	0.0728	1,411
Total Tax Levy			19,593,268

PART 3 - DATE OF FORCE

3. 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. 2026.

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D. 2026.

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

READ for the third and final time this _____ day of _____, A.D. 2026.

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

Town of Blackfalds
2026 Property Tax Calculation

Worksheets

As of
March 30, 2026



Table 1
Town of Blackfalds
Number of Assessment Records

	2024	2025	Increase	% Change
Residential	3909	3959	50	1.3%
Residential Vacant	156	105	-51	-32.7%
Mobile Homes	187	198	11	5.9%
Farm Land	13	13	0	0.0%
Annexed Residential	9	9	0	0.0%
Annexed Acreages	6	6	0	0.0%
Annexed Farm Land	6	6	0	0.0%
Annexed Farm Improvements	6	6	0	0.0%
Annexed Farm Additions	1	1	0	0.0%
Annexed Farm land	14	14	0	0.0%
Machinery & Equipment	2	2	0	0.0%
Commercial	49	49	0	0.0%
Vacant Commercial	12	12	0	0.0%
Industrial	85	85	0	0.0%
Vacant Industrial	16	16	0	0.0%
Power & Pipeline	17	17	0	0.0%
DIP - Land & Building	4	5	1	25.0%
DIP - Machinery & Equipment	5	5	0	0.0%
Annexed Land & Improvements	4	4	0	0.0%
Annexed Machinery & Equipment	2	2	0	0.0%
Exempt	214	215	1	0.5%
Seniors Complex	2	2	0	0.0%
Totals	4719	4731	12	0.25%

Table 2

**2026 Tax Year - 2025 Assessment Analysis
Area by Property Type Analysis (Including Linear)**

Type	Code	Description	Growth & Policy					
			Previous	New assessment	Change	Inflation	Growth	Inflation
	1000	Residential	1,435,000,550	1,537,320,600	50,711,550	51,608,500	3.53%	3.60%
	4000	Residential Vacant	26,629,330	25,456,000	(936,330)	(237,000)	-3.52%	-0.89%
	1100	Mobile Homes	13,143,200	16,089,000	2,404,800	541,000	18.30%	4.12%
	5000	Farm Land	79,010	79,010	-	-	0.00%	0.00%
Total Residential			\$1,474,852,090	\$1,578,944,610	\$52,180,020	\$51,912,500		3.52%
	120	Annexed Residential	4,039,680	4,058,770	170	18,920	0.00%	0.47%
	122	Annexed Acreages	17,490	17,490	-	-	0.00%	0.00%
	140	Annexed Farm Land	1,137,510	1,137,510	-	-	0.00%	0.00%
	141	Annexed Farm Improvements	1,958,160	2,056,520	-	98,360	0.00%	5.02%
	142	Annexed Farm Additions	305,360	299,790	-	(5,570)	0.00%	-1.82%
	101	Annexed Farm land	265,090	265,090	-	-	0.00%	0.00%
Total Annexed Residential			\$7,723,290	\$7,835,170	\$170	\$111,710		1.45%
	1001	Machinery & Equipment	7,299,840	7,292,800	2,160	(9,200)	0.03%	-0.13%
	2000	Commercial	90,698,330	91,433,350	11,598,420	(10,863,400)	12.79%	-11.98%
	2001	Vacant Commercial	5,460,390	5,139,000	(1,390)	(320,000)	-0.03%	-5.86%
	3000	Industrial	58,770,820	59,751,050	755,330	224,900	1.29%	0.38%
	3001	Vacant Industrial	9,152,110	9,284,000	(1,110)	133,000	-0.01%	1.45%
	6000	Power & Pipeline	17,549,470	19,014,930	1,465,460	-	8.35%	0.00%
	8000	DIP - Land & Building	150,350	151,410	-	1,060	0.00%	0.71%
	8001	DIP - Machinery & Equipment	235,300	212,820	(24,780)	2,300	-10.53%	0.98%
Total Non Residential			\$189,316,610	\$192,279,360	\$13,794,090	(\$10,831,340)		-5.72%
				\$188,565,190				
	220	Annexed Land & Improvements	3,703,640	3,791,450	7,960	79,850	0.21%	2.16%
	251	Annexed Machinery & Equipment	538,440	539,000	560	-	0.10%	0.00%
Total Annexed Non Residential			\$4,242,080	\$4,330,450	\$8,520	\$79,850		1.88%
	7000	Exempt	225,609,490	234,486,000	9,504,510	(628,000)		
	9000	Seniors Complex	416,530	422,000	1,470	4,000		
Exempt			\$226,026,020	\$234,908,000	\$9,505,980	(\$624,000)		
Blackfalds Total			\$1,902,160,090	\$2,018,297,590	\$75,488,780	\$40,648,720	4.50%	2.43%

**Table 3
Town of Blackfalds
Taxation Revenue Analysis**

2025 Actual				
General Area		Annexation Area		Total
Residential	Non-Residential	Residential	Non-Residential	

Assessment -

2024 Assessment (Updated)		\$1,474,852,090	\$189,316,610	\$7,723,290	\$4,242,080	\$1,676,134,070
Add:						
Overall Market Appreciation	3.52%	\$ 51,912,500				\$ 51,912,500
Overall Market Appreciation	-5.72%		(10,831,340)			(10,831,340)
Overall Market Appreciation	1.45%			111,710		111,710
Overall Market Appreciation	1.88%				79,850	79,850
Subtotal		\$1,526,764,590	\$ 178,485,270	\$ 7,835,000	\$ 4,321,930	\$ 41,272,720
New Assessable Properties	3.54%	52,180,020		170		52,180,190
New Assessable Properties	7.29%		13,794,090		8,520	13,802,610
Subtotal		\$ 52,180,020	\$ 13,794,090	\$ 170	\$ 8,520	\$ 65,982,800
2025 Assessment		\$1,578,944,610	\$ 192,279,360	\$ 7,835,170	\$ 4,330,450	\$ 1,783,389,590

Taxable

Residential Growth	3.52%
Non-Residential Growth	7.13%
Average Growth (Weighted)	3.94%
Residential Market Value Increase	3.51%
Non-Residential Market Value Increase	-5.55%
Average Market Value (Weighted)	2.46%

Tax Rates

2025 Actual

Residential	7.6487		
Residential - County		2.5950	
Non-Residential - County			5.6690
Non-Residential	11.9792		

Municipal Tax Revenues

2025 Levy

2026 Forecasted Municipal Tax Levy										
2025 Levy (excludes supplementary)	\$	11,426,458	\$	2,092,089	\$	20,042	\$	24,048	\$	13,562,637
% Increase		2.20%		251,382		46,026				297,408
Subtotal	\$	11,677,840	\$	2,138,115	\$	20,332	\$	24,501	\$	13,860,788
Assessment Growth (includes prior year Supplemental)		399,109		165,242		0		48		564,400
Non - Res Split Premium										-
Total Revenue (excludes Supplementary)	\$	12,076,949	\$	2,303,357	\$	20,332	\$	24,549	\$	14,425,188
% Split		83.98%		16.02%						\$80

Total Additional 2026 Revenue from budget* **\$356,393**

2026 Average Tax Rate Increase (includes influence of Lacombe County Tax Rate changes) **2.19%**

Education Property Tax

Fact Sheet

Highlights of the 2026-27 provincial education property tax

Budget 2026 will see an increase to education property tax rates to account for growing education operating costs. The higher rates, along with rising property values and increased development, are expected to raise the education property tax requisition to \$3.6 billion in 2026-27.

The share of education operating costs funded by the education property tax will increase to 33.4 per cent in 2026-27. This will enhance Alberta's ability to fund school operations, leading to better educational outcomes as student enrolment continues to grow.

Education property taxes provide a stable source of revenue and equitable funding that supports K-12 education, including teachers' salaries, textbooks and classroom resources. They are not used to fund government operations, school capital costs or teachers' pensions.

Under the provincial funding model, all education property taxes are pooled by Alberta Education and Childcare through the Alberta School Foundation Fund and distributed to public and separate school boards on an equal per-student basis.

How education property tax is calculated for municipalities

All municipalities collect an equitable share of the provincial education property tax in proportion to their total taxable property assessments, which are equalized across the province. The equalization process ensures owners of properties of similar value and type across the province pay similar amounts of education property taxes. For more details on this process, refer to the [Guide to Equalized Assessment](#) on the Alberta website.

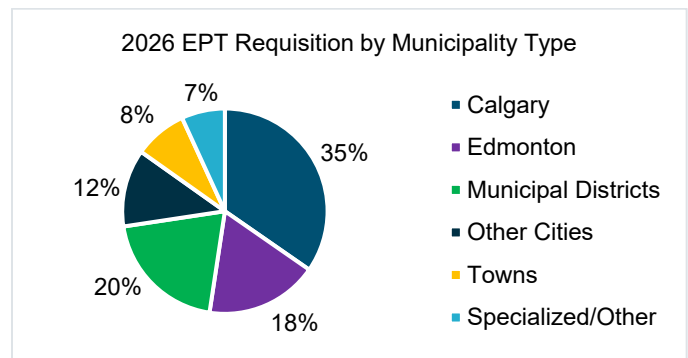
The provincial equalized assessment base used to determine education property taxes this year reflects 2024 property values.

In 2026, the education property tax will be calculated at a rate of \$2.84 per \$1,000 of the total residential/farmland

equalized assessment value. The non-residential rate will be set at \$4.17 per \$1,000 of equalized assessment value. Most property owners will see a change to their education tax bill due to increasing mill rates and assessment values.

Individual properties are taxed based on the local education property tax rate set by the municipality.

All municipalities contribute



Declaration of faith

The Canadian Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith, so their education property tax dollars can be directed to those separate school jurisdictions.

Education system benefits everyone

Alberta's education system plays a crucial role in shaping a skilled workforce, driving economic growth and fostering the social well-being of individuals and the province as a whole. It serves as a cornerstone for personal and collective prosperity, benefiting all Albertans—regardless of age, marital status or parental responsibilities.

Questions about financial assistance for seniors or the Seniors Property Tax Deferral program can be directed to the Alberta Supports Contact Centre at 1-877-644-9992 (in Edmonton - 780-644-9992).

MEETING DATE: April 14, 2026

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Bylaw 1348.26 - McKay Ranch Lift Station Borrowing Bylaw**

BACKGROUND

The McKay Ranch Lift Station Project will provide sanitary servicing for the eastern side of Town. The 140 L/s lift station will also accept flows from future lift stations to the north, repumping these flows to the regional sewage station and ultimately to Red Deer for treatment. This project supports continued development in McKay Ranch and is essential for Phase 4 to proceed. The original tender from 2022 was withdrawn when the developer paused the project, but development has resumed as of late 2025.

At the January 13th 2026, Regular Council Meeting, Council approved the following motions:

007/26 Councillor Hanson moved That Council authorize Administration to re-tender the McKay Ranch Lift Station project in February 2026, with construction to be undertaken in the spring of 2026.

CARRIED UNANIMOUSLY

008/26 Councillor Hoyte moved That Council allocate capital funds of \$5,528,275.35 to build the McKay Ranch Lift Station Project.

CARRIED UNANIMOUSLY

At the January 27th 2026, Regular Council meeting, Council approved the following motion.

020/26 Councillor Sands moved That Council give First Reading to Bylaw 1348.26 – McKay Ranch Lift Station Borrowing, as presented.

CARRIED UNANIMOUSLY

DISCUSSION

Borrowing Bylaw 1347.26 authorizes the Town to borrow up to \$5,600,000 to fund the construction of the McKay Ranch Lift Station. This borrowing is permitted under Section 258 of the Municipal Government Act. The bylaw specifies that the funds may be borrowed through a debenture or bank loan, with repayment not exceeding 25 years and an interest rate not exceeding 8%.

The estimated lifetime of the lift station is 30+ years, exceeding the proposed term of the loan and meeting MGA borrowing parameters. The Town's outstanding debt as of December 31, 2025, is \$17,451,785, well within allowable municipal limits. As of the last audited financial statements (2024), the Town have used 40.1% of the total debt limit.

Advertising requirements also apply to borrowing bylaws, which must follow Section 606 of the Municipal Government Act.. The Government of Alberta outlines that a borrowing bylaw advertised by electronic means must:

- Appear for two consecutive weeks, then
- Allow a 15-day petition period after the final advertisement (per Section 231(3) MGA).

Once these steps are completed, Administration will bring the bylaw back for second and third reading.

The bylaw was advertised in the *Lacombe Express* on February 12, 2026, and again on February 19, 2026. No petitions were received following the final publication.

FINANCIAL IMPLICATIONS

The total estimated cost of the McKay Ranch Lift Station project is \$5,528,275.35, which includes all construction costs, engineering consulting services, force main installation, contingencies, technical testing, SCADA programming, and supporting infrastructure required to bring the lift station into service. This comprehensive estimate reflects the updated 2026 design review and incorporates price adjustments stemming from market conditions and project refinements.

To ensure the project can proceed without delay and support the development of McKay Ranch Phase 4, the Town will be required to borrow up to \$5,600,000. This borrowing amount aligns with the authorization outlined in Borrowing Bylaw 1348.26 and provides the necessary flexibility to accommodate tender pricing once bids are received.

The project will be funded through a combined approach utilizing both Off-Site Levy revenues and long-term borrowing. Off-Site Levies are the designated funding mechanism for growth-related sanitary infrastructure, and the lift station qualifies as a levy-supported project. However, the current balance in the sanitary Off-Site Levy reserve is approximately \$1.8 million, which is not sufficient to cover the full construction cost. Because levy revenue is collected incrementally as development proceeds, the Town must front the infrastructure investment at this time and recover costs over future years.

Importantly, this borrowing will not impact utility rates or municipal taxation levels, as the debt repayment will be funded entirely from future Off-Site Levy contributions. This approach is consistent with established municipal practice where growth-related infrastructure is financed through borrowing when required, ensuring that development can continue while maintaining fairness and cost recovery from benefiting lands.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give Second Reading to Bylaw 1348.26 – McKay Ranch Lift Station Borrowing Bylaw, as presented.
2. That Council give Third Reading to Bylaw 1348.26– McKay Ranch Lift Station Borrowing Bylaw, as presented.

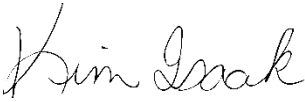
ALTERNATIVES

- a) The Council refer McKay Ranch Lift Station Borrowing back to Administration for more information.

ATTACHMENTS

- 1348.26 – McKay Ranch Lift Station Borrowing Bylaw

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE COUNCIL OF THE MUNICIPALITY TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) OR BANK LOAN FOR THE PURPOSE OF CONSTRUCTING THE MCKAY RANCH LIFT STATION.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* is RSA 2000, c M-26 and amendments thereto, to incur indebtedness by the issuance of debenture(s) or bank loan in the amount of \$5,600,000 (Five million, six hundred thousand) for the purpose of constructing the McKay Ranch Lift Station.

WHEREAS, pursuant to Section 258 of the MGA, RSA 2000, Chapter M 26.1 and amendments thereto, the Municipal Council deems it necessary and expedient to issue a Bylaw to authorize the financing of the McKay Ranch Lift Station (hereinafter referred to as the “**Project**”) in the Town of Blackfalds;

WHEREAS, estimates have been established for the construction cost of the Project, which is \$5,600,000;

WHEREAS, the Council of the Municipality has estimated that the following grants and contributions will be applied to the Project:

Grants	\$	0
Debenture(s) – Offsite Levy Supported	\$	<u>5,600,000</u>
Total Cost	\$	5,600,000

WHEREAS, in order to complete the Project, it will be necessary for the Municipality to borrow the sum of up to \$5,600,000 for a period not to exceed 25 years, from the Alberta Finance Authority or another authorized financial institution, by issuance of debenture(s) or bank loan and on the terms and conditions referred to in this Bylaw.

WHEREAS, the estimated lifetime of the Project financed under this Bylaw is equal to, or in excess of, 30 years.

WHEREAS, the principal amount of the outstanding debt of the Municipality as at December 31, 2025, is \$17,451,785.

WHEREAS, all required approvals for the project have been obtained, and the Project is in compliance with all Acts and Regulations of the Province of Alberta.

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

PART 1 - TITLE

- 1.1 That this Bylaw be cited as the “**McKay Ranch Lift Station Borrowing Bylaw**”.

PART 2 - PROVISIONS

- 2.1 That for the purpose of constructing the McKay Ranch Lift Station, the sum of up to Five million, six hundred thousand (\$5,600,000) be borrowed from the Alberta Finance or another authorized financial institution by way of debenture(s) on the credit and security of the Municipality at large, of which the sum of up to \$5,600,000 is to be paid by the Town of Blackfalds at large.
- 2.2 The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this Bylaw, namely the expansion of the McKay Ranch Lift Station.
- 2.3 The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed TWENTY FIVE (25) years calculated at a rated not exceeding the interest rate fixed by an authorized financial institution on the day of the borrowing, and not to exceed eight (8%) percent.

2.4 The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

2.5 The net amount borrowed under the Bylaw shall be applied only to the Project specified by 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 LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

MEETING DATE: April 14, 2026
PREPARED BY: Danielle Nealon, Senior Legislative Advisor
PRESENTED BY: Danielle Nealon, Senior Legislative Advisor
SUBJECT: **Bylaw 1353.26 - Council Procedural 2026 Amendment Bylaw**

BACKGROUND

The Council Procedural Bylaw establishes the rules and processes for Council and Committee Meetings. Administration conducted a comprehensive review of the Bylaw to address:

- Inconsistent or outdated terminology
- Definitions requiring modernization
- Procedural ambiguities affecting meeting flow
- The need to align with current legislative requirements in the *Municipal Government Act (MGA)*
- Opportunities to improve procedural clarity for Members of Council, Administration, and the public

As part of this review, Administration identified several sections requiring revision to ensure the bylaw remains legislatively compliant, consistent, and reflective of best governance practices.

DISCUSSION

The amendments before Council are intended to bring the Bylaw in line with current legislative requirements, governance best practices and how Council and Standing Committee operate today.

This review was not prompted by a single issue, but rather the need to ensure the Bylaw remains clear, consistent and compliant. Administration anticipates there may be further amendments to the MGA from Bills 50 and newly introduced Bill 28, potentially requiring additional amendments to the Council Procedural Bylaw in response to the new legislation.

The amendments before Council should be viewed as housekeeping amendments to better position Council to adapt to future legislation changes.

Once Administration has a full understanding of the impacts of these Bills and required changes to the Bylaw, Administration will bring the Bylaw back to Council for discussion.

Below is a summary of amendments that Administration is proposing for improved clarity, consistency, and accuracy in Council's meeting procedures and to ensure alignment with legislative requirements.

Updated Definitions

- Deletion of Section 2.1(v) to remove the outdated definition of In-Camera.
- New definition for "Closed" added as Section 2.1(k), aligned with *MGA s.197(2)* and Division 2, Part 1 of the *Access to Information Act*, with subsequent re-lettering of definitions.
- Replacement of "In-Camera" with "Closed" throughout the Bylaw for legislative consistency.

- Revised definition of “Table” to reflect proper procedural use: tabled items may only be set aside due to urgent interruption, are non-debatable, and must be addressed by the end of the next meeting or expire.

Meeting Management Improvements

- Section 8.4 updated to clarify that commencement times for Regular Council Meetings are set at the Organizational Meeting.
- Section 18.1 amended to establish a maximum meeting length of three hours, with clear rules for recessing, resuming, and extending meetings.

Agenda & Submission Deadlines

- Section 10.6 and 33.8 updated to require all agenda submissions by 4:30 p.m. on the Friday prior to agenda posting.
- Sections 15.1 and 33.10 updated to require Delegation applications and materials by the same deadline.

Delegation Management

- Section 15.5 added to limit Regular Council Meeting delegations to a maximum of two per meeting.
- Section 33.11 updated to apply the same two delegation maximum for Standing Committee Meetings and confirm a standard 15-minute speaking limit, unless extended at the Committee’s discretion.

Questions, Speaking Rules & Debate

- Section 19.4 fully rewritten to clarify the question period following a report:
 - Two initial questions per Councillor
 - Follow-ups allowed for clarification
 - Questions limited to factual, procedural, or clarifying content
 - Debate prohibited until a motion is on the floor
 - Speaking rules reinforced
- Section 21.7 updated to clarify debate begins only once a motion is on the floor.
- Sections 21.11, 21.12, and 21.13 were removed to streamline and modernize debate rules.

Motions & Voting

- Section 27.1 revised to clearly define when a Motion to Table is permitted and how long a tabled item remains active.
- Section 27.2 strengthened to prevent the use of tabling to avoid or delay decisions; only urgent interruptions qualify.

- Section 30.4 amended to require the names of Members voting on the minority side to be recorded when a vote is not unanimous.

Standing Committee Procedures

- Section 33.4 updated to allow Standing Committee Meeting times to be set at the Organizational Meeting or by the Committee.
- Section 33.14 replaced to clearly outline the procedural differences between Council and Standing Committees, including:
 - Members may speak more than once if all wish to speak
 - Only specific motions are permitted (agenda adoption, scheduling, referrals, information receipt, Closed motions, and recess)

Proposed Amendments by Standing Committee of Council on April 7, 2026

The proposed amendments were brought forward to the Standing Committee of Council Meeting on April 7, 2026, for review and discussion, where the Committee referred the Bylaw back to Administration to consolidate the member feedback received into the Bylaw before being brought forward to a Regular Meeting for consideration. Below is a summary of changes based on the member feedback required.

Definitions

Change Section 2.1 h): “**CAO**” or “**Chief Administrative Officer**” means the person appointed by Council to the position of Chief Administrative Officer under Section 205 of the MGA.

Add Section 2.1 k): “**Clerk**” means a member of Legislative Services who serves as the parliamentary advisor to Council.

Change Section 2.1 q): “**Council Reports**” means a summary report prepared by a Council Member outlining meetings, events, and activities undertaken during the reporting period from the 15th of one month to the 15th of the following month, using the prescribed template, and included on the agenda of the second Regular Council Meeting each month.

Add Section 2.1 ii): “**Parliamentary Inquiry**” means an inquiry, directed to the Chair and or the Presiding Officer by a Member, to obtain information on a matter of parliamentary procedure (including interpretation of this Bylaw) that applies to the business at hand.

Part 7:

Add Section 7.7: When Council establishes the annual schedule of Meetings, Council will not schedule Council Meetings between the close of the nomination period and the inaugural meeting in the year of a municipal general election.

Add Section 7.8: The Mayor will establish the seating arrangements of Council annually.

Part 15:

Addition to Section 15.5 in red: A maximum of two (2) Delegations shall be scheduled for each Council Meeting to ensure adequate time for Council to address the Business on the Agenda, **unless otherwise determined by the Mayor to be an urgent matter.**

Part 16:

Add Sections 16.10, 16.11 and 16.12 as follows:

- 16.10 A Member of Council may attend any meetings of Council by electronic participation a maximum of three (3) times a year. This includes Regular Meetings of Council, Special Meetings of Council and Standing Committee of Council Meetings. If a Member exceeds three (3) meetings by virtual attendance, they must receive permission from Council in advance to attend further meetings by virtual attendance. Members on vacation shall not be permitted to attend meetings by virtual attendance. Members must advise the Mayor and the Clerk.
- 16.11 If a Member is unable to attend a meeting for medical reasons of the Member or for the care of a family member or a person in that Member's household, this will not count towards the allotted three (3) virtual attendances.
- 16.12 When the Mayor attends a meeting using the electronic participation platform, the role and duties of chair may be reassigned to the Deputy Mayor.

Part 33:

Addition to Section 33.11 in red: A maximum of two (2) Delegations shall be scheduled for each Standing Committee of Council Meeting to ensure adequate time for the Committee to address the Business on the Agenda, **unless otherwise determined by the Mayor to be an urgent matter.** Delegations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committee's discretion, a longer time is required.

Administration recommends that the Council Procedural Bylaw 2026 Amendment be given three readings in order to strengthen clarity and consistency in Council's meeting procedures and ensure alignment with legislative requirements under the *Municipal Government Act*.

FINANCIAL IMPLICATIONS

There are no financial implications to recommending the Bylaw to come forward for consideration.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1353.26 - Council Procedural 2026 Amendment Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1353.26 - Council Procedural 2026 Amendment Bylaw, as presented.
3. That Council give unanimous consent to consider Third Reading to Bylaw 1353.26 - Council Procedural 2026 Amendment Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1353.26 - Council Procedural 2026 Amendment Bylaw, as presented.

ALTERNATIVES

- a) That Council refer Bylaw 1353.26 - Council Procedural 2026 Amendment Bylaw back to Administration for more information or amendments.

ATTACHMENTS

- *DRAFT Bylaw 1353.26 - Council Procedural 2026 Amendment Bylaw*
- *Bylaw 1332.25 – Council Procedural Bylaw - Blackline*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act, RSA 2000, c.M-26*, for the purpose of amending Bylaw No. 1332.25.

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

WHEREAS, Council has deemed it necessary that an amending bylaw be adopted to clarify the procedure and conduct at meetings of Council and Committees established by Council;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Council Procedural 2026 Amendment Bylaw**”.

PART 2 – AMENDMENTS

- 2.1 That Section 2.1 h) be deleted in its entirety and replaced with:

h) “**CAO**” or “**Chief Administrative Officer**” means the person appointed by Council to the position of Chief Administrative Officer under Section 205 of the MGA.

- 2.2 That Section 2.1 be amended by inserting the following definition as the new Section 2.1 k), and that all subsequent definitions be re-lettered accordingly to maintain alphabetical order:

k) “**Clerk**” means a member of Legislative Services who serves as the parliamentary advisor to Council.

- 2.3 That Section 2.1 v) be deleted in its entirety.

- 2.4 That Section 2.1 be amended by inserting the following definition as the new Section 2.1 l), and that all subsequent definitions be re-lettered accordingly to maintain alphabetical order:

l) “**Closed**” means a meeting, or portion of a meeting, that Councils and Council Committees may close to the public in accordance with Section 197(2) of the *Municipal Government Act* when the matter to be discussed falls within one of the exceptions to disclosure in Division 2 of Part 1 of the *Access to Information Act*.

- 2.5 That throughout the Bylaw, every reference to “In-Camera” be deleted and replaced with the term “Closed” to ensure consistency with Section 197(2) of the *Municipal Government Act*.

- 2.6 That Section 2.1 q) be deleted in its entirety and replaced with:

q) “**Council Reports**” means a summary report prepared by a Council Member outlining meetings, events, and activities undertaken during the reporting period from the 15th of one month to the 15th of the following month, using the prescribed template, and included on the agenda of the second Regular Council Meeting each month.

- 2.7 That Section 2.1 be amended by inserting the following definition as the new Section 2.1 ii), and that all subsequent definitions be re-lettered accordingly to maintain alphabetical order:

ii) “**Parliamentary Inquiry**” means an inquiry, directed to the Chair and or the Presiding Officer by a Member, to obtain information on a matter of parliamentary procedure (including interpretation of this Bylaw) that applies to the business at hand.

2.8 That Section 2.1 be amended by deleting ccc) in its entirety and replaced with:

ccc) **“Table”** means a Motion to temporarily set aside a Motion because an urgent matter requires immediate attention, without debate, for consideration later in the same meeting, or the item must be taken from the table by the end of the next meeting, or it expires.

2.9 Add Section 7.7 as follows:

7.7 When Council establishes the annual schedule of Meetings, Council will not schedule Council Meetings between the close of the nomination period and the inaugural meeting in the year of a municipal general election.

2.10 Add Section 7.8 as follows:

7.8 The Mayor will establish the seating arrangements of Council annually.

2.11 That Section 8.4 be deleted in its entirety and replaced with:

8.4 Regular Council Meeting commencement times shall be set by Council during the Organizational Meeting.

2.12 That Section 10.6 be deleted in its entirety and replaced with:

10.6 All Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Friday prior to Agenda posting.

2.13 That Section 15.1 be deleted in its entirety and replaced with:

15.1 If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application and any presentation materials to Legislative Services no later than 4:30 p.m. on the Friday prior to Agenda posting.

2.14 Add Section 15.5 as follows:

15.5 A maximum of two (2) Delegations shall be scheduled for each Council Meeting to ensure adequate time for Council to address the Business on the Agenda, unless otherwise determined by the Mayor to be an urgent matter.

2.15 Add Sections 16.10, 16.11 and 16.12 as follows:

16.10 A Member of Council may attend any meetings of Council by electronic participation a maximum of three (3) times a year. This includes Regular Meetings of Council, Special Meetings of Council and Standing Committee of Council Meetings. If a Member exceeds three (3) meetings by virtual attendance, they must receive permission from Council in advance to attend further meetings by virtual attendance. Members on vacation shall not be permitted to attend meetings by virtual attendance. Members must advise the Mayor and the Clerk.

16.11 If a Member is unable to attend a meeting for medical reasons of the Member or for the care of a family member or a person in that Member's household, this will not count towards the allotted three (3) virtual attendances.

16.12 When the Mayor attends a meeting using the electronic participation platform, the role and duties of chair may be reassigned to the Deputy Mayor.

2.16 That Section 18.1 be deleted in its entirety and replaced with:

18.1 Council Meetings shall Adjourn no later than three (3) hours after the meeting is called to order, unless Council is in the middle of a matter at that time, in which case Council may conclude the matter under discussion before adjourning. Council shall then recess and reconvene at 6:00 p.m. on the next business day unless:

- a) the matter under discussion has not concluded;
- b) Council directs otherwise; or

- c) Council, by majority Resolution taken as close as possible to the three-hour mark, approves extending the meeting beyond the three-hour limit.

2.17 That Section 19.4 be deleted in its entirety and replaced with:

19.4 Following the presentation of a report by an Officer or delegate, the Presiding Officer shall open a question period with the following process:

- a) Each Member of Council may ask up to two (2) initial questions.
- b) Follow-up questions for the purpose of obtaining information necessary to make an informed Motion do not count toward the two-question limit.
- c) Questions shall be directed through the Presiding Officer and shall relate only to:
 - i. clarifying the content of the report;
 - ii. obtaining factual or procedural information; or
 - iii. seeking details necessary to prepare a Motion.
- d) Questions shall not include debate, opinions, preambles.
- e) Debate begins only after a Motion is on the floor.
- f) Speaking time shall be determined at the discretion of the Presiding Officer.
- g) No Member of Council shall:
 - i. Speak without first being recognized by the Presiding Officer and granted the floor.
 - ii. Address Council through debate more than twice on the same item after a Motion is on the floor.
 - iii. Each Member must be given the opportunity to speak once before any Member speaks a second time. Speaking twice does not include asking a follow-up question to obtain information necessary to make an informed decision.

2.18 That Section 21.7 be deleted in its entirety and replaced with:

21.7 Debate begins only after a Motion is on the floor. The Presiding Officer will determine whether a Member may speak twice on the same item before other Members have had the opportunity to speak.

2.19 That Section 21.11 be deleted in its entirety.

2.20 That Section 21.12 be deleted in its entirety.

2.21 That Section 21.13 be deleted in its entirety.

2.22 That Section 27.1 be deleted in its entirety and replaced with:

27.1 A Motion to Table allows the temporary setting aside of the pending Motion because an urgent matter requires immediate attention, without debate, for consideration later in the same meeting, or the item must be taken from the table by the end of the next meeting, or it expires.

2.23 That Section 27.2 be deleted in its entirety and replaced with:

27.2 This Motion shall only be used for urgent interruptions and shall not be used to Postpone or avoid consideration of a matter. A tabled item may be returned to the floor only by a Motion to "Lift from the Table".

2.24 That Section 30.4 be deleted in its entirety and replaced with:

30.4 Where a Motion is not carried unanimously by the Members present, the names of the Members voting on the minority side shall be recorded in the Minutes.

2.25 That Section 33.4 be deleted in its entirety and replaced with:

33.4 Standing Committee of Council Meeting commencement times shall be set by Council during the Organizational Meeting or by the Standing Committee of Council during one of its meetings.

2.26 That Section 33.8 be deleted in its entirety and replaced with:

33.8 All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Friday prior to Agenda posting.

2.27 That Section 33.10 be deleted in its entirety and replaced with:

33.10 If a Delegation wishes to make a presentation to the Standing Committee of Council the Delegation must submit a written request in the form of a Delegation Application and any presentation materials to Legislative Services no later than 4:30 p.m. on the Friday prior to Agenda posting.

2.28 That Section 33.11 be deleted in its entirety and replaced with:

33.11 A maximum of two (2) Delegations shall be scheduled for each Standing Committee of Council Meeting to ensure adequate time for the Committee to address the Business on the Agenda, **unless otherwise determined by the Mayor to be an urgent matter**. Delegations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committee's discretion, a longer time is required.

2.29 That Section 33.14 be deleted in its entirety and replaced with:

33.14 Procedures in Standing Committee of Council only differ from Council's in that:

- a) A Member may speak more than once to a matter, provided that all Members who wish to speak have had an opportunity to do so. A Member may speak when no Motion is on the floor; however, when a Motion is on the floor, a Member shall speak only to that Motion.
- b) The only Motions permitted in Standing Committee of Council Meetings are:
 - i. to adopt the Agenda and Minutes of the Standing Committee of Council;
 - ii. to schedule Standing Committee of Council Meetings as needed;
 - iii. to direct items to a future Regular Council Meeting for consideration;
 - iv. to refer matters to Administration or to a Committee;
 - v. to receive items for information;
 - vi. to move to meet in Closed and subsequently to revert to a meeting held in public; and
 - vii. to Recess.

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. 2026.

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

READ for the second time this ____ day of _____, A.D. 2026.

(RES. 266/25)

MAYOR LAURA SVAB

CAO KIM ISAAK

READ for the third time this ____ day of _____, A.D. 2026.

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

DRAFT

BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and Committees established by Council, and may regulate the conduct of Council and Members of Committees established by Council;

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

AND WHEREAS Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council;

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

PART 1 - TITLE

- 1.1 That this Bylaw may be cited as the "**Council Procedural Bylaw**" of the Town of Blackfalds.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule "A" - Table of Contents
 - 1.2.2 Schedule "B" - Conflict of Interest Checklist
 - 1.2.3 Schedule "C" - Public Hearing Procedures
 - 1.2.4 Schedule "D" - Public Hearings Electronic Participation on Virtual Platform
 - 1.2.5 Schedule "E" - Council Procedural Bylaw Quick Reference

PART 2 - DEFINITIONS

- 2.1 In this Bylaw:
 - a) "**Act**" means the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended.
 - b) "**Administration**" means the collective of the Officers as outlined in this Bylaw.
 - c) "**Adjourn/Adjourned/Adjournment**" means the conclusion of a Council or Committee Meeting when stated by the Presiding Officer.
 - d) "**Agenda**" means the order of business items for any meeting of Council or Committee.
 - e) "**Amend**" means a Motion by which to amend a Motion that has been made but not yet voted on.
 - f) "**Business**" shall mean any matter appearing on an Agenda that requires a decision of Council or direction of a Committee.
 - g) "**Bylaw**" means a Municipal Bylaw of the Town.

- h) “CAO” or “Chief Administrative Officer” means the person appointed by Council to the position of Chief Administrative Officer under Section 205 of the MGA. CAO means the Chief Administrative Officer appointed for the Town.
- i) **“Call the Question”** means when the Presiding Officer ends debate and Council or Committee must vote on the Motion that has been made.
- j) **“Chair”** means the member elected from among the members of a Committee to preside at all meetings of the Committee.
- k) “Clerk” means a member of Legislative Services who serves as the parliamentary advisor to Council.
- l) “Closed” means a meeting, or portion of a meeting, that Councils and Council Committees may close to the public in accordance with Section 197(2) of the Municipal Government Act when the matter to be discussed falls within one of the exceptions to disclosure in Division 2 of Part 1 of the Access to Information Act.
- k)m) **“Committee”** means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw established in accordance with the Act.
- l)n) **“Conflict of Interest”** means any matter that could affect a private interest of a Council Member or an employer of the Council Member, or the Council Members knows or should know that the matter could affect a private interest of the Council Member’s family in accordance with Section 170(1)(b) of the Act.
- m)o) **“Consent Agenda”** means a group of items which are not expected to require discussion and/or debate and may be adopted by a single (omnibus) Motion.
- n)p) **“Council”** means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
- o)q) **“Council Committee Meeting”** means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
- p)r) **“Council Meeting(s)”** are regularly scheduled or Special Meetings that require the attendance of Council.
- q)s) “Council Reports” means a summary report prepared by a Council Member outlining meetings, events, and activities undertaken during the reporting period from the 15th of one month to the 15th of the following month, using the prescribed template, and included on the agenda of the second Regular Council Meeting each month. means a Council Member summary report of meetings, events and activities using the template provided, and will be included on the second Regular Council Meeting agenda each month.
- r)t) **“Delegation”** shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
- s)u) **“Deputy Mayor”** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.

- t)v) **"Extenuating Circumstances"** means circumstances or situations that diminish the capability of a Member to attend a Council or Committee Meeting in person.
- u)w) **"Municipal General Election"** means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- ~~"In Camera" means a part of the meeting closed to the public at which no Motion or Bylaw may be passed, except a Motion to recommend to Council or revert to a meeting held in public.~~
- v)x) **"Live Streaming"** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- w)y) **"Majority of Council"** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw.
- x)z) **"Mayor"** means the Chief Elected Official of the Town of Blackfalds duly elected.
- y)aa) **"Media Representatives"** shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- z)bb) **"Member(s)"** means a member of Council duly elected and continuing to hold office.
- aa)cc) **"Minutes"** means the record of decisions of a Council or Committee Meeting.
- bb)dd) **"Motion"** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- cc)ee) **"Notice of Motion"** is the means by which a Member of Council brings business before Council.
- dd)ff) **"Omnibus Motion"** means a Motion to place on the floor and adopt, approve, or accept, without debate, two (2) or more items.
- ee)gg) **"Organizational Meeting"** shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October.
- ff)hh) **"Officer"** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure & Planning Services, Director of Emergency Management & Protective Services or their delegates.
- ii) ~~**"Parliamentary Inquiry"** means an inquiry, directed to the Chair and or the Presiding Officer by a Member, to obtain information on a matter of parliamentary procedure (including interpretation of this Bylaw) that applies to the business at hand.~~
- gg)jj) **"Point of Information"** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand but not related to a Point of Procedure.

hh)kk) **"Point of Order"** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.

ii)ll) **"Point of Privilege"** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to the following:

- i. the organization or existence of Council;
- ii. the comfort of Members;
- iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.

jj)mm) **"Point of Procedure"** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:

- i. make an appropriate Motion;
- ii. raise a Point of Order;
- iii. understand the procedure; or
- iv. understand the effect of a Motion.

kk)nn) **"Presiding Officer"** shall mean the Mayor or the Deputy Mayor or, in the absence of the two (2), any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.

ll)oo) **"Postpone"** means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.

mm)pp) **"Public Hearing"** means a meeting of Council, or that portion of a meeting of Council during which members of the public make representations to Council in accordance with the Act.

nn)qq) **"Question of Privilege"** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member.

oo)rr) **"Quorum"** means the majority of Members, fifty (50%) plus 1 (one) of those present, unless Council provides otherwise in this Bylaw.

pp)ss) **"Recess"** means to take a brief break for a specific time but will continue the Council or Committee afterward.

qq)tt) **"Reconsider"** means the Motion by which to review a matter previously decided upon by Council or Committee.

rr)uu) **"Recorded Vote"** means at the request of a Member, the vote is recorded, and the Minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained.

ss)vv) **"Refer"** means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

tt)ww) **“Regular Council Meeting”** means a Council Meeting scheduled at the annual Organizational Meeting held in accordance with the Act.

uu)xx) **“Rescind”** means the Motion by which is referred to by declaring a previous resolution or Motion null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

vv)yy) **“Resolution”** means a Motion passed by a Majority of Council.

ww)zz) **“Special Council Meeting”** means a Council Meeting called by the Mayor pursuant to the Act;

xx)aaa) **“Standing Committee of Council”** is a meeting of Council as a whole.

yy)bbb) **“State of Emergency”** means an order of the Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.

zz)ccc) **“Suspension of the Rules”** means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.

aaa)ddd) ~~“Table” means the Motion by which allows a matter without debate to be set aside and brought back at a later date.~~ **Table** means a Motion to temporarily set aside a Motion because an urgent matter requires immediate attention, without debate, for consideration later in the same meeting, or the item must be taken from the table by the end of the next meeting, or it expires.

bbb)eee) **“Terms of Reference”** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw.

ccc)fff) **“Town”** means the municipal corporation of The Town of Blackfalds.

ddd)ggg) **“Video”** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

PART 3 – APPLICATION

3.1 This Bylaw applies to:

- a) Organizational Meetings;
- b) Regular Council Meetings
- c) Special Council Meetings; and
- d) Council Committee Meetings, except:
 - i. when Council has granted permission to a Committee to establish its own procedures.

3.2 The precedence of the rules governing the procedure of Council is:

- a) The Act;
- b) Other Provincial legislation;

- c) This Bylaw; and
- d) [Repealed 2025, Bylaw 1345.25]

(Amended, Bylaw 1345.25, 2025/10/14)

3.3 Subject to the appeal process set out in Section 19.3 of this Bylaw, the Presiding Officer or Chair shall interpret the procedure of meetings.

3.4 Suspension of the Rules:

- a) In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of 2/3 of all Members present.

PART 4 - GENERAL

- 4.1. Motions of Members and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw.
- 4.2. The Table of Contents is attached hereto as Schedule "A".
- 4.3. A breach of any Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 4.4. A Council Member who has a Pecuniary or Conflict of Interest in a matter before Council shall disclose the general nature of the Pecuniary or Conflict of Interest before the meeting has begun and abstain from discussing the matter or voting on the matter and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act. A Conflict of Interest Checklist is attached hereto as Schedule "B".
- 4.5. Council Meetings will be recorded and broadcast through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Bylaws and Policies and in accordance with legislation.

PART 5 - NOTICE OF MEETINGS

- 5.1 For all Council and Committee Meetings, notice must be:
 - a) Issued a minimum of twenty-four (24) hours prior to the meeting date;
 - b) In writing and specify the time, date, location and purpose of the meeting;
 - c) Electronically distributed via email to each Council or Committee Member;
 - d) Posted at the Town Office – at the Civic Cultural Centre; and
 - e) Given any other notification as requested by Council or the Committee.

PART 6 - QUORUM

- 6.1 When a Quorum is present at the time set for the commencement of a Council or Committee Meeting, the Presiding Officer or Chair shall call the meeting to order.
- 6.2 If there is a Quorum present at the time set for the commencement of a Council or Committee Meeting, but the Mayor and Deputy Mayor or Chair are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or Chair to be chosen by Resolution.
- 6.3 If a Quorum is not constituted within fifteen (15) minutes from the time set for the

commencement of a Council or Committee Meeting, the CAO or designate shall record the names of all the Members present and Adjourn the meeting.

- 6.4 If a Council or Committee Meeting is Adjourned for:
- a) Failure to constitute a Quorum; or
 - b) Due to loss of Quorum as a result of a Member leaving the meeting:
 - i. The Agenda delivered for that Council or Committee shall be considered at the next meeting of Council or Committee unless a Special Council Meeting is conducted to complete such business.

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a Municipal General Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a Municipal General Election, the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
- a) The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a Municipal General Election.
 - b) Roster of Deputy Mayors for the Council term;
 - c) Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October, should all of Council be in attendance;
 - d) The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and
 - e) any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.5 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.
- ~~7.6~~ Establishment of Regular Council and Standing Committee of Council Meetings can only occur if all Members of Council are in attendance in accordance with Section 193(1) of the Act.

~~7.67.7~~ When Council establishes the annual schedule of Meetings, Council will not schedule Council Meetings between the close of the nomination period and the inaugural meeting in the year of a municipal general election.

~~7.7.8~~ The Mayor will establish the seating arrangements of Council annually.

PART 8 – REGULAR MEETINGS OF COUNCIL

- 8.1. Regular Council Meetings shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Council Meeting will be held elsewhere in the community.
- 8.2. Regular Council Meetings shall typically be held on the second and fourth Tuesday of every month.
- 8.3. If a Regular Council Meeting falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
- 8.4. ~~Regular Council Meetings shall commence at 7:00 p.m.~~ Regular Council Meeting commencement times shall be set by Council during the Organizational Meeting.
- 8.5. A Regular Council Meeting may be cancelled:
 - a) By a Majority of Council at a previously held meeting; or
 - b) Written consent of a Majority of Council, providing twenty-four (24) hours' notice is provided to Members and the public; or
 - c) Written consent of two-thirds (2/3) of the whole of Council if twenty-four (24) hours' notice is not provided to the public.

PART 9 – SPECIAL MEETINGS OF COUNCIL

- 9.1. The Mayor may call a Special Council Meeting, and notice of such Special Council Meeting shall be given in accordance with the provisions of the Act and this Bylaw.
- 9.2. The Mayor must call a Special Council Meeting if an official written request is made for the meeting from a Majority of Members within fourteen (14) days of which the request was made.
- 9.3. Despite Section 9.2, the Mayor may call a Special Council Meeting on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole of Council give written consent to holding the Meeting before the Meeting begins.
- 9.4. The Notice of a Special Council Meeting shall be provided in accordance with Section 194 of the Act, as amended from time to time. It shall include the time, date and place at which the Special Council Meeting is to be held and state the general nature of the business to be transacted at the meeting shall be provided to each Member of Council and to the public.
- 9.5. A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Members of Council and without notice to the public if at least 2/3 of the whole of Council agrees to this, in writing, before the beginning of the meeting. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
 - a) By the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
 - b) If less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole of Council.
- 9.6. No business other than that stated in the notice shall be conducted at any Special

Council Meeting unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

PART 10 – REGULAR COUNCIL MEETING AGENDA

- 10.1 Agendas shall list the items and order of business for the meeting.
- 10.2 The standard order of business on the Regular Council Meeting Agenda shall be as follows, unless Council otherwise determined by a majority vote a change in order:
- a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agendas
 - d) Public Hearing
 - e) Delegation
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjourment
- 10.3 Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Agenda are:
- a) Available online to the public no later than 4:00 p.m. on the Friday prior to the day on which the Regular Council Meeting is held; and
 - b) Electronically distributed and available to all Members of Council and Officers who are entitled to receive copies.
- 10.5 The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the *Act* or any other statute dealing with access to information) available on the municipal website to the media and public.
- 10.6 All ~~Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Friday prior to Agenda posting.~~ ~~Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Wednesday prior to Agenda posting.~~
- 10.7 Only material which has been received in accordance with Section 10.6 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before Council at any meeting, the item shall:
 - i. be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii. be permitted to be added by the Presiding Officer, considered as an addendum to the Agenda upon a majority vote of Council.
- 10.8 Consent Agenda may include, but is not limited to:
- a) Declaration of No Interest (*conflict of duty and interest, pecuniary or other*);
 - b) Adoption of Minutes;
 - c) Council Reports;
 - d) Administrative Reports;

- e) Board, Committee and Commission Minutes and/or Reports;
 - f) Information (includes items of interest to Council Members);
 - g) Correspondence that is addressed to the Mayor and/or Council, and all content shall be subject to access to information legislation.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.
- 10.10 Council Reports will be included only on the second Regular Council Meeting each month, and Council will provide Administration, by the 16th of each month, with a summary report of meetings, events and activities using the template provided for inclusion in the Consent Agenda.
- 10.11 The CAO Report will include monthly administrative activities and will be included on the Consent Agenda at the second Regular Council Meeting of the month.
- 10.12 Public Hearings shall be conducted in accordance with Part 14.
- 10.13 Delegations shall be registered and heard in accordance with Section 15.
- 10.14 Business items include templated reports from Administration for items requesting a decision from Council or direction from the Standing Committee of Council:
- a) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
 - i. Vote on the recommended Motion; or
 - ii. Refer back to Administration for further consideration; or
 - iii. Vote on an amended Motion as determined through debate and presented by a Member of Council.
- 10.15 Notices of Motion shall be in accordance with Part 29 of this Bylaw.
- 10.16 Where a Confidential matter is included on the Agenda, the section of the access to information legislation and a description that allows information to be protected from disclosure will be cited on the Agenda and reflected in the Minutes.

PART 11 – CONSENT AGENDA

- 11.1 Consent Agenda items are a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
- 11.2 If a Member wishes to debate an item included in the Consent Agenda, the Member may exempt any item.
- 11.3 Council must review the items on both the Regular Council Agenda and the Consent Agenda, and prior to the Motion being made, the Presiding Officer shall ask if any Councillors have a Pecuniary or Conflict of Interest or wish to exempt an item on the proposed Consent Agenda.
- 11.4 In the event that a Member declares a Pecuniary or Conflict of Interest or other interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and added under Business.

- 11.5 All exempt Consent Agenda items shall be moved from the Consent Agenda and added under Business.
- 11.6 Subject to the above, the only time that an item should be removed from the Consent Agenda is if it is determined that action, a decision, or significant further discussion is needed or a Member declares a Conflict or Pecuniary Interest or other interest on an item that is included in the Consent Agenda.
- 11.7 Adoption of the Consent Agenda means approval or acceptance of all the items contained within the Consent Agenda and shall be done by one Omnibus Motion.
- 11.8 Council must vote to adopt or amend the Regular Agenda prior to carrying out any business and adopt or amend the Consent Agenda prior to carrying out any business.

PART 12 – MINUTES

- 12.1 The CAO or designate shall ensure that the Minutes are prepared and included in the Agenda package distributed to each Member for the next meeting.
- 12.2 Minutes shall be available to the public, including on the Town's website, within the same week as when they were approved by Council.
- 12.3 Any Member of Council may exempt the Minutes from the Consent Agenda and add them under Business for amendments.
- 12.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council or the Committee without the amendment being considered by Council.
- 12.5 Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a Motion of Council.
- 12.6 Major amendments to the Minutes must be amended and brought forward to the next Council Meeting for adoption.
- 12.7 Minutes of meetings of Council shall be signed by the Presiding Officer or Chair of the meeting and the CAO or designate at which those Minutes are approved.

PART 13 - COMMUNICATIONS

- 13.1 When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:
 - a) Be on paper or in a printable form;
 - b) Be able to identify the writer and the writer's contact information;
 - c) Subject to Section 13.3, be placed on an Agenda as appropriate; and
 - d) Properly placed within the Town's filing system.
- 13.2 Follow-up on the correspondence may include:
 - a) Discussion on the item under Business at a Council Meeting;
 - b) Directive to Administration to provide a response to the item of correspondence.

13.3 Responsibilities of the CAO:

- a) If the CAO determines the correspondence is within the governance authority of Council, the CAO will:
 - i. If it relates to an item already on the Agenda, deliver a copy of the correspondence or a summary of it to the Council Members prior to or at the meeting in which the Agenda is being considered; or
 - ii. Acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.
 - iii. In situations where the CAO considers correspondence to be libelous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.

13.4 Decisions on Communications:

- a) If the CAO determines the communication is not within the governance authority of Council, the CAO will:
 - i. Refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Council Members;
 - ii. Take any other appropriate action on the communication.
- b) If a Council Member objects to the process determined by the CAO, a Council Member may introduce a Notice of Motion requesting the item be included for Council's consideration on a future Agenda.
- c) If the standards set out in Section 13.3 are not met, the CAO may file the communication without any action being taken.
- d) Upon receipt of the communication to Council, the CAO will respond to the person or entity regarding the process to be followed, and any action taken on the subject of the communication.

PART 14 – PUBLIC HEARINGS

- 14.1 Council shall hold Public Hearings in accordance with the *Act* and this Bylaw as set out in the Public Hearing Procedures in Schedule "C".
- 14.2 Public Hearings, when required by the *Act* or requested by Council, will be held prior to the second reading of a Bylaw.
- 14.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.
- 14.4 Every effort shall be made to commence a Public Hearing as close as possible to the advertised time.
- 14.5 Any person who wishes to be heard at a Public Hearing may either:
 - a) Submit a written response in accordance with the advertisement.

- b) Make a verbal presentation in-person at the Civic Cultural Centre during the Public Hearing.
 - c) Make a verbal presentation electronically through a virtual platform during the Public Hearing, as outlined in Schedule "D" of this Bylaw.
 - d) Provide both a written response and verbal presentations.
- 14.6 All written submissions from the public must be received by the deadline advertised in the Public Hearing Notice for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the CAO or designate, who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

PART 15 – DELEGATIONS

- 15.1 ~~If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to Legislative Services no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting. A Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application and any presentation materials to Legislative Services no later than 4:30 p.m. on the Friday prior to Agenda posting.~~
- 15.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.
- 15.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.
- 15.4 All written presentations will become a matter of public record unless the Delegation informs the office or it is deemed confidential.
- ~~15.4~~ 15.5 A maximum of two (2) Delegations shall be scheduled for each Council Meeting to ensure adequate time for Council to address the Business on the Agenda, unless otherwise determined by the Mayor to be an urgent matter.

PART 16 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

- 16.1 Should a State of Emergency or Extenuating Circumstances where restrictive measures are required, electronic participation may be allowed by a Member of Council or Committee; participating electronically will be counted in determining whether a Quorum of Members is present.
- 16.2 A Member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Members participating in the meeting are able to communicate effectively.
- 16.3 A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 16.4 The Mayor, Deputy Mayor, Presiding Officer or Chair shall announce to those in attendance at the Council or Committee Meeting that a Member is attending the meeting by means of electronic communications.

- 16.5 Where the rules of procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the rules of procedure to ensure Members can effectively participate in the meeting.
- 16.6 When a Council Member attends a Closed Session via electronic participation, they will be required to confirm that they are attending the Closed Session alone.
- 16.7 The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
- 16.8 Members must make a reasonable effort to notify the CAO or designate a minimum of twenty-four (24) hours prior to the meeting of their intention to participate electronically.
- 16.9 The CAO or designate may provide for the electronic participation of staff, including that of the CAO.
- 16.10 A Member of Council may attend any meetings of Council by electronic participation a maximum of three (3) times a year. This includes Regular Meetings of Council, Special Meetings of Council and Standing Committee of Council Meetings. If a Member exceeds three (3) meetings by virtual attendance, they must receive permission from Council in advance to attend further meetings by virtual attendance. Members on vacation shall not be permitted to attend meetings by virtual attendance. Members must advise the Mayor and the Clerk.
- 16.11 If a Member is unable to attend a meeting for medical reasons of the Member or for the care of a family member or a person in that Member's household, this will not count towards the allotted three (3) virtual attendances.
- 16.12 When the Mayor attends a meeting using the electronic participation platform, the role and duties of chair may be reassigned to the Deputy Mayor.

PART 17 – CLOSED SESSIONS

- 17.1 Confidential items are those items that are discussed as per Section 197(2) of the Act “In Camera” or “Closed Sessions”, “In Closed” or “Closed Sessions”, and are confidential items of discussion between Council, Administration and invited persons. No Minutes, notes, or recordings of the discussions will take place, and any reports provided to Council will be returned to the CAO.

PART 18 - ADJOURNMENT

- 18.1 Council Meetings shall Adjourn no later than three (3) hours after the meeting is called to order, unless Council is in the middle of a matter at that time, in which case Council may conclude the matter under discussion before adjourning. Council shall then recess and reconvene at 6:00 p.m. on the next business day unless:

~~18.1 shall Adjourn no later than 10:00 p.m. unless in session at that time, except to conclude the matter under discussion, and Council shall Recess and reconvene at 6:00 p.m. on the next business day unless:~~

- ~~18.2~~
- a) A matter under discussion has not concluded;
 - b) Otherwise directed by Council; or
 - c) Council, Council, by majority Resolution taken as close as possible to the three-hour

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~~mark, approves extending the meeting beyond the three-hour limit by Resolution of a majority vote, taken as soon before 10:00 p.m. as the business permits, agree to an extension of the meeting beyond 10:00 p.m.~~

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18.318.2 If Adjournment takes place and unfinished business remains, these items will be carried over to the next Regular Council Meeting, or Council can call a Special Council Meeting on a specified day and time to attend to the unfinished business.

18.418.3 When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.

PART 19 – CONDUCT DURING MEETINGS

19.1 Council Meetings will be held in public, and no person may be excluded except for:

- a) Improper conduct; or
- b) Council may, by Resolution, meet ~~In-Camera~~Closed to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.

19.2 The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the Members present, without debate.

19.3 A Member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the Members present. If there is no appeal, the decision of the Presiding Officer shall be final.

19.4 Following the presentation of a report by an Officer or delegate, the Presiding Officer shall open a question period with the following process:

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- a) Each Member of Council may ask up to two (2) initial questions.
- b) Follow-up questions for the purpose of obtaining information necessary to make an informed Motion do not count toward the two-question limit.
- c) Questions shall be directed through the Presiding Officer and shall relate only to:
 - i. clarifying the content of the report;
 - ii. obtaining factual or procedural information; or
 - iii. seeking details necessary to prepare a Motion.
- d) Questions shall not include debate, opinions, or preambles.
- e) Debate begins only after a Motion is on the floor.
- f) Speaking time shall be determined at the discretion of the Presiding Officer.
- g) No Member of Council shall:
 - i. Speak without first being recognized by the Presiding Officer and

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- ii. Address Council through debate more than twice on the same item after a Motion is on the floor.
- iii. Each Member must be given the opportunity to speak once before any Member speaks a second time. Speaking twice does not include asking a follow-up question to obtain information necessary to make an informed decision.

19.4 — Member of Council shall:

- ~~a) — Speak without first being recognized by the Presiding Officer and being granted the floor.~~
- ~~a) — Speak twice to the same item after a Motion on any Agenda item, without the leave of Council, until every Member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued.~~
- ~~b) — Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking refers to when a Council Member debates a Motion.~~

- 19.5 The Presiding Officer shall give each Member of Council who wishes to speak on a matter on the Council Agenda an opportunity to do so before calling the question.
- 19.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 19.7 Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.
- 19.8 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
- 19.9 When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege, the point shall be stated succinctly, and the Presiding Officer shall, when giving their decision on the point, cite the rule or authority applicable to the same.
- 19.10 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or Administration.
- 19.11 When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.
- 19.12 When the Presiding Officer wishes to debate or make a Motion, they shall vacate the chair and request another Member to take the chair, in the following order:
 - a) Deputy Mayor
 - b) Any other Member of Council.
- 19.13 If no other Member of Council is willing to accept the chair, the Presiding Officer will continue as Chair; however, will be allowed to make a Motion and/or debate under the same rights and restrictions as other Members.
- 19.14 When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:
 - a) Remain quiet and seated;

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- b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
- c) Not carry on a private conversation.

19.15 When a Member is addressing Council, the Member shall:

- a) Not speak disrespectfully of others;
- b) Not shout, raise their voice or use offensive language;
- c) Not reflect on any vote of Council except when moving to Rescind it and shall not reflect on the motives of the Members who voted on the Motion, or the mover of the Motion;
- d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.

19.16 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they must indicate their intention and await the Presiding Officer's permission prior to leaving.

19.17 The arrival and departure of Council Members will be recorded in the official Minutes.

PART 20 – CONDUCT OF PUBLIC DURING MEETINGS

20.1. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.

20.2. Members of the public gallery during a Council Meeting:

- a) Shall not address Council without permission;
- b) Shall maintain order and quiet; and
- c) Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.

20.3. The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.

PART 21 – MOTIONS

21.1 A Council Member who wishes to submit a Motion in excess of twenty-five (25) words shall do so in writing to the Presiding Officer and Recording Secretary.

21.2 After a Motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.

21.3 Every Motion shall be stated or read by the mover.

21.4 Any Motion made in the negative shall be ruled out of order.

21.5 A request may be made to have the Recording Secretary read back the Motion, as made, for clarity prior to being put to vote.

21.6 Council or Committees may act on a Motion pertaining to a subject which is not on the Agenda with unanimous consent only.

- 21.7 ~~Debate begins only after a Motion is on the floor. The Presiding Officer will determine whether a Member may speak twice on the same item before other Members have had the opportunity to speak. When moved, a Motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and Officers having the opportunity.~~
- 21.8 The mover of a Motion may speak and vote for or against the Motion.
- 21.9 No Motion other than an Amending Motion or Motion to Table or Refer shall be considered until the Motion already before Council has been disposed of.
- 21.10 Where the Town has a contractual liability or obligation, Council shall not Reconsider, vary, revoke, or replace any Resolution except to the extent that it does not avoid or interfere with such liability or obligation.

~~21.11 The following Motions are not debatable by Members:~~

- ~~a) To take a Recess;~~
- ~~b) Question of Privilege;~~
- ~~c) Point of Order;~~
- ~~d) Suspension of the Rules, temporarily altering or suspend this Bylaw;~~
- ~~e) To limit debate on a matter before Members;~~
- ~~f) To Table the matter; and~~
- ~~g) Adjournment.~~

~~21.12 A Motion to Adjourn is not subject to debate and is voted on immediately.~~

~~21.13 A Motion of Suspension of the Rules is not amendable.~~

PART 22 – RECESS

- 22.1 Any Member may move that Council Recess or break for a specific period. After the Recess, business will be resumed at the point when it was interrupted. This Motion may not be used to interrupt a speaker.
- 22.2 A Motion to Recess may be Amended only as to length of time, but neither the Motion nor the amendment is debatable.
- 22.3 If no speaker is addressing Council, the Presiding Officer may call a Recess for a specific period.

PART 23 – MOTION TO AMEND

- 23.1 Motion to Amend are those Motions where word(s) or paragraphs are inserted or struck out of the original Motion and can be made by any Member and must be in agreement with the Member originating the Motion.
- 23.2 There shall be a maximum of three (3) Motions on the floor at a time, the main Motion and up to two (2) Amending Motions.
- 23.3 Amendments shall be voted on in reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original

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Motion is put to a vote.

PART 24 – MOTION TO RESCIND

24.1 A Motion to Rescind a previous Motion may be accepted by the Presiding Officer, and if passed by a majority vote of Council present, the previous Motion referred to would be declared null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

PART 25 – MOTION TO REFER

25.1 A Motion to Refer is to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

PART 26 – MOTION TO POSTPONE

26.1 A Motion to Postpone any matter shall include in the Motion:
a) A specific time to which the matter is Postponed; or
b) Provision that the matter is to be Postponed indefinitely.

26.2 When a Motion is Postponed without being settled, no similar or conflicting Motion which would restrict action on the first Motion may be introduced or adopted.

26.3 A Motion to Postpone a matter is Amendable and debatable.

~~26.4~~ Any matter that has been Postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

PART 27 – MOTION TO TABLE

~~27.1~~ A Motion to Table allows the temporary setting aside of the pending Motion because an urgent matter requires immediate attention, without debate, for consideration later in the same meeting, or the item must be taken from the table by the end of the next meeting, or it expires. Motion to Table allows a matter without debate to be set aside and brought back at a later date.

27.1

~~27.2~~ This Motion shall only be used for urgent interruptions and shall not be used to Postpone or avoid consideration of a matter. A tabled item may be returned to the floor only by a Motion to "Lift from the Table". To take a matter from the table requires a Motion, that Council lift from the table.

27.2

~~27.3~~

PART 28 – MOTIONS FOR INFORMATION

28.1 A Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.

28.2 A Motion to receive for information means Council or Committee acknowledges the

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information with no further action taken.

PART 29 – NOTICE OF MOTIONS

- 29.1 A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined. It must state the date of the meeting at which the Motion will be made and must meet the following requirements:
- a) A Council Member who submits a written Notice of Motion to the CAO to be read at a Regular Council Meeting need not be present during the reading of the notice.
 - b) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
 - c) If the Council Member is not present for the indicated date, the Motion will be deferred to the next Regular Council Meeting. If the Council Member is not present at the next Regular Council Meeting, the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.
- 29.2 Any Member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven (7) days before the meeting at which time the Motion will be debated, or Council passes a Motion by majority vote dispensing of the period of notice.
- 29.3 If a Motion is defeated, a Member of Council can reintroduce it as a new business item at a Regular Council Meeting by way of a Notice of Motion. It shall be substantially new wording and circumstances from the original Motion, subject to the provisions set out in Section 30.12.

PART 30 - VOTING ON MOTIONS

- 30.1 When debate on a Motion is closed, the Presiding Officer shall put the Motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.
- 30.2 No Member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
- 30.3 If any Member of Council wishes to have a Recorded Vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting Minutes pursuant to Section 185 of the Act.
- 30.4 Where ~~a Motion is not carried unanimously by the Members present, the names of the Members voting on the minority side shall be recorded in the Minutes~~ ~~a Motion is not carried unanimously by those Members present, then the names of those who voted for and against a Motion shall be entered upon the Minutes for Motions that are carried or defeated.~~
- 30.5 Votes on all Motions must be taken as follows:

- a) The Presiding Officer must declare the Motion and call for the vote.
 - b) Members must vote by a show of hands.
 - c) The Presiding Officer must declare the result of the vote.
- 30.6 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.
- 30.7 A Motion shall be declared defeated when it:
- a) Does not receive the required majority of votes; or
 - b) Receives an equal division of votes.
- 30.8 Each Member present shall vote on every Motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the Minutes.
- 30.9 Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the access to information legislation.
- 30.10 A Member shall not vote on a matter if they are absent from the Council Chambers when the matter has been heard, and the vote is called.
- 30.11 The outcome of every vote shall be incorporated into the official Minutes.
- 30.12 Once a subject matter has been voted on, and that particular meeting is Adjourned, it may not be raised again for six (6) months from the date of the vote unless Council is unanimous in raising the subject matter sooner and the unanimous approval to raise the matter may be included in the main Motion that is under consideration by Council.

PART 31 – BYLAWS & POLICIES

- 31.1 Draft Bylaws and Council policies shall be prepared by the appropriate Administration member and may be reviewed at a meeting of the Standing Committee of Council before being presented at a Council Meeting.
- 31.2 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 31.3 The CAO shall provide a copy of the Bylaw in full and include it in the Agenda package.
- 31.4 Every Bylaw shall have three (3) distinct readings in accordance with the Act.
- 31.5 Only the Bylaw's title or identifying number may be read at each reading.
- 31.6 A Bylaw shall be introduced for first reading by a Motion that the Bylaw be read a first time.
- 31.7 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.

- 31.8 Council shall vote on the Motion for first reading of a Bylaw without amendment or debate.
- 31.9 A Bylaw shall be introduced for second reading by a Motion that it be read a second time.
- 31.10 After a Member has made a Motion for second reading of a Bylaw, Council may:
- a) Debate the substance of the Bylaw; and
 - b) Propose and consider amendments to the Bylaw.
- 31.11 A Bylaw shall not be given more than two (2) readings at one (1) meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.
- 31.12 When Council unanimously consents that a Bylaw may be presented for third reading:
- a) Motion for third reading of the bylaw shall be made;
 - b) Council shall vote on the Motion without amendment or debate.
- 31.13 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or bylaw does not require a greater majority.
- 31.14 In conformance with the Act:
- a) If a Bylaw does not receive a third reading within two (2) years from the date of the first reading, the previous readings are deemed to have been Rescinded; and
 - b) If a Bylaw is defeated on second or third reading the previous readings are deemed to have been Rescinded.
- 31.15 Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate and then shall have the Town's corporate seal applied.
- 31.16 Copies of all Bylaws and Council policies will be maintained and will be provided as public information on the Town's official website.
- 31.17 Bylaws which require approval from the Province of Alberta, shall receive two (2) readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.
- 31.18 Bylaws come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.
- 31.19 Subject to Section 31.1, policies shall be presented for discussion and passed by a simple majority at one (1) sitting and shall come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.
- 31.20 Upon being passed, a policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate.

PART 32 - COMMITTEES

- 32.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through Bylaw and established Terms of Reference for said Boards and Committees.

PART 33 – STANDING COMMITTEE OF COUNCIL

- 33.1 Standing Committee of Council is hereby established and considered to be Committee of the Whole with membership comprised of all Members of Council.
- 33.2 Standing Committee of Council typically takes place on the third Monday of every month.
- 33.3 The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.
- 33.4 Standing Committee of Council Meeting commencement times shall be set by Council during the Organizational Meeting or by the Standing Committee of Council during one of its meetings~~Standing Committee of Council shall commence at 7:00 p.m.~~
- 33.5 Quorum of the Standing Committee of Council is a majority of Council Members.
- 33.6 The Standing Committee of Council may:
- a) Receive delegations and submissions;
 - b) Receive updates on major capital projects and initiatives;
 - c) Meet with other municipalities and other levels of government; and
 - d) Receive updates from Council Committees.
- 33.7 The standard order of business on a Committee Agenda shall be as follows unless Council otherwise determines by a majority vote a change in order:
- a) Call to Order
 - b) Land Acknowledgement
 - c) Delegation
 - d) Business
 - e) Confidential
 - f) Adjournment

~~33.8~~ All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the ~~Friday~~Tuesday prior to Agenda posting.

- 33.9 Only material which has been received in accordance with Section 33.8 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before the Committee at any meeting, the item shall:
 - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer, considered as an

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addendum to the Agenda upon a majority vote of the Committee.

33.10 ~~If a Delegation wishes to make a presentation to the Standing Committee of Council the Delegation must submit a written request in the form of a Delegation Application and any presentation materials to Legislative Services no later than 4:30 p.m. on the Friday prior to Agenda posting. Delegation wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to Legislative Services no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation Applications can be accessed on the Town's website.~~

~~33.11 A maximum of two (2) Delegations shall be scheduled for each Standing Committee of Council Meeting to ensure adequate time for the Committee to address the Business on the Agenda, unless otherwise determined by the Mayor to be an urgent matter. Delegations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committee's discretion, a longer time is required. Delegations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committees discretion, a longer time is required.~~
~~33.11~~

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33.12 All written presentations will become a matter of public record unless the presenter informs the office of the CAO or it is deemed confidential.

33.13 The CAO shall ensure copies of the Standing Committee of Council Agenda are available online to the public no later than 4:00 p.m. on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.

33.14 Procedures in Standing Committee of Council only differ from Council's in that:

a) A Member of Council may speak more than once, provided that all Council Members who wish to speak to the matter have been permitted to speak;

~~b) A Member of Council may speak even though there is no Motion on the floor, but if there is a Motion on the floor, a Council member shall only address that Motion;~~

~~b) The only Motions permitted in Standing Committee of Council Meetings are:~~

- ~~i. to adopt the Agenda and Minutes of the Standing Committee of Council;~~
- ~~ii. to schedule Standing Committee of Council Meetings as needed;~~
- ~~iii. to direct items to a future Regular Council Meeting for consideration;~~
- ~~iv. to refer matters to Administration or to a Committee;~~
- ~~v. to receive items for information;~~
- ~~vi. to move to meet in Closed and subsequently to revert to a meeting held in public; and~~
- ~~vii. to Recess~~

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~~e) only Motions permitted are:~~

~~d) To direct items to a future Regular Council Meeting for consideration or to Refer matters to Administration or to a Committee.~~

~~e) To receive items for information;~~

~~f) To move to meet In-Camera and subsequently to revert to a meeting held in public; and~~

~~g) To Recess~~

~~h)~~

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33.15 The operation of the Standing Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no powers to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

PART 34 - REPEAL

34.1 That Bylaw 1289.23 and 1317.24 are hereby repealed upon this Bylaw coming into effect.

PART 35 - DATE OF FORCE

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

READ for the first time this 22nd day of April, A.D. 2025.

(RES. 089/25)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this 22nd day of April, A.D. 2025.

(RES. 090.25)

MAYOR JAMIE HOOVER

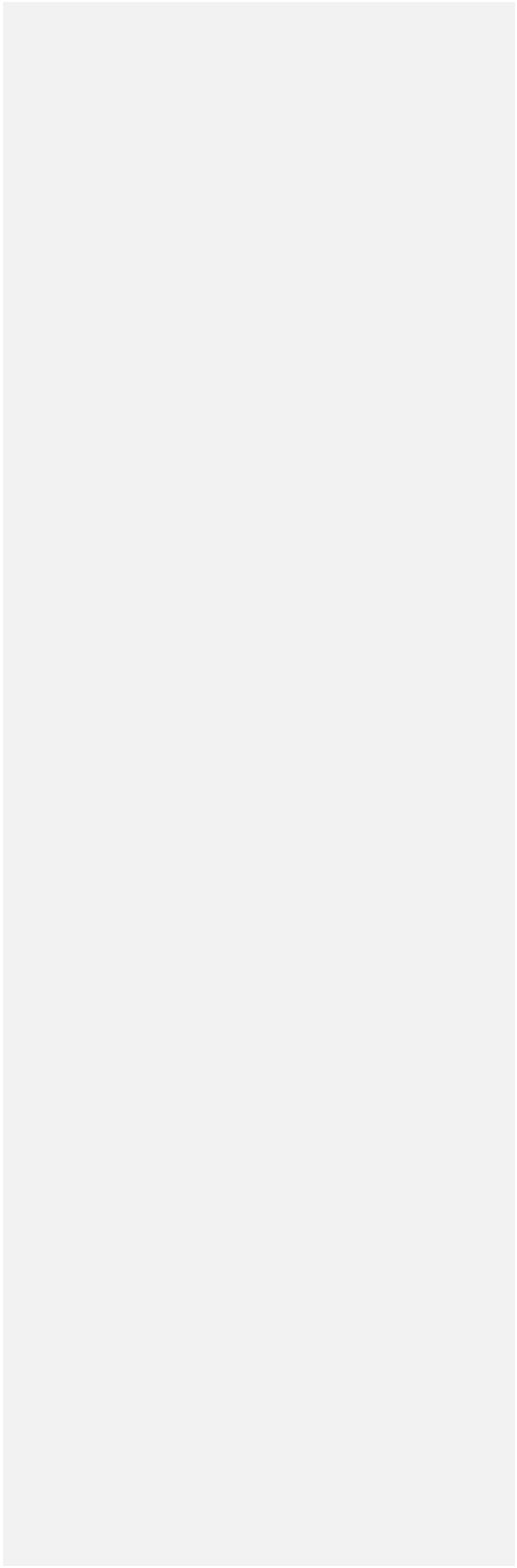
CAO KIM ISAAK

READ for the third time this 22nd day of April, A.D. 2025.

(RES. 092/25)

MAYOR JAMIE HOOVER

CAO KIM ISSAK



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PART 9 - SPECIAL MEETINGS OF COUNCIL

PART 10 - REGULAR COUNCIL MEETING AGENDA

PART 11 - CONSENT AGENDA

PART 12 - MINUTES

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PART 16 - ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

PART 17 - CLOSED SESSIONS

PART 18 - ADJOURNMENT

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[PART 35 - DATE OF FORCE](#)

SCHEDULE "B"
CONFLICT OF INTEREST CHECKLIST

Conflict of Interest Checklist

The 6 Ps

Public duty versus private interests Do I have personal or private interests that may conflict, or be perceived to conflict with my fiduciary duty to the organization?

Potentialities Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?

Perception How will my involvement in the decision/action be viewed by others?

Proportionality Does my involvement in the decision appear fair and reasonable in all the circumstances?

Presence of mind What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?

Promises Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

Disclaimer: This infographic is intended to be a starting point for thinking about conflicts of interest, and that Council should consult the Municipal Government Act and Council Code of Conduct Bylaw or obtain legal advice if they are concerned about a conflict of interest issue.

SCHEDULE "C"
PUBLIC HEARING PROCEDURES**1. Definitions**

- 1.1 "Chair" refers to the Presiding Officer officiating the Council Meeting.
- 1.2 "Secretary" refers to the CAO or their designate.

2. Advertising

- 2.1 Advertising for all Public Hearings must meet the requirements of Section 606 of the *Municipal Government Act*, Town of Blackfalds' Public Notification Bylaw and Public Participation Policy and will include:
 - a) Inclusion in a local newspaper once a week for two (2) consecutive weeks ahead of the Public Hearing date.
 - b) Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).
 - c) Posted on the Town's website for the time period provided for print media notice.
 - d) Forwarded to parties determined to have a direct or significant impact by the matter.

3. Public Written Comments and Submissions

- 3.1. Public comments as outlined in the Public Hearing notice are to be forwarded electronically to legislative@blackfalds.ca.
- 3.2. Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, TOM 0J0 c/o Legislative Services.
- 3.3. All written comments must be received by 12:00 p.m. Noon on the Wednesday prior to the scheduled Council Meeting where the Public Hearing has been scheduled.

4. Presenting at Public Hearing

- 4.1 When presenting at a Public Hearing, each presenter must provide:
 - a) their name and how they are affected by the subject of the Public Hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the Public Hearing;
 - b) the names, if any, of any additional people that they are presenting on behalf of.

5. Public Hearing Procedure

- 5.1 All Public Hearings shall be conducted in the following manner:
 - a) The Chair shall outline the process to be followed and declare the time at which it has been opened.
 - b) The Secretary shall outline the purpose of the Public Hearing, confirm the dates on which the Public Hearing was advertised, and read into the record any late written submissions that have been received.
 - c) The Chair shall invite verbal presentations from those in-person at the Town Office or electronically through a virtual platform who wish to speak.
 - d) The Chair may allow questions from members of Council after each presentation, either to Administration or to the presenter.
 - e) After all presentations have been made and questions asked, the Chair shall declare the Public Hearing closed.

SCHEDULE "D"
PUBLIC HEARING ELECTRONIC PARTICIPATION ON VIRTUAL PLATFORM

1. Anyone who wishes to present electronically at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the Public Hearing prior to the advertised submission deadline by:
 - 1.1 Submitting a request in the prescribed electronic form on the Town of Blackfalds' public official website; or
 - 1.2 Emailing Legislative Services at legislative@blackfalds.ca.
2. When electronically presenting at a Public Hearing, presenters must:
 - 2.1 identify themselves by name through their usernames on the virtual platform and may further identify themselves by position or organization if they wish;
 - 2.2 keep their cameras and microphones deactivated before and after their presentation; and
 - 2.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
3. The Secretary is authorized to deactivate cameras and microphones during Public Hearings to avoid disruptions to the proceedings.
4. The Chair has the authority to end a presenter's electronic participation in a Public Hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

SCHEDULE "E"
COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn (Part 18)	means the conclusion of a Council or Committee Meeting.	"Seeing as there is no other business, I Adjourn this meeting at [time]" "I move That Council Adjourn."	Yes	No Motion to Adjourn is not subject to debate and is voted on immediately	When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.
Amend (Part 23)	means a Motion by which to amend a Motion that has been made but not yet voted on.	"I move That the wording of the Motion is amended to read..."	Yes	Yes	Amendments shall be voted on in reverse order to that in which they have been moved before the original motion is put to a vote.
Call the Question (Part 2)	means when the Presiding Officer ends the debate and Council or Committee must vote on the Motion that has been made.	"I call the question." "All in favour?" All opposed?"	No	No	It is the role of the Presiding Officer/Chair to Call the Question.
Information Motions (Part 28)	Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference. Motion to receive for information means Council or Committee acknowledges the information with no further action taken.	"I move That Council accept [subject] for information." "I move That Council receive the [subject] for information."	Yes	Yes	When Council accepts the information, it is placed in the Town's record for reference. When Council or Committee receives the information, it is acknowledged with no further action taken.
Point of Information (Part 19)	means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure.	"Point of Information [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Information.
Point of Order (Part 19)	means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.	"Point of Order [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Order.
Point of Privilege (Part 19)	means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members	"Point of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Privilege. Includes but is not limited to the following: i) the organization or existence of Council; ii) the comfort of Members; iii) the conduct of Administration or

COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
					members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
Postpone (Part 26)	means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.	"I move That Council Postpone the [subject] voting until...." "I move That Council Postpone the [subject] indefinitely."	Yes	Yes	A Motion to Postpone any matter shall include in the Motion a specific time to which the matter is postponed or provisions that the matter is Postponed indefinitely.
Question of Privilege (Part 19)	means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council.	"Question of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Question of Privilege.
Recess (Part 22)	means to take a brief break for a specific time but will continue the Council or Committee afterward.	"I move That Council move for a [M] min Recess." Presiding Officer: "I call for a [M] min Recess."	Yes	Yes	Any Member may move for a Recess. This Motion may not be used to interrupt a speaker.
Rescind (Part 24)	means the Motion by which is referred to by declaring a previous resolution or Motion null and void.	"I move That Council Rescind [subject]."	Yes	Yes	A Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
Reconsider (Part 2)	means to review a matter previously decided upon by Council or Committee	"I moved That Council Reconsider [subject or Motion No.]".	Yes	Only if the original Motion was debatable.	A Motion to Reconsider will not undo any actions which have already been taken as a result of the Motion previously passed and is subject to Section 29.3.
Refer (Part 25)	means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information.	"I move That Council refer [subject] to Administration and/or Committee for more information."	Yes	Yes	A Motion to Refer shall include terms, timelines, and other relevant information.
Suspension of the Rules (Part 3)	means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.	"I moved That Council suspend Council Procedural Bylaw Section [inset no] for the purpose of"	Yes	No	A Suspension of the Rules can only be used for a specific purpose.
Table (Part 27)	means the Motion which allows a matter without debate to be set aside and brought back at a later date.	"I move That Council Table [subject]."	Yes		To take a matter from the Table requires a Motion, That Council lift from the table.

MEETING DATE: April 14, 2026

PREPARED BY: Danielle Nealon, Senior Legislative Advisor

PRESENTED BY: Danielle Nealon, Senior Legislative Advisor

SUBJECT: **Bylaw 1354.26 Subdivision and Development Appeal Board (SDAB)
Bylaw – Establishment of a Town SDAB and Authorization for an
Intermunicipal SDAB**

BACKGROUND

The Town of Blackfalds is currently a member of the Regional Subdivision and Development Appeal Board administered through Parkland Community Planning Services (“**PCPS**”), along with 30+ other member municipalities, including the City of Lacombe and Town of Sylvan Lake. This regional board has historically provided SDAB services on behalf of all member municipalities.

It has been recently confirmed that PCPS will be ceasing planning services by the end of April, resulting in the termination of the Regional SDAB, which the agency administered. With the dissolution, member municipalities must now:

- Establish their own local SDAB, or
- Enter into a new Intermunicipal SDAB agreement with one or more municipalities.

This transition will require all member Regional SDAB municipalities to ensure that appeals can continue to be heard in compliance with Part 17 of the *Municipal Government Act*.

DISCUSSION

Under Section 627(1) of the MGA:

A council must by bylaw:

- a) establish a subdivision and development appeal board,
- b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board,

or both.

Additionally, Section 627.1 requires that a municipality appoint, or authorize the appointment of, one or more Clerks for any SDAB it establishes or participates in.

While the Town is aware of three proposals from potential regional or contracted SDAB service providers, these options remain under review. Regardless of which long-term service model Council may ultimately select, the Town is required to ensure that a valid Subdivision and Development Appeal Board is in place at all times.

To maintain uninterrupted appeal capability and to comply with the MGA, the proposed SDAB Bylaw provides for:

- The establishment of a Town operated SDAB, and
- The authority for the Town to enter into an Intermunicipal SDAB Agreement by resolution with one or more municipalities, should that be Council's preferred approach.

The proposed Subdivision and Development Appeal Board Bylaw has been drafted to ensure the Town of Blackfalds remains compliant with the MGA while providing long-term flexibility in how subdivision and development appeals are administered. The Bylaw includes several important features that support both immediate operational needs and future service options.

First, the Bylaw formally establishes a Town of Blackfalds Subdivision and Development Appeal Board, which is required under provincial legislation. This ensures the Town will always have a valid appeal mechanism available, regardless of regional partnerships or administrative changes.

The Bylaw also authorizes the Town to enter into an Intermunicipal SDAB Agreement with one or more municipalities. This enables the Town to collaborate regionally in delivering appeal services, should Council determine that an intermunicipal model is the preferred long-term option.

To support ongoing flexibility, the Bylaw allows Council to determine whether the Town will operate its own SDAB or rely on an Intermunicipal SDAB. When an Intermunicipal SDAB Agreement is active, the Bylaw suspends the need for Council to appoint members to the Town's SDAB, ensuring clarity in jurisdiction and efficient allocation of resources.

The Bylaw further ensures compliance with the Clerk and training requirements set out in the SDAB Regulation, including the authorization to appoint one or more Clerks for both the Town SDAB and any Intermunicipal SDAB that the Town may join.

Finally, the Bylaw contains a reactivation clause that allows Council to reinstate the Town SDAB at any time. If an Intermunicipal SDAB Agreement is dissolved, terminated, or expires, Council may promptly reappoint members and a Clerk to ensure uninterrupted appeal capability.

Adopting this Bylaw positions the Town for a smooth transition, mitigates compliance risks, and provides operational certainty as Administration continues to review long-term SDAB service delivery options.

Once Administration has completed a full analysis of the proposals, including cost, governance implications, service levels, and long-term sustainability, these options will be brought forward to Council for consideration and direction. This approach ensures that Council will have the necessary information to determine the most effective SDAB service model moving forward.

FINANCIAL IMPLICATIONS

The financial impacts will depend on the final service model selected. Costs will vary between:

- Town operated SDAB (training, member honoraria, Clerk time), and

- Intermunicipal service (shared administration and potentially reduced long-term operational costs).

Administration will return to Council with cost comparisons for long-term SDAB options once the three proposals have been fully reviewed.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:


1. That Council give First Reading to Bylaw 1354.26, Subdivision and Development Appeal Board Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1354.26, Subdivision and Development Appeal Board Bylaw, as presented.
3. That Council give unanimous consent to consider Third Reading to Bylaw 1354.26, Subdivision and Development Appeal Board Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1354.26, Subdivision and Development Appeal Board Bylaw, as presented.

ALTERNATIVES

- a) That Council refer the matter back to Administration for additional information.

ATTACHMENTS

- *DRAFT Bylaw 1354.26, Subdivision and Development Appeal Board Bylaw*
- *Bylaw 1274.22 – Regional SDAB Bylaw*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD AND TO AUTHORIZE THE TOWN OF BLACKFALDS TO ENTER INTO AN AGREEMENT WITH ONE OR MORE MUNICIPALITIES TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c M 26 and amendments thereto, for the purpose of establishing a subdivision and development appeal board and authorizing the Town of Blackfalds to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board.

WHEREAS, pursuant to Section 627(1) of the *Municipal Government Act*, RSA 2000, c M-26, requires that a Council must by bylaw:

- a) establish a subdivision and development appeal board, or
 - b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board,
- or both.

WHEREAS, the Council of the Town of Blackfalds considers it necessary and desirable to establish a subdivision and development appeal board and further wishes to authorize the Town of Blackfalds to enter into an agreement to establish an intermunicipal subdivision and development appeal board.

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Subdivision and Development Appeal Board Bylaw**”.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - a) “**Act**” means the *Municipal Government Act*, RSA 2000, c M-26, as amended.
 - b) “**Agreement**” means the document between the Town and another municipality which establishes an Intermunicipal Subdivision and Appeal Board, as permitted by this Bylaw and the Act.
 - c) “**Applicant**” means a person applying for subdivision approval or a development permit.
 - d) “**Appellant**” means a person who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.
 - e) “**Board**” means the Town of Blackfalds Subdivision and Development Appeal Board established under this Bylaw, and Part 17 of the Act.
 - f) “**CAO**” means the Chief Administrative Officer of the Town.
 - g) “**Clerk**” means a designated officer appointed to perform the duties and functions of a clerk pursuant to the Act and Regulation for the Board or the Intermunicipal Board who has or will complete the training requirements outlined in the *Matters Related to Subdivision and Development Regulation*, Alta Reg 84/2022, or any amendment thereafter
 - h) “**Council**” means the Municipal Council of the Town.
 - i) “**Intermunicipal Board**” means an Intermunicipal Subdivision and Development Appeal Board established through an Agreement authorized by this Bylaw.

- j) “**Member**” means an individual appointed by Council to serve on the Board who has or will complete the training requirements outlined in the *Matters Related to Subdivision and Development Regulation*, Alta Reg 84/2022, or any amendment thereafter.
- k) “**Town**” means the municipal corporation of the Town of Blackfalds.
- l) “**Town Board**” means the Subdivision and Appeal Board of the Town of Blackfalds, but is distinct from any Intermunicipal Board they may participate in.

PART 3 - ESTABLISHMENT OF A TOWN SUBDIVISION AND DEVELOPMENT APPEAL BOARD

- 3.1 The Town of Blackfalds Subdivision and Development Appeal Board is hereby established pursuant to section 627(1)(a) of the Act.
- 3.2 The Board shall hear and decide subdivision and development appeals in accordance with the Act, the Subdivision and Development Regulation, the Land Use Bylaw, and any applicable statutory plans.
- 3.3 The Board shall consist of at least five (5) public Members, appointed by Council for a two-year term, with no Member serving more than two (2) consecutive terms.
- 3.4 Town employees, the Town’s Subdivision Authority, the Town’s Development Authority and members of the Municipal Planning Commission shall not be appointed to the Board, nor any other person who carries out subdivision or development powers on behalf of the Town.
- 3.5 Appointments may be made in any year at any time Council chooses for operational, training, or contingency purposes.
- 3.6 Subject to the above, if the Town has entered into an Agreement to participate in an Intermunicipal Subdivision and Development Appeal Board, Council is not required to and shall not appoint Members to the Town’s Subdivision and Development Appeal Board during the annual recruitment process for Boards and Committees.
- 3.7 The Town Board shall be and remain inactive whenever the Town participates in an Intermunicipal Subdivision and Development Appeal Board.

PART 4 - PANELS

- 4.1 When hearing an appeal, a panel of at least three (3) Members shall be convened.
- 4.2 A majority of the panel constitutes a quorum.

PART 5 - BOARD PROCEDURES

- 5.1 The Board shall hold hearings within the timelines established in the Act.
- 5.2 The Board may make rules as are necessary for the conduct of its hearings that are consistent with this Bylaw, the Town’s Land Use Bylaw, the Act, and any other authority it deems impactful on the creation of such rules.
- 5.3 The Board shall conduct hearings in accordance with:
 - a) the Act;
 - b) the Board’s procedural rules (if adopted); and
 - c) applicable principles of procedural fairness and natural justice.
- 5.4 The Board shall issue written decisions, including reasons, within the timelines required by the Act.

PART 6 – BOARD CLERK

- 6.1 If the Town Board is active, Council shall appoint a Clerk and an alternate Clerk for the Board.

6.2 The Board Clerk shall:

- a) schedule and coordinate hearings;
- b) provide administrative support to the Board;
- c) receive and process notices of appeal;
- d) maintain the Board's records,
- e) or any other such responsibilities and functions as described in the Act and/or the procedural rules (if adopted).

PART 7 - REMUNERATION

7.1 Council may establish honoraria or remuneration for Board Members by separate policy or resolution.

PART 8 - AUTHORIZATION FOR AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

- 8.1 In accordance with Section 627(1)(b) of the Act, the Town is hereby authorized to enter into an Agreement with one or more municipalities to establish an Intermunicipal Subdivision and Development Appeal Board.
- 8.2 Council may, by resolution, approve the Agreement establishing an Intermunicipal Subdivision and Development Appeal Board Agreement and make any amendments thereto.
- 8.3 Council hereby authorizes the appointment of one or more Clerks for the Intermunicipal Board, in accordance with the Agreement.
- 8.4 When an Intermunicipal Subdivision and Development Appeal Board Agreement is in effect, Council shall refrain from appointing Members to the Town Board, as provided in Section 3.6 of this Bylaw, and no Town Subdivision Development Appeal Board panel shall be convened during that period.
- 8.5 When an Intermunicipal Subdivision and Development Appeal Board is in effect, the Intermunicipal Board shall hear all subdivision and development appeals arising within the Town in accordance with the Agreement.

PART 9 - REACTIVATION OF TOWN BOARD

9.1 If the Intermunicipal Board Agreement is terminated or expires, the Town Board is automatically reactivated, and Council must appoint Members and a Clerk in accordance with Parts 3 and 6 of this Bylaw and the Act.

PART 10 - APPEAL FEE

10.1 All Applicants or Appellants shall pay the fee outlined in the Town's Development Fees and Fines Bylaw.

PART 11 - REPEAL

11.1 Bylaw 1274.22 is hereby repealed upon this Bylaw coming into effect.

PART 12 - DATE OF FORCE

12.1 This Bylaw shall come into effect upon the date on which it is finally read and passed.

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

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

(RES.)

MAYOR LAURA SVAB

CAO KIM ISAAK

DRAFT

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO TO AUTHORIZE THE TOWN OF BLACKFALDS TO ENTER INTO AN AGREEMENT WITH ONE OR MORE OTHER MUNICIPALITIES TO ESTABLISH THE REGIONAL INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD AND TO AUTHORIZE THE TOWN OF BLACKFALDS ENTERING INTO AN AGREEMENT WITH PARKLAND COMMUNITY PLANNING SERVICES (PCPS) FOR THE PROVISION OF INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD SERVICES.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of authorizing the Town of Blackfalds to enter into an agreement with one or more other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and to authorize the Town of Blackfalds entering into an agreement with Parkland Community Planning Services (PCPS) for the provision of intermunicipal subdivision and development appeal board services.

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended (the "**Act**") allows a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of the Town of Blackfalds considers it beneficial to enter into an agreement with certain other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and for the provision of subdivision and development appeal board services to be provided by Parkland Community Planning Services;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "**Regional SDAB Bylaw**".

PART 2 – DEFINITIONS

- 2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in the *Municipal Government Act*.
- 2.2 In this Bylaw, the following terms shall have the meanings shown:
- (a) "**Act**" means *the Municipal Government Act*, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed thereunder;
 - (b) "**Administrative Committee**" means that committee established pursuant to this Bylaw;
 - (c) "**Administrator**" means the individual appointed as Administrator for the purpose of the Agreement by the Coordinator;
 - (d) "**Agreement**" means the Agreement to Establish the Regional Intermunicipal Subdivision and Development Appeal Board and to Provide for Regional Intermunicipal Subdivision and Development Board Services to be entered into between the Participating Municipalities and the Coordinator;
 - (e) "**Board Member**" means a person appointed to the Regional Board;
 - (f) "**Clerk**" means the person(s) appointed and qualified to carry out the functions of the clerk of the Regional Board in accordance with this Bylaw and the Act;
 - (g) "**Common Law Bias**" means a situation where a Board Member's personal or private interests may or may be perceived as influencing the Board Member on a matter before the Regional Board including but not limited to: direct or indirect Pecuniary Interest, pre-judgment, closed mindedness, undue influence, relationship with any of the parties involved in the matter including family members, close friends and business associates;
 - (h) "**Conflict of Interest**" means both Common Law Bias and Pecuniary Interest;

- (i) "**Coordinator**" means the Parkland Community Planning Services;
- (j) "**Designated Officer**" has the same meaning as in the Act;
- (k) "**Development Authority**" has the same meaning as in the Act;
- (l) "**Municipal Planning Commission**" has the same meaning as in the Act;
- (m) "**Municipality**" means the municipal corporation of the Town of Blackfalds together with its jurisdictional boundaries, as the context requires;
- (n) "**Panel**" means a panel of the Regional Board consisting of either three (3) or five (5) Board Members;
- (o) "**Participating Municipality(ies)**" means the municipalities which are parties to the Agreement;
- (p) "**Pecuniary Interest**" has the same meaning as prescribed in Part 5, Division 9 of the Act;
- (q) "**Presiding Officer**" means that Board Member who is chairing a Regional Board or Panel meeting;
- (r) "**Regional Board**" means the Regional Intermunicipal Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw;
- (s) "**Resident**" means an individual who lives in a Participating Municipality on a daily and permanent basis and whose primary residence is located within a Participating Municipality;
- (t) "**Subdivision Authority**" has the same meaning as in the Act; and
- (u) "**Subdivision and Development Appeal Board**" has the same meaning as in the Act.

PART 3 - ESTABLISHMENT OF THE REGIONAL BOARD AND COMPOSITION

- 3.1 The Municipality is hereby authorized to enter into the Agreement with the Participating Municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of Regional Intermunicipal Subdivision and Development Appeal Board services by Parkland Community Planning Services.
- 3.2 The Regional Intermunicipal Subdivision and Development Appeal Board is hereby established and authorized to exercise the functions of the Subdivision and Development Appeal Board for the Municipality in accordance with the Act.
- 3.3 The Regional Board shall be composed of a minimum of five (5) Board Members and a maximum of twelve (12) Board Members.
- 3.4 It is preferred, but not required, that one Member who is a resident of the Participating Municipality be appointed from each Participating Municipality.

PART 4 - POWERS AND DUTIES OF BOARD

- 4.1 The Regional Board shall hear and decide upon appeals made with respect to a decision made by the Subdivision Authority and the failure or refusal to make a decision by the Subdivision Authority in accordance with the Act.
- 4.2 The Regional Board shall hear and decide upon appeals made against a decision or order made by the Development Authority and the failure or refusal to make a decision by the Development Authority in accordance with the Act.

PART 5 - ADMINISTRATIVE COMMITTEE

- 5.1 The Administrative Committee is hereby established.
- 5.2 The Administrative Committee shall consist of all the Participating Municipalities' Chief Administrative Officers or their respective designates.
- 5.3 The Administrator or his/her designate shall be a non-voting member of the Administrative Committee.
- 5.4 The Administrative Committee is hereby delegated the authorization and power to appoint Board Members in accordance with this Bylaw.
- 5.5 The Administrative Committee's functions, powers and duties are as follows:
- a) subject to this Bylaw, establish qualifications and expectations for Board Members;
 - b) appoint Members to the Regional Board who meet the qualifications of a Board Member as specified in this Bylaw and as may be established by the Administrative Committee from time to time;
 - c) develop policies and procedures governing hearings, conduct of Board Members and other Regional Board matters;
 - d) evaluate Board Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Board Members, as may be required;
 - e) ensure Board Members are provided with adequate mentoring and training to effectively fulfil their role;
 - f) establish rates of remuneration and expenses for Board Members;
 - g) remove and replace Board Members as deemed necessary by the Administrative Committee in accordance with this Bylaw; and
 - h) act as a liaison between Participating Municipalities and the Coordinator.
- 5.6 The Administrative Committee shall meet on at least an annual basis and as often as deemed necessary by the Administrative Committee or as may be reasonably requested by the Coordinator.
- 5.7 The Administrative Committee shall conduct its meetings in accordance with the Act and may develop its own meeting procedure rules as it deems appropriate from time to time.
- 5.8 Quorum for a meeting of the Administrative Committee shall be five (5) Chief Administrative Officers or their respective designates together with the Administrator or his/her designate.
- 5.9 Decisions of the Administrative Committee shall be determined by a simple majority vote of those Chief Administrative Officers or their designate present at the meeting.

PART 6 - BOARD MEMBERS

- 6.1 A Board Member shall not include:
- a) an employee of any Participating Municipality,
 - b) a member of any Municipal Planning Commission, or
 - c) any person who carries out Subdivision or Development Authority powers, duties or functions on behalf of any Participating Municipality.
- 6.2 Board Members shall be not less than 18 years of age and it is preferred, but not required, that Board Members be a Resident of a Participating Municipality.
- 6.3 At least 50% of the Board Members shall be Residents of a Participating Municipality.

PART 7 - TERMS OF BOARD MEMBER APPOINTMENT

- 7.1 All Board Members shall be appointed for a two (2) or three (3) year term, at the discretion of the Administrative Committee, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- 7.2 The Administrative Committee may re-appoint a Board Member at the expiration of his/her term.
- 7.3 A Board Member may resign from the Regional Board at any time by providing written notice to the Administrator to that effect.
- 7.4 The Administrative Committee may remove a Board Member at any time if:
- a) in the opinion of the Administrative Committee, a Board Member is not performing his/her duties in accordance with the Act, this Bylaw or the rules of natural justice,
 - b) a Board Member is absent for more than three (3) consecutive meetings of a Panel to which he/she has been assigned without reasonable cause, or
 - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.
- 7.5 Notwithstanding any vacancy in the membership of the Regional Board, the remaining Board Members may exercise and perform the powers and duties of the Regional Board.
- 7.6 In the event that a vacancy occurs on the Regional Board with more than one (1) year left in the Board Member's term, the Administrative Committee shall appoint a replacement Board Member within six (6) months of the notice of the vacancy and the person so appointed to fill such vacancy shall hold office for the balance of the period that his/her predecessor would have held the position of Board Member.
- 7.7 Upon being appointed as a Board Member, an individual must successfully complete the training as prescribed by the Act prior to participating in a Regional Board appeal hearing.

PART 8 - APPOINTMENT AND DUTIES OF CHAIR AND VICE-CHAIR OF THE REGIONAL BOARD

- 8.1 At its organizational meeting held in any calendar year, the Regional Board shall appoint a Chair and Vice-Chair from amongst the Board Members.
- 8.2 The Chair and Vice-Chair shall hold office for a period of two (2) years from the date of appointment.
- 8.3 The Chair, and in his/her absence, the Vice-Chair, shall:
- a) preside at meetings of the Regional Board; and
 - b) serve as the Presiding Officer for a Panel hearing an appeal if the Chair or Vice-Chair is assigned to hear the appeal.
- 8.4 In the absence of the Chair or Vice-Chair, the Board Members of every Panel hearing an appeal shall select a Presiding Officer from among themselves who shall:
- a) preside over and be responsible for the conduct of the hearing;
 - b) vote on matters submitted to the Panel unless disqualified to do so; and
 - c) sign orders, decisions and documents issued by the Regional Board.

PART 9 - AUTHORIZATION OF APPOINTMENT OF THE CLERK TO THE REGIONAL BOARD

- 9.1 The position of Clerk of the Regional Board is hereby established to carry out the powers, duties and functions of a Designated Officer of the Municipality which shall be the powers, duties and functions of a Clerk prescribed by the Act.
- 9.2 The Administrator is hereby appointed into the position of Clerk to the Regional Board.
- 9.3 The Administrator is hereby authorized to appoint one or more Clerks of the Regional Board.

PART 10 - CLERK OF THE REGIONAL BOARD

- 10.1 The Clerk of the Regional Board shall provide administrative and logistical support to the Regional Board in accordance with the Act and shall:
- a) not have a vote in any proceedings of the Regional Board;
 - b) give at least five (5) days written notice of a hearing of an appeal to:
 - i) in the case of an appeal against an order, decision or a failure to make a decision by a development authority, the parties indicated in the Act; and
 - ii) in the case of an appeal against a decision or a failure to make a decision by the subdivision authority, the parties indicated in the Act;
 - c) notify Board Members of the meetings of the Regional Board, including hearings;
 - d) prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings, of the Regional Board;
 - e) for each Regional Board appeal hearing, record and issue a decision of the Regional Board and its findings, with reasons, to all affected parties in accordance with the Act;
 - f) obtain legal counsel to advise the Regional Board when required;
 - g) be authorized to sign on behalf of the Regional Board any order, decision, approval, notice, or any other thing made, given or issued by the Regional Board; and
 - h) undertake such other duties as the Regional Board may require.

PART 11 - FILING AN APPEAL

- 11.1 A party may appeal to the Regional Board in accordance with the Act.
- 11.2 A notice of appeal is deemed to be filed with the Regional Board on the date that all information requirements related to a notice of appeal prescribed in the Act and the applicable appeal fee are received by the Clerk within the time period for filing a notice of appeal prescribed in the Act.

PART 12 - ESTABLISHMENT OF BOARD PANELS FOR INDIVIDUAL HEARINGS

- 12.1 Where a matter has been appealed to the Regional Board, the following Panels may be established at the discretion of the Administrator in consultation with the Chief Administrative Officer of the Participating Municipality in which the appeal was filed:
- a) a Panel consisting of three (3) Board Members; or
 - b) a Panel consisting of five (5) Board Members.
- 12.2 Board Members from one (1) municipality may not form the majority of any Panel hearing an appeal.

- 12.3 It is preferred, but not required, that a Board Member appointed from a Participating Municipality sit on the Panel hearing an appeal involving that Participating Municipality.
- 12.4 A Panel shall not have more than one Board Member who is a councillor.
- 12.5 A decision of a Panel is the decision of the entire Regional Board.

PART 13 - APPEAL HEARINGS

- 13.1 Within thirty (30) days of receiving written notice of an appeal that is filed in accordance with the provisions of the Act, the Regional Board shall hold a public hearing to hear an appeal from:
- a) a decision of a Subdivision Authority or Development Authority;
 - b) a Subdivision Authority or Development Authority's refusal or failure to make a decision within the time allowed for a decision established in the Act; or
 - c) an order issued by a Development Authority.
- 13.2 The hearings of the Regional Board shall be in public, but the Regional Board may at any time recess and deliberate and make its decisions in private.
- 13.3 The Regional Board shall hear all those persons from whom it is required to hear by the applicable provisions of the Act.
- 13.4 A request for adjournment of a hearing may be granted at the discretion of the Regional Board, but any adjournment must be to a specific time and date.
- 13.5 The Regional Board may adjourn an appeal hearing to a specific time and date upon its own volition to request technical information, legal opinions, or other information desired by the Regional Board.
- 13.6 Upon conclusion of a hearing, the Regional Board shall deliberate and reach its decision in private and in doing so shall determine an appeal in accordance with the provisions of the Act.
- 13.7 Audio and/or video recordings of hearings may be made by the Clerk. No other recordings of appeal hearings shall be permitted. Recordings of appeal hearings, if made, shall be retained for at least six (6) months following the adjournment of the hearing and after that time may be destroyed subject to legal and/or legislative requirements.

PART 14 - QUORUM AND VOTING AT HEARINGS

- 14.1 A quorum of the Regional Board shall be as follows:
- a) two (2) Board Members for a panel of the Regional Board consisting of three (3) Board Members; and
 - b) three (3) Board Members for a panel of the Regional Board consisting of five (5) Board Members.
- 14.2 All Board Members must vote on all matters before the Regional Board unless a Board Member declares a Conflict of Interest.
- 14.3 Where a Board Member of a Panel hearing an appeal absents or declares a Conflict of Interest, the Clerk may appoint a replacement Board Member to the Panel.
- 14.4 Only those Board Members present at the entire hearing of an appeal shall be able to vote on the appeal, provided those Board Members voting form a quorum.
- 14.5 The majority vote of those Board Members present and voting constitutes the decision of the Panel and Regional Board.

14.6 In the event of a tie vote, the appeal shall be deemed to be denied.

PART 15 - RULES OF ORDER

15.1 The Regional Board shall conduct appeal hearings in accordance with:

- a) the provisions of the Act and related Regulations;
- b) the principles of natural justice and procedural fairness; and
- c) the policies and procedures established by the Administrative Committee.

PART 16 - CONFLICT OF INTEREST

16.1 Where a Board Member is of the opinion that he/she may have a Conflict of Interest in respect of a matter before the Board, the Board Member shall absent him/herself from the Regional Board proceedings while that matter is being discussed. Prior to leaving the meeting, the Board Member shall:

- a) declare that he/she has a Conflict of Interest; and
- b) describe in general terms the nature of the Conflict of Interest.

16.2 All Board Members are bound to adhere to and comply with the Pecuniary Interest provisions of the Act.

16.3 The Clerk shall cause a record to be made in the hearing minutes of the Board Member's absence and reasons for it.

PART 17 - NOTICE OF DECISIONS AND RECORD OF HEARING

17.1 After the conclusion of an appeal hearing, the Clerk shall:

- a) under the direction of the Presiding Officer, prepare the decision or order of the Regional Board and the reasons for the decision in compliance with the Act; and
- b) arrange for the order or decision of the Regional Board to be signed and distributed in accordance with the requirements of the Act.

17.2 The Regional Board shall issue its decision in writing, together with reasons for the decision, within fifteen (15) days of the conclusion of a hearing.

17.3 A decision of the Regional Board is not final until notification of the decision is issued in writing.

17.4 The Clerk shall maintain a record of the appeal hearing in accordance with the Act.

PART 18 - SUBDIVISION ENDORSEMENT

18.1 If a Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Regional Board on appeal, the Presiding Officer of the Panel that heard the appeal, or in his/her absence any other Board Member of the Panel that heard the appeal is authorized to endorse the subdivision instrument.

PART 19 - NUMBER AND GENDER REFERENCES

19.1 All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or a female person, or a corporation or a partnership.

PART 20 - SEVERABILITY

20.1 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

PART 21 - REPEAL

21.1 That Bylaw 1076/08 is hereby repealed upon this Bylaw coming into effect.

PART 22 - DATE OF FORCE

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

READ for the first time this 25th day of October, A.D. 2022.

(RES. 294/22)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO MYRON THOMPSON

READ for the second time this 25th day of October, A.D. 2022.

(RES. 295/22)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO MYRON THOMPSON

READ for the third and final time this 25th day of October, A.D. 2022.

(RES. 297/22)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO MYRON THOMPSON

MEETING DATE: April 14, 2026
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Council Policy CP-192.26 - Council and Administration Protocol**

BACKGROUND

The Town of Blackfalds does not have a policy that outlines the respective roles, responsibilities, communication expectations, and standards between Council and Administration. Effective municipal governance relies on a shared understanding of these distinct roles and how they interact.

Establishing a formal protocol will help avoid future misinterpretations by providing clear, consistent guidance on Council-Administration interactions, including the appropriate processes for Council members to request and obtain information from Administration.

Council reviewed the Council-Administration Protocol Policy at the March 16, 2026, Standing Committee of Council and passed the following resolution.

016/26 Councillor Hoyte moved That Standing Committee of Council recommend to Council that the draft Council—Administration Protocol Policy be forwarded to the April 14, 2026 Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

DISCUSSION

Administration is recommending that Council adopt the Policy in an effort to strengthen role clarity and establish clear communication standards between Council and Administration.

FINANCIAL IMPLICATIONS

There are no financial implications to the adoption of this policy.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council adopt Council Policy CP-192.26 - Council and Administration Protocol, effective immediately.

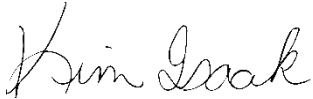
ALTERNATIVES

- a) That Council refer Council Policy CP-192.26 - Council and Administration Protocol back to Administration for amendments or more information.

ATTACHMENTS

- *Council Policy CP-192.26 - Council and Administration Protocol*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

COUNCIL - ADMINISTRATION PROTOCOL

POLICY NO	CP-192.26
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or as Required

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to establish expectations that Council and Administration will work collaboratively and effectively in serving the public interest, supporting stable governance, and fostering a positive, respectful organizational culture. This Policy aims to:
- 1.1.1 establish a framework to clarify the roles of Council and Administration.
 - 1.1.2 set out communication standards between Council and Administration.
 - 1.1.3 establish a regime of protocol for regulating relations and communications between Council and Administration.
 - 1.1.4 promote positive working relationships and a healthy workplace environment between Council and Administration.
 - 1.1.5 guide both administrative and operational interaction between Council and Administration.

2. POLICY STATEMENT

- 2.1 Effective governance depends on Council and Administration having a clear, shared understanding of their distinct roles and responsibilities, supported by a structured and well-defined framework that guides how they interact, communicate, and carry out their respective duties. This clarity fosters consistency, accountability, and a cohesive approach to managing and operating the municipality.
- 2.2 Council provides leadership, establishes policy direction, and makes decisions on behalf of the municipality through resolution. Administration is responsible for implementing Council decisions, providing professional advice, and managing day-to-day operations. This Policy ensures that interaction between the two bodies occurs in a manner that preserves good governance, maintains organizational integrity, and supports effective service delivery.
- 2.3 Council provides direction only through formal resolution, and Administration receives direction only through the CAO, ensuring proper lines of authority are maintained.

3. DEFINITIONS

- 3.1 “**Act**” means the *Municipal Government Act*, R.S.A., 2000 c M-26, as amended.
- 3.2 “**Administration**” collectively means all the Employees of the Town.
- 3.3 “**CAO**” means the Chief Administrative Officer of the Town.
- 3.4 “**Communication (s)**” means correspondence or a letter addressed to Council, including but not limited to letters and emails that are on paper or in a printable form as well as verbal inquiries.
- 3.5 “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.6 “**Employee**” means, as defined in Section d.1(k) of the Alberta Employment Standards Code, an individual employed to do work who receives or is entitled to wages and includes a former employee, but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.7 “**Integrity**” means consistently acting with honesty, transparency, and adherence to ethical principles in all Council duties and decisions, including the following:
- Making decisions based on facts, fairness, and the public interest.
 - Being truthful and accountable in communications, commitments, and conduct.
 - Following legislation, bylaws, policies, and governance processes.
 - Being consistent between words and actions.
 - Avoiding conflicts of interest.
 - Upholding the responsibilities and authority of the Council role, respecting boundaries between governance and Administration.
- 3.8 “**Mayor**” means the chief elected official as defined in the Act.
- 3.9 “**Non-political**” means anything not related to politics, political parties, political processes, government policy, elections, or political debate. Something that is non-political:
- Does not express political opinions, support, or opposition.
 - Does not aim to influence government or public policy.
 - Is neutral with respect to political ideologies or issues.
- 3.10 “**Respect**” means conducting oneself in a manner that values the dignity, contributions, and perspectives of others, including the following:
- Listening actively and with an open mind to colleagues, Administration, and the public.
 - Engaging in debate constructively, focusing on ideas rather than personal attributes.

- Recognizing the legitimacy of differing viewpoints and treating them with fairness and civility.
- Communication professionally in formal meetings, public settings and written or electronic communication.
- Upholding the roles and responsibilities of Council, Administration, and governance processes.
- Fostering a safe, inclusive, and collaborative environment where all participants can contribute without fear of ridicule, hostility, or dismissal.

3.11 “**Town**” means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Council and Administration.

5. MUNICIPAL GOVERNANCE FRAMEWORK

5.1 Council constitutes the political component of the Town and is led by the Mayor, while Administration constitutes an administrative and operational component of the Town, led by the CAO.

5.2 The legal responsibilities, functions, and powers of the Council and Administration are both interdependent and interrelated. The statutory powers of Council and Administration are as set out in the Act.

6. AUTHORITY AND RESPONSIBILITIES

6.1 Council to:

6.1.1 Adopt and support this Policy by resolution.

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

6.2 Chief Administrative Officer to:

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

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

7. ROLES AND RESPONSIBILITIES

- 7.1 The Mayor coordinates Council decisions, acts as Council spokesperson, facilitates the Council/Administration interface, and performs the duties of the chief elected official as per the Act. In the absence of the Mayor, the Deputy Mayor will assume the above duties.
- 7.2 A Council member who is authorized to act as Council's official spokesperson must ensure that their comments reflect the official position and will of Council as a whole, even if the Council member personally disagrees with Council's position.
- 7.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, in a manner that conveys and fosters respect for the decision-making process of Council.
- 7.4 Council members with social media accounts may share official Town posts on their personal or professional channels, provided the content is not altered in a way that changes meaning, tone, or accuracy.
- 7.5 Council members who participate in social media groups may share official Town posts within those groups in accordance with this section.
- 7.6 Information from Council's personal media accounts will not be shared by the Town.
- 7.7 The Town will not post responses to comments which are not on the Town's social media accounts. Council members may wish to post responses on other social media accounts but are to do so as individual members of Council, not as representatives of Council as a whole.
- 7.8 Council provides direction, makes strategic policy decisions, represents the public interest, and performs the duties of a Councillor as per the Act.
- 7.9 Council is responsible for hiring, supervising, and terminating the CAO. Council has one employee, being the CAO.
- 7.10 The CAO coordinates the organization's systems, manages organizational resources, facilitates the Administration/Council interface, and performs the duties as outlined in the Act and the CAO Bylaw.
- 7.11 The CAO is responsible for the hiring, managing, and terminating of all Employees of the Town.
- 7.12 Council and Administration will adhere to formal channels of communication between each other as established by legislation, bylaws and policy, which will include the copying of the CAO on all requests.

8. GENERAL PROTOCOL

- 8.1 Council and Administration shall treat each other with respect and integrity.
- 8.2 The Mayor will advise the Councillor and/or Council when a Councillor's activities are affecting Administration's performance.
- 8.3 Council will deal with Administration performance concerns by communicating them through the Mayor to the CAO.
- 8.4 The CAO will provide information to all of Council when responding to a request from one member of Council.
- 8.5 Administration will advise the CAO if a request for information from a member of Council will create a significant impact on performance/workload.

9. COMMUNICATION BETWEEN COUNCIL AND ADMINISTRATION

- 9.1 When a Communication is addressed to Council, it shall be directed through the CAO, and if the CAO determines it is within the governance authority of Council, the CAO will forward the Communication to Council without delay.
- 9.2 As per the Council Procedural Bylaw, follow-up on the Communication may include:
 - 9.2.1 Discussion on the item under Business at a Council Meeting;
 - 9.2.2 Directive to Administration to provide a response to the item of correspondence.
- 9.3 Council will provide direction to Administration through a resolution of Council.
- 9.4 Council may make information requests of Administration with the following understanding:
 - 9.4.1 The CAO is Council's main direct point of contact.
 - 9.4.2 The CAO will forward the information request to the applicable Employee.
- 9.5 Council shall, when approached, encourage all Employees to use appropriate channels within the organization for an operational issue or concern.
- 9.6 As outlined in the table below, each communication type is assigned a specific method of direction, accompanied by its definition, and any applicable requirements to share information. The CAO will develop and implement an Administrative Policy to delegate

responsibilities to specific Employees in the Town for responses to Council Communications.

Communication Type	Definition	Administrative Delegate as delegated by the CAO	Requirement to Share
<p>Simple or Resident Related Information Requests</p>	<p>An inquiry of Administration to obtain information on the operations and administration of the organization that is readily available and will not result in any external financial implications.</p> <p>Examples: include but not limited to</p> <ul style="list-style-type: none"> • Resident inquiries on basic policies or procedures • Question regarding upcoming events or Council meetings • Requests on where to find information that is already available 	<p>Chief Administrative Officer</p>	<p>Inquiry request communicated by the Council member to all Council members.</p> <p>Response will be provided to all members of Council within 48 hours on business days, within 72 hours on weekends.</p>

<p>Complex Inquiries or Requests Requiring Significant Staff Time</p>	<p>Requests that require a substantial amount of research, more than four (4) hours of administrative effort, or any budget allocation will necessitate a Notice of Motion</p> <p>Examples: include but not limited to</p> <ul style="list-style-type: none"> • Requests for detailed reports on a particular issue or project that do not already exist • Requests for legal opinions or in-depth policy reviews • Request that require extensive research and data analysis 		
<p>Support with Governance Meeting Procedures</p>	<p>Requesting clarification with process related Council meeting processes.</p>	<p>Senior Legislative Advisor</p>	<p>No requirement to share.</p>
<p>Support with Notice of Motions</p>	<p>Assistance with Notice of Motions</p>	<p>Legislative and Executive Coordinator</p> <p>cc. Chief Administrative Officer</p>	<p>No requirement to share.</p>

Inquiries related to citizen or stakeholder concerns	Request for information or concerns related to matters brought to Council by a citizen or other stakeholder	Chief Administrative Officer	Inquiry request communicated by the Council member to all Council members. Response will be provided to all members of Council.
Inquiries related to prospective Economic Development	An inquiry from an external agency that was funnelled through or included a Member of Council requesting information, or an initial consultation regarding a prospective new development investment in the Town.	Chief Administrative Officer cc. Director of Corporate Services and Director of Infrastructure and Planning Services	No requirement to share unless the matter is relevant to Town operations.
Council support matters	Inquiry regarding Council schedules, expenses, course registrations, conferences and travel	Legislative and Executive Coordinator	No requirement to share
Request for Additional Information or Clarification	Council member wishes to be given additional training on a matter before Council or on a matter related to Committee work.	Chief Administrative Officer	Inquiry request communicated by the Council member to all Council members. Response will be provided to all members of Council.

Committee Responsibilities	Inquiry related to issues or concerns with a Council Committee	Chief Administrative Officer	Inquiry request communicated by the Council member to all Council members. Response will be provided to all members of Council.
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10. RESIDENT INQUIRIES TO COUNCIL

- 10.1 A member of Council may choose to respond to requests for information from residents that are Com, such as the examples outlined in the table above under “Simple Information Requests” where the information is readily available to the public. Such responses must be shared with all of Council and the Chief Administrative Officer.
- 10.2 Council will direct requests from residents for services or information that are not routine in nature to info@blackfalds.ca.
- 10.3 Communication to Council directly as a result of a statutory public hearing will be directed to the Chief Administrative Officer to ensure that the concern is documented accordingly.
- 10.4 All inquiries from residents to Council regarding enforcement matters, including complaints against a Peace Officer, must be directed to the Chief Administrative Officer.
- 10.5 All inquiries from residents to Council regarding criminal matters or other operational complaints related to the Royal Canadian Mounted Police should be directed to the Blackfalds RCMP Detachment.

11. SPECIAL SITUATIONS

- 11.1. In all routine and operational situations, the CAO and designated staff may exercise delegated authority without returning to Council, provided actions remain within approved budgets, bylaws, policies, and legislative requirements. These situations include, but are not limited to:
 - Managing logistics for municipal participation in community events, including staff coordination, scheduling representation, and handling operational planning that does not require political direction.

- Preparing routine communications and event materials, such as speaking notes, scripts, agendas, programs, and public notices related to protocol activities where no new political commitments are created.
- Authorizing standard use of municipal symbols, including municipal flags, banners, branding, and official insignia, in accordance with approved municipal standards.
- Issuing standard letters of recognition, greetings, or congratulations, where content is ceremonial and Non-Political.
- Selecting and providing standard municipal gifts or recognition items, within established protocol and financial limits.
- Managing routine Human Resources matters, including recruitment, hiring, onboarding, staff performance management, employee relations, workplace practices, routine disciplinary actions, scheduling and leave administration, position adjustments, and implementation of approved compensation policies for all positions other than the CAO.

12. RELATED DOCUMENTS

- 12.1. *Municipal Government Act*
- 12.2. CAO Bylaw
- 12.3. Council Procedural Bylaw
- 12.4. Council Policy – Social Media

13. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

DRAFT

MEETING DATE: April 14, 2026

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Burman University School of Business Advisory Board**

BACKGROUND

Mayor Svab has been invited along with the Mayor of Lacombe and the Reeve of Lacombe County to sit on the Burman University School of Business Advisory Board.

The purpose of the board is to advise the school on matters such as academic programming, strategies for improving student experience, and building beneficial connections with the local community.

Individuals appointed to the Board will serve a two-year term and attend two meetings annually. The total estimated time commitment is three hours per year. The Terms of Reference for the Board are enclosed for Council's review.

DISCUSSION

As part of Council's draft 2026-2029 Strategic Plan sitting on the Advisory Board for the School of Business will not only help to achieve Council's Strategic Priority Leadership, Engagement, and Advocacy by engaging with the public and partners to align efforts and advanced shared goals.

Administration is recommending that Council endorse Mayor Svab's appointment to the Burman University School of Business Advisory Board.

FINANCIAL IMPLICATIONS

The financial cost to the Town would be two half day per diems for a total of \$290.00 plus associated gas mileage if the Town vehicle is not used.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council endorse Mayor Svab's appointment to the Burman University of School Business Advisory Board.

ALTERNATIVES

- a) That Council refer the Burman University School of Business Advisory Board report back to Administration for additional information.

ATTACHMENTS

- *Burman University School of Business Advisory Board Terms of Reference.*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author



School of Business Advisory Board

Terms of Reference¹

The Advisory Board of the Burman University School of Business advises the School on academic programming, strategies for improving student experience, building mutually beneficial connections with the local community and related matters. The academic programs include the tracks of the Bachelor of Business Administration degree, the three-year Bachelor of Arts Business degree, the Business certificate, and the Business minor. Related matters may include curriculum development, internships, cooperative education, scholarships, fundraising, alumni development, and profile and reputation development.

Membership

The School of Business Advisory Board is comprised of a cross-section of members of the community, is diverse in gender and culture, and draws from various sectors including public and private employment. Membership on the Board is in a volunteer capacity and the School does not pay for expenses. Total board membership will not exceed twenty representatives of the external community at large. The School Chair, in consultation with colleagues and key stakeholders, chooses members. The powers of the board will be limited to providing advice, guidance and recommendations.

Term

Members of the Board will serve two-year renewable terms of office. The Chair of the Board will be appointed by the School Chair and will also normally serve for two years with the possibility for renewal.

Role of the Board

- To advise the School and its Chair on its strategic plan and positioning, and in designing the appropriate portfolio of academic programs.
- To provide guidance on current business issues and concerns, and program suggestions that may help the School respond to them.
- To assist in securing student internships and building strong relationships with business, industry, and government.
- To generate opportunities for research and other forms of collaboration between faculty members, the business community, and government agencies
- To open doors for business, industry and government officials to participate in and teach at the School
- To catalyze the receipt of gifts and financial support for the School

Frequency of Meetings

The Board will meet two times per year, typically once in October, and once in April, or as needed and agreed upon by all members and other participating stakeholders. Regular attendance and participation are strongly encouraged. If a member misses two consecutive meetings, the Advisory Board Chair may decide to rescind that individual's membership.

¹ This document draws from, and is inspired by, similar documents produced by:

- Sprott School of Business, Carleton University
- Lee Kong Chian School of Business, Singapore Management University
- President's Advisory Council, Burman University

MEETING DATE: April 14, 2026

PRESENTED BY: Councillor Shane Hanson

SUBJECT: **Disc Golf**

Some time ago, the Optimist Club of Blackfalds purchased Disc Golf Equipment in hopes of working with the Town of Blackfalds to establish a Disc Golf Course in our community. It is my understanding that this equipment is being stored by the Town of Blackfalds, awaiting a home.

Through conversations with members of the Optimist Club of Blackfalds there is still hope that their dream will become a reality for our community. In these conversations and having participated in the Town of Blackfalds Open House on this matter as a resident, there appears to be a suitable option for this Disc Golf Course at the Chuckwagon Park in the McKay Ranch Subdivision.

The Chuckwagon Park is spacious, currently underutilized and expanding with the next phase of McKay Ranch underway. There is a relatively direct route to the Chuckwagon Park via South Street and via Park St. and Eastpoint Dr. or Panorama Dr. and Eastpointe Dr.

The Chuckwagon Park in McKay Ranch surrounds a natural area that would add to the experience of all who visit and use a Disc Golf Course in this area

INTENT

The intent of this motion is to request that Administration develop a plan for a Disc Golf course utilizing the existing Chuckwagon Park and working with the McKay Ranch Developer to incorporate the remainder of a Disc Golf Course into the future phase(s) or McKay Ranch currently under construction.

This would also be an excellent opportunity for the previously discussed by Administration and Council Community Beautification Grant. There would be a synergy in adding trees and greenery to the Chuckwagon Park that would compliment a Disc Golf Course at this location.

Notice for the following motion was given at the March 10, 2026, Regular Council Meeting to be brought forward to the April 14, 2026, Regular Meeting of Council for discussion, debate, and Council's consideration.

MOTION

That Council consider the following motion:

Councillor Hanson moved That Council request Administration develop a plan for a Disc Golf Course at the Chuckwagon Park in McKay Ranch, utilizing the Disc Golf equipment purchased by the Optimist Club of Blackfalds for our community.

Thank you,



Shane Hanson, Councillor